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THE VILLAGES AT FREEDOM GREEN ASSOCIATION, INC.  
**INFORMATION FOR RESIDENTS**

*The following are helpful points of information followed by the Rules and Regulations of the Association. The rules and policies included below are for your convenience and safety and not intended to be intrusive. They will only work if each of us takes the responsibility of making this a great community where we show respect for the rights of everyone.*

*Rules, Regulations and Policies are established by the Board of Directors and are reviewed and revised periodically to keep them current as our community grows and changes. In addition to these Rules, Regulations and Policies, you should refer to the Restated Declaration and Bylaws. Please note that the Public Offering Statement applies only to the Declarant in the sale and marketing of new Units. Once a Unit is declared, the Public Offering Statement is no longer applicable. The Rules, Regulations and Policies contained herein, replace all other rules, regulations and policies previously issued. The most current information is available on the Association website 'www.thevillagesatfreedomgreen.com'.*

*At the end of this document is a Summary of Responsibilities. Although it does not cover everything, it represents a fair portion of the important items of Unit Owner concern.*

*Forms, applications and work orders related to these Rules, Regulations and Policies are available at the end of this document. Copies may be made if needed. Original Work Order forms may be requested from the Property Management Company if more are needed.*

1. Unit owners must fill out and return the Unit Owner Information Sheet periodically as requested by the Property Management Company or as Unit Owner/Resident data changes (a copy is at the end of this document). Unit owners should review the Westford Management Contact Information on the website homepage for the department of choice. The company can be reached at this Connecticut toll free number (1-877-937-6367) to leave a voice mail. Additional contact information is on page 29.
2. Items of concern or requests for maintenance or repairs should be sent in writing to Westford Management. Work Order requests, Violations of the Rules, Regulations or Policies must be reported in writing to the Management Company. A form for this purpose is enclosed. Phone calls and emails are welcome, but it's always best to document your needs.
3. Items of concern with the builder should be mailed to Bob and Jean Beaudoin, Beaudoin Brothers, LLC, 140 Wildwood Road, P.O. Box 2314, Meriden CT 06450. New home buyers must communicate a written punch list to the builder in order to secure your rights under new home construction warranties (one year). **This should be done frequently as problems are discovered during the first year. New home buyers who fail to communicate deficiencies to the builder risk being responsible for maintenance and repairs and the related costs.**

4. The time and date of the regular Association board meetings are included in newsletters or other communications. Residents are free to attend these meetings and will be given a period of time before the meeting to express any concerns or ideas they wish to be brought to the board. Notice of the annual meeting or other special meetings will always be sent via mail to each unit owner. All unit owner correspondence should be sent to the property manager.
5. Prior to making any changes to the exterior of your unit, a written request must be submitted to the board of directors for approval. Please include a detailed explanation of what you wish to do (i.e. install awnings, railings, garden, patio, etc.) including a drawing, picture, etc. The original structure, which includes a deck or enclosed section to the rear of the house, represents that portion of the Limited Common Element for your unit. A Request for Architectural Change form is enclosed.
6. Upkeep of your deck with water resistant stain (every two years) is the responsibility of the owner. If this is not done decks will deteriorate and repairs will be more expensive for you. If the homeowner is utilizing a semi-transparent color, the homeowner must make a request to the Board of Directors by filling out an Architectural Change Form.
7. Trucks, commercial vehicles, recreational vehicles, trailers and boats may not be parked on the property other than for loading and unloading. Thereafter, they must be immediately removed from the property. Other arrangements for parking have to be made by the resident.
8. The clubhouse parking area is to be used by people using the pool or clubhouse, or in the case of snow, to facilitate clearing of the driveways. Visitors are encouraged to park there. This space cannot be used for parking campers, boats, recreation vehicles and extra cars for extended periods of time. **Random overnight parking is allowed at the clubhouse. Long term parking requires approval from the Board of Directors. Homeowners are not allowed to park excess vehicles or primary vehicles at the clubhouse on a daily basis.**
9. When purchasing insurance for your home, you should consider purchasing coverage for the value of household and personal property, damage caused by earthquake and flood, water which backs up through sewers and drains, additional living expenses, personal injury, loss assessment coverage, value of jewelry, furs, silverware, fine art, business interruptions, value of additions and alterations made or acquired at the expense of an individual unit owner. The association does not cover liability coverage for accidents or occurrences that occur within that portion of the unit that is reserved for an owner's exclusive use and occupancy. The association does not insure loss of property for a tenant or for loss of rental income.

THE VILLAGES AT FREEDOM GREEN ASSOCIATION, INC.  
RULES AND REGULATIONS

1. Residential Units are limited to occupancy by single families, garages are limited to the storage of vehicles and accessory storage, and Commercial Units (if any) are limited to use for commercial purposes, all as defined and stated in the Declaration and the Rules.
2. There will be no obstruction of the Common Elements, nor will anything be stored outside of the Units without the prior consent of the Executive Board except as hereinafter expressly provided.
3. Except in storage areas designated as such by the Executive Board, there shall be no placing of baby carriages, playpens, bicycles, wagons, toys, vehicles, benches or chairs on any part of the common areas. Storage of materials in Common Elements or other areas designated by the Executive Board, including storage lockers, will be at the risk of the person storing the materials.
4. Common Elements will be used only for the purpose for which they were designed. No person will litter on the Common Elements or interfere with their proper use by others, or commit any vandalism, boisterous or improper behavior on the Common Elements that interferes with or limits the enjoyment of the Common Elements by all others.
5. No alterations, additions or improvements may be made to the exteriors of units without prior consent of the Executive Board or such committee established by the Executive Board pursuant to the Declaration. Without such consent no clothes, sheets, blankets, laundry or any other kind of articles other than holiday decorations on doors only, will be hung out of a building, exposed or placed on the outside walls or doors of a building or on trees, and no sign (except as permitted above), awning, canopy, shutter or antenna will be affixed to or placed upon the exterior walls, doors, roof, or any part thereof or exposed on or at any window. [**additional Holiday Decoration policy 'Page 25'** – January 2009]
  - a. Notwithstanding the above, a Unit Owner may provide for structural changes to the Common Elements in order to provide access for handicapped persons provided that plans for such changes have been submitted to the Executive Board for approval as to structural integrity, safety, and compliance with building and other codes and consistency with the aesthetic integrity of the Common Interest Community. All exposed elements of such changes will be surfaced, painted and trimmed in a manner consistent with surface materials, paint colors and trim styles of the community. The escrowed deposits set aside for restoration of the premises will be sufficient in the judgment of the Executive Board to fully restore the premises to the condition they were prior to installation of the special improvements, except for such elements which will not functionally change the use of the portions improved, such as hidden structural changes and widened doors. (Escrow deposits and restoration of Common Elements shall be in accordance with Article XI of the Declaration). The escrowed funds may be drawn down by the Association to undertake such restoration if the Unit Owner does not do so or cause that to be undertaken after vacancy of the Unit by the handicapped person, and the escrow will be so restricted. All modifications to Common Elements not to be restored on termination of tenancy will be designed

so as to not detract significantly from the public and common use areas so modified, and so as to be of benefit to other persons with and without handicaps. Any such structural changes designed to benefit a single unit, including maintenance, repair or replacement, shall be the sole expense of the unit owner who benefits from the structural changes.

- b. Please refer to Request for Architectural Change form on page 31.
6. The Executive Board may designate areas in which Unit Owners may perform gardening activities. Gardening not involving the construction of man-made improvements, other than minor garden accessories, and involving only the planting and maintenance of natural materials within these areas, may be undertaken without design approval within three (3) feet around the unit foundation. No grass or landscape areas may be disturbed. These gardens, if any, shall be maintained by the respective Unit Owner. However, gardens visible from the road should not be allowed to become weedy or unsightly; in this event, the Association shall return the unsightly area to grass at the Unit Owner's expense.
7. Firewood shall be neatly stacked in garages no closer than one foot from any wall of the building. Firewood shall be stacked on raised racks or timber at least 4" from the floor to provide for air circulation under the stack. Rotten or insect infested firewood shall be removed upon discovery. Firewood may not be stored on front porches, under decks or at foundations.
8. No clothes, clotheslines, sheets, blankets, laundry of any kind or other articles shall be hung out of a Unit or exposed on any part of the Common Elements. No rugs, blankets, towels or other similar objects may be hung from decks or railings. The common area shall be kept free and clear of rubbish, debris, and other unsightly materials, and will not be obstructed or used for storage purposes without the specific written permission of the Executive Board.
9. No flammable or combustible material shall be stored in any Unit or in the Common Elements except in appropriate safe containers or otherwise as permitted by the Executive Board. Such items may only be stored in garages.
10. No noxious, offensive, dangerous or unsafe activity will be carried on in any Unit, the Common Elements, or the Limited Common Elements, nor will anything be done therein either willfully or negligently, which may be or become an annoyance to the other Unit Owners or occupants. Unit Owners are responsible for the behavior, actions and activities of their children, guests, visitors and tenants, and are responsible for ensuring compliance with Association Rules, Regulations and Policies. No Unit Owner or occupant will make or permit any disturbing noises by himself, his family, employees, agents, visitor and licensees, nor do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other Unit Owners or occupants. No Unit Owner or occupant will play, or allow to be played, any musical instrument, or operate or suffer to be operated, a phonograph, television set or radio at such high volume or in such other manner that it will cause unreasonable disturbances to other Unit Owners or occupants. If such sound can be heard and understood by Persons of normal sensitivity within other Units with doors and windows closed, it will be considered too loud.

11. No immoral, improper, offensive or unlawful activity may be conducted on the association property. Unit Owners will comply with and conform to all applicable laws and regulations of the United States and of the State of Connecticut, and all ordinances, rules and regulations of the Town of Mansfield and will save the Association or other Unit Owners harmless from all fines, penalties, costs and prosecutions for the violation thereof or noncompliance therewith.
12. Unit Owners will hold the Association and other occupants harmless for the actions of themselves, their children, tenants, guests, pets, servants, employees, agents, invitees or licensees.
13. No Unit Owner will send any management employee on any private business of the Unit Owner, nor will any employee be used for the individual benefit of the Unit Owner, unless in the pursuit of the mutual benefit of all Unit Owners, or pursuant to the provision of special services for a fee to be paid to the Association.
14. No animals, birds, reptiles of any kind will be raised, bred, or kept in the Common Interest Community or brought on the Common Elements, except for: no more than one dog of gentle disposition, no more than one cat, usual domestic birds in cages and fish in tanks, or other household pets approved by the Executive Board or the Manager as to compatibility with the community. Notwithstanding the above, no dog of a breed known for its ill temper, such as those varieties of terriers known as "Pit Bull Terriers," will be permitted on the premises. No animal of any kind that has venom or poisonous defense or capture mechanisms, or if let loose would constitute vermin, will be allowed on the premises. Pets may not be kept for any commercial purposes. Any pet causing or creating an unreasonable disturbance or noise, or considered a nuisance, will be permanently removed from the property upon three (3) days' written notice and hearing from the Executive Board. In no event will any dog be permitted in any portion of the Common Elements unless carried or on a leash and accompanied by a responsible person; no dogs will be tethered or curbed in any courtyard, close to any patio, or on a deck. Any droppings in the Common Elements or Unit Owner's Limited Common Elements (including decks and patios) will be immediately picked up and removed to dumpsters or other trash disposal containers. The owner will compensate any person hurt or bitten by any dog, and will hold the Association harmless from any claim resulting from any action of his pet whatsoever. Seeing Eye dogs will be permitted for those persons holding certificates of blindness and necessity (20/00 in the better eye with correction). Other animals will be permitted if such animals serve as physical aids to handicapped persons and such animals have been trained or provided by an agency or service qualified to provide or train such animals.

- a. No pets allowed in the pool, clubhouse areas, or the tennis or basketball courts.
  - b. Unit Owners will hold the Association and other occupants harmless for the actions of their pets.
  - c. Pets are not permitted on neighbor's lawns as lawns are Limited Common Elements for the sole use of that unit owner.
  - d. As of July 1, 2005, all dogs and cats must be registered with the Management Company **when acquired and annually by July 15<sup>th</sup>**. All pet owners must register their pets by completing the Pet Registration Form on pages 33 and 34.
  - e. As of July 1, 2005, Units that have more than one dog or more than one cat will be grand fathered and the pets in excess of one dog and one cat per Unit may not be replaced until such time as the Unit is in compliance with ARTICLE XI, Section 11.2 (c) whereby there is a limit of one dog and one cat per unit.
  - f. No dogs may be tethered or curbed in any portion of the Common Elements or Limited Common Elements [including patio or deck] unless noted on Page 40.
  - g. Any droppings in the Common Elements or [Pet Owner's] Limited Common Elements including decks and patios must be immediately picked up and properly disposed of. In the case of decks and patios, the area must be immediately cleaned and sanitized to prevent obnoxious odors or unhealthy conditions.
  - h. New Unit Owners and residents to The Villages at Freedom Green must be in compliance with the Rules and Regulations at the time of purchase or upon taking residency. No grandfathering will be granted to new Unit Owners or residents.
  - i. Fines for violations of the Pet Rules begin at \$75 for the first offense, plus an additional \$50 for each successive offense, or each successive day without corrective action taken by the Unit Owner. There will be a maximum of \$250.00 per 30 day period for each violation. No maximum for the year. Fines are added to the Unit Owner's monthly common fee account. If the Unit Owner refuses to pay, a lien will be set against the Unit Owner's property, and the Unit Owner will be responsible for any legal fees related to such liens.
15. No industry, business, trade or commercial activities, other than home professional pursuits without employees, public visits or nonresidential storage, mail or other use of a Residential Unit, will be conducted, maintained or permitted on any part of the Common Interest Community. The Commercial Unit (if any) can be used for any purpose allowed in the zone in which the Unit is located or for commercial uses ancillary to residential use. Signs placed by Unit Owners or Persons other than the Association, window displays or advertising will not be maintained or permitted on any part of the Common Interest Community or any Residential Unit without Executive Board approval. No Residential Unit will be used or rented for transient, hotel or motel purposes. Air conditioning window units that protrude from the windows are not permitted.
16. No electrical device creating electrical overloading of standard circuits may be used without permission from the Executive Board and adjustment to circuits. Misuse or

abuse of appliances or fixtures within a Unit which affects other Units or the Common Elements is prohibited; any damage resulting from such misuse will be the responsibility of the Unit Owner in whose unit it will have been caused. Total electrical usage in any Unit will not exceed the capacity of the circuits as labeled on the circuit breaker boxes.

17. Owners will not paint, stain or otherwise change the color of any exterior portion of any building or deck without the prior consent of the Executive Board or such committee then established having jurisdiction over such matters, if any. No driveways or pavement may be stained or sealed without prior approval of the Executive Board.
18. Each Unit Owner will keep his Unit in a good state of preservation and cleanliness.
19. Nothing will be done or kept which will increase the rate of insurance of any of the buildings, or contents thereof, without the prior consent of the Executive Board. No Unit Owner will permit anything to be done or kept in the Common Interest Community which will result in the cancellation of insurance coverage on any of the buildings, or contents thereof, or which would be in violation of any law.
20. Unit Owners and occupants will comply with the Rules and Regulations of the New England Fire Rating Association and with the rules and regulations contained in any fire and liability insurance policy on the Property. Homeowners must have their fireplace flue inspected annually. If the homeowner does not use the fireplace, a owner sign-off is required.
21. Damage by fire or accident affecting the Common Interest Community, and Persons injured by or responsible for any damage, fire or accident must be promptly reported to the Manager or Director of the Common Interest Community by any Person having knowledge thereof.
22. If you wish your garbage to be picked up, you must make arrangements with the town collection service. Mansfield has given notice that trash service will be provided to residents of The Villages at Freedom Green by F.W. Mayo & Sons (860-228-2322). Trash and Recycling services will be collected on THURSDAYS. Please place trash and recyclables by the curb for pickup no later than 6 a.m. on Thursday mornings. Please do not put your trash out until after 5:00 P.M. on Wednesday. **All trash must be in covered containers and not left in bags on the curb.** Recyclables must be secured so they don't blow around. You may take your garbage and recyclables directly to the town landfill located off Route 89. If you have questions, please call Virginia Walton, the Town's Recycling/Refuse Coordinator at 860-429-3331.
23. Residents are responsible for keeping the area neat, clean and free of debris. There shall be no unbarreled bulky storage of rubbish in the Units. Trash containers must be marked with your unit number and must be retrieved within the evening of the day of pick up. Except for times when trash containers are waiting for pickup, the containers shall be stored in garages. All laws regarding trash for recycling purposes will be followed.
24. All Persons will comply with Connecticut State laws and Department of Motor Vehicle regulations on the roads, drives and property, including current registration of vehicles. Violating vehicles will be towed, after reasonable efforts to contact the person or host to which the vehicles is registered. In addition, the Unit Owner to whom, or to whose

invitee, the vehicles is registered, following Notice and Hearing may be levied up to a \$100 per day fine for the period that the vehicle violated these Rules, unless at such hearing good and valid reasons are given for such violation. Costs of towing and enforcement may be collected as a Common Expense.

25. There is space for three vehicles per residential unit, one (1) in the garage and two (2) in the driveway. Automobiles and other personal motor vehicles used in the ordinary course of daily living including light trucks used in principal employment of the Unit Owner or occupant shall be parked only in designated areas. (A light truck is one that has no more than two axles, has up to one-ton capacity and four wheels.)
26. Parking areas will be used for no other purpose than to park passenger motor vehicles, and loading or off-loading. Trucks, commercial vehicles, recreational vehicles, trailers and boats may not be parked on Common Elements, and are prohibited in the general parking areas and drives, except for temporary loading and unloading. Special permission may be obtained from the Executive Board for small types of such vehicles to be parked in a designated area.
27. No abandoned, inoperable, unregistered vehicles and no vehicles under repair shall be kept on the property except in enclosed garages. Garages shall be used only for normal household storage or the parking of vehicles.
28. Construction or contractor equipment used in the actual repair or maintenance of the Common Interest Community will not be so restricted.
29. The speed limit on the Property is 15 miles per hour.
30. Over night parking on the roads and streets is prohibited. During daytime hours, vehicles should be parked on one side of the road to allow passage of two cars.
31. No vehicles will be allowed on the landscaped area of the Property.

Snowmobiles, off-road vehicles including trail bikes, jeeps and other four wheel drive vehicles not used in maintenance are prohibited, except where licensed and equipped for passage on public highways, and actually used by licensed drivers on the paved portions of the Property. Except for other motor assisted bicycles and wheel chairs as permitted by State law, all highway vehicles used or parked on the Property will be licensed and properly equipped and in operating condition for safe travel on the public highways of the State. Any and all 'pocket' or 'mini' bikes are prohibited from the property. All motorized vehicles that do not fit the Connecticut Department of Motor Vehicle regulations will not be allowed on the property. This rule includes 'mini' or 'pocket' bikes, snowboards, and skateboards under recreational vehicles that are prohibited from The Villages at Freedom Green property.

32. Vehicles may not be parked in such a manner as to block access to garages, fire hydrants, sidewalks, pedestrian crossing areas, designated fire lanes, or limit or prevent two lane passing by vehicles on roads and drives. Violating vehicles will be towed, after reasonable efforts to contact the person or host to which the vehicles is registered. In addition, the Unit Owner to whom, or to whose invitee, the vehicles is registered, following Notice and Hearing may be levied up to a \$100 per day fine for the period that

the vehicle violated these Rules, unless at such hearing good and valid reasons are given for such violation. Costs of towing and enforcement may be collected as a Common Expense.

33. Snow removal procedures will be reviewed annually by the Executive Board. The following procedures are currently in place:
- a. The contractor will clear the main roads and clubhouse first. **No on-street parking or clubhouse parking allowed during a snow storm prior to the streets and clubhouse parking having been cleared.**
  - b. Once main roads and clubhouse are cleared, vehicles may be parked on the main roads **on one side of the street only or in the clubhouse parking lot.** When your driveway is cleared you must move your vehicle back to your residence.
  - c. **Walkways** may be done once or twice depending on snowfall. Residents are asked to keep additional materials for treatment of walkways during melting and refreezing periods.
  - d. **No parking is allowed in the clubhouse parking lot until it has been cleared.** As soon as your driveway is clear, return your vehicle to it.

This system works. It alleviates the unnecessary hassles of waiting, looking out of windows or listening for the snow plowing horns. Moving your vehicles by the given times is all that is necessary. Vehicles should be returned to driveways as soon as the spots are cleared.

## **RECREATIONAL FACILITIES** **RULES AND REGULATIONS**

### General Recreation Rules

34. Limited to Unit Owners, occupants and guests. Passive recreational facilities, open space and woodland areas within the Common Elements, are limited to the use of Unit Owners, their tenants and invited guests. All facilities are used at the risk and responsibility of the user, and the user will hold the Association harmless from damage or claims by virtue of such use. Violations of the Rules, Regulations or Policies of the Association may result in privileges being suspended for a time period to be determined by the Executive Board.
35. Boisterous, rough or dangerous activities or behavior, which unreasonably interferes with the permitted use of facilities by others, is prohibited. This includes activities such as climbing trees, rocks and boulders, etc.
36. Specific portions of woodland areas or open space facilities, or specific times of recreational schedules, may be reserved, or priority given, to certain age groups. Such reservations and scheduling will be done by management personnel, and will be effective after publication on the clubhouse bulletin board or newsletter.
37. Parents will direct and control the activities of their children in order to require them to

conform to the regulations. Parents will be responsible for violations or damage caused by their children and/or the children of their guests, whether or not the parents are present.

38. Unit Owners, members, guests and tenants may be summarily ejected from a recreational facility by management personnel or the Executive Board in the event of violation of these regulations and suspended from the use of such facility until the time for Notice and Hearing concerning such violation, and thereafter, suspended for the period established following such Hearing.
39. Recreational facilities will be used for the purposes for which they are designed. Picnic areas and equipment, if any, and surrounding areas will be properly used, and may not be abused, overcrowded, vandalized or operated in such a way as to prevent or interfere with permitted play or use by others. Rules of safety promulgated by nationally recognized organizations regulating play of a game or sport for which a facility is designed will be followed, and where appropriate, customary safety equipment will be worn and used.

Please note that additional health department regulations are posted on the entrances and inside the pool area. In addition to State and Town regulations, the Associations Rules and Regulations must be followed.

**Skateboarding and Snowboarding are not allowed on the property of The Villages at Freedom Green.**

#### Pool rules

40. There are neither lifeguards nor pool monitors at the swimming pool. All persons using the pool do so at their own risk.
41. Plans are to open the pool for Memorial Day weekend and close the pool during the month of September.
42. A card-key system will be used for entry into the pool through the clubhouse door. Only those persons securing a key will have access to the pool. Rules for the use of the clubhouse are below. The card-keys are swipe cards that will be keyed to the resident owner and for safety and tracking information data on the peak times for the pool's use, monitored via computer at the manager's office.
43. Leaving the doors to the pool or clubhouse open is prohibited. Entrance to the pool by the emergency door is also prohibited. Use of this door will activate an alarm. It is to be used only in case of an emergency. For the safety of all please observe this rule.
44. Pool hours will be posted each season. The season will be determined by the Executive Board depending on weather and the readiness and condition of the pool.
45. All persons will bathe with warm water and soap before entering the pool. There are showers for this purpose in the clubhouse restrooms.
46. Any person known or suspected of having a communicable disease will not use the pool.

47. Spitting or blowing of the nose in the swimming pool is prohibited.
48. Children under 16 must be accompanied at all times by a parent, guardian or responsible adult. An adult is someone 18 years old or older.
49. Running and boisterous or rough play is prohibited.
50. No diving--pool is approximately 4 ½ feet at it's deepest.
51. No pets allowed in the pool or clubhouse areas
52. Glassware, underwater breathing apparatus, knives or dangerous equipment are prohibited from the pool area. Items used in the pool for recreation must be removed from the property after each use. Drinks must be in non-breakable bottles or cans and properly disposed of. All items of waste and trash must be removed with the user.
53. Each unit is allowed four guests free for use of the pool. There will be a \$2.00 charge per person over the four free guests. The unit owner must be present at the pool at all times with their guests and it will be the Unit Owner's responsibility to ensure their guests' compliance with the rules and regulations. In order to prevent an overcrowded situation in the pool, prior plans for extra guests should be noted with Walter Soder, #4 Mohegan Square, phone 860-966-8153, and adjustments for timing of use can be suggested. Monies for the extra guests should be paid to Walter.
54. Infants and small children must wear water "swimmies" that do not leak when the child is in the pool. Procedures for preventing leakage into the pool must be provided for all children who are not toilet trained or persons who are incontinent.
55. Card-Keys: keys for use of the pool will be secured from the management company at a cost of \$25.00 for the first key and \$10.00 each for a second key, if purchased at the same time. Maximum keys issued per unit are two. Replacement of lost or damaged keys will be \$25.00. These precautions are being taken to insure the safety of the pool and equipment and also to maintain the use of the pool for residents only.

### Clubhouse Rules

56. If you wish to rent the clubhouse for One Day, the fee is \$125.00 of which \$50.00 will be returned to you providing the clubhouse is cleaned, undamaged, and there are no rule violations. A board member will inspect the premises. Rental, setup, and clean-up needs to be done during the 'one day rental'. Special rates for non-profits per Executive Board.
57. Cleaning will include vacuuming and/or cleaning the carpets, cleaning the lavatory facilities and floors, hallway floors, folding of chairs and tables, emptying and cleaning refrigerator and sink area, removal of decorations.
58. Heat, air conditioning and lights must be turned off at the end of the rental event. Failure to shut down these systems will result in loss of deposit.
59. All trash must be removed from clubhouse facility and properly disposed of by unit owner at the end of the rental day.

60. All reservations must be made through the management office (see Westford Contact Information]. Once written confirmation is complete, arrangements for securing the clubroom key must be made with Walter Soder, #4 Mohegan Square. Payment for use of the clubhouse must be made prior to receiving a key. Your pool entry key will not open the clubroom door. Walter can be reached at 860-966-8153.
61. **Rental of the clubhouse does not include pool privileges.** If there is a desire to use the pool, you must have a registered entry card. All activities of the clubroom must be completed and the clubroom door closed and locked. Use of the pool will then have to follow all of the requirements as stated herein (extra guests, charges, etc.) It will be important to make these plans ahead of time to avoid confusion or misunderstandings.
62. The unit owner must make rental arrangements. The unit owner must be present throughout the rental period. Unit owners are responsible for supervising the function and ensuring compliance with all of the rules, regulations and cleanup of the facilities.
63. The cost to repair any damages, perform clean up of the facilities, or assessments due to rule violations will be charged to the unit owner's common fee account.
64. No alcoholic beverages may be served to anyone present under the age of 21. No smoking is allowed inside the clubhouse. Cigarette butts must be picked up off the ground around the clubhouse area and parking lot.
65. Excessive noise is not permitted. Noise that disturbs area residents is considered excessive and will not be tolerated. Guests at parties should not gather outside the clubhouse which may contribute to excessive noise and disturbances.
66. The clubhouse party or function must end by 12:30 am and the clubhouse closed and locked by no later than 1:00 am. Cleaning must be done prior to leaving.
67. Resident groups may sign up for clubhouse use by making a reservation with the property manager. There is no charge for resident activities; however, the unit owner making the reservation will be responsible for cleaning, securing and any damages.

### **Tennis Court Rules**

#### **Tennis Court Keys are available through Walter Soder – 860-966-8153**

68. Players must wear smooth sole tennis shoes on the courts. The playing surface will not be mistreated and hard objects will not be placed, thrown or struck on the court
69. Conduct will be such as to minimize interference with play.
70. Pets, food, breakable containers, trash or debris are not permitted in courts. Beverages in plastic containers are allowed.
71. Unit owners are responsible for their children and guests and their compliance with the rules and regulations.

72. All trash or other debris must be removed from the court areas and properly disposed of.
73. Smoking inside the tennis court area is prohibited. Cigarette butts must be cleaned up and removed from the grounds around the tennis court area.
74. In the event of over-crowding, limitations on times of play and sign-up procedures may be adopted by resolution of the Executive Board and posted at the court. The courts will be used in accordance with the policy resolutions posted.
75. Bicycles, go-carts, skateboards, roller skates or roller blades, or any other such items are prohibited on the tennis courts.

**THE VILLAGES AT FREEDOM GREEN**  
**COLLECTION POLICY**

**Statement of Policy:**

All fees are due on the first of each month and are considered late if not received by the 10<sup>th</sup> day of the month, regardless of holidays. The unit owner is responsible for attorney fees incurred as a result of collection efforts, in addition to court costs. The definition of “fees” includes common fees, fines, special assessments, fees for maintenance performed which are considered unit owner expense (bill backs) and finance charges.

**Policy**

- 1) Balance due after 10<sup>th</sup> day of any month
  - a. All fees are due on the first of each month regardless of holidays.
  - b. Fees not received by the 10<sup>th</sup> day of each month are considered late and are assessed a \$25.00 finance charge each month on any outstanding balances due.
  - c. Statement of account is sent out indicating the amount due as of the 10<sup>th</sup> of each month including any finance charges.
  - d. Fines have a 10 day grace period from the date of issue for appeal to the Board of Directors.
- 2) Balances due after 30 days
  - a. Accounts not brought current within 30 days will be sent a certified letter stating that the account will be turned over to an attorney for collection if account is not brought current within 10 days from receipt of certified letter.
  - b. If accounts are not brought current after 10 days, the account will be turned over to an attorney for collection and the Association will apply a lien on the property.
- 3) While accounts are in collection with an attorney, the finance charges may be waived during the collection process at the discretion of the attorney.
- 4) Once an account has been put out to collection, should the same account become delinquent again within 60 days of becoming current, it will be automatically referred to the attorney for continued collection without further warning from the property management company.
- 5) All costs related to collections, including but not limited to attorneys’ fees, court costs, etc., are paid by the unit owner.
- 6) **While accounts are in arrears, in collection or with an attorney, any or all privileges for use of the recreational facilities may be suspended.**

**Satellite Dish and Antenna Policy**  
The Villages at Freedom Green

This policy follows Federal guidelines for Satellite Dish and Antenna within a Common Interest Community. The applicable form is enclosed. **The form should be submitted within 10 days of install to allow for Association approval of installation according to policy.**

1. Approval

- a. It is the unit owner's responsibility to ensure proper installation following these rules and regulations. The location of all installations is subject to review by the Board of Directors. Unit owners are encouraged to submit a written request form prior to installation of an antenna/dish to the Board of Directors. The form is on page 32. **Improper installation may be subject to removal and/or fines.**

2. Definitions

- a. "Antenna" means:
  - (1) Any device that is used to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite. Any device that is used to receive video programming services via multi-point distribution services, including multi-channel multipoint distribution services, instructional television fixed services, and local multipoint distribution services, or to receive or transmit fixed wireless signals other than via satellite.
  - (2) Any device that is used to receive television broadcast signals.
  - (3) A mast, cabling, supports, guy wires, conduits, wiring, fasteners, or other accessories necessary for proper installation, maintenance, and use of an antenna as described in (1) or (2).
- b. "Fixed wireless signals" means:
  - (1) Any commercial non-broadcast communications signals transmitted via wireless technology to and/or from a fixed customer location. Fixed wireless signals do not include, among other things, AM radio, FM radio, amateur ("HAM") radio, Citizen's Band (CB) radio, and Digital Audio Radio Service (DARS) signals.
- c. "Owner" means:
  - (1) Any unit owner in the Association. For the purpose of this section only, "owner" includes a tenant or other lawful occupant of a unit with written owner approval.
- d. "Exclusive-use area" means:
  - (1) The limited common area in which the owner has a direct or indirect ownership interest and that is designated for the exclusive use of the owner. At The Villages at Freedom Green, the only such areas are the decks.

3. Installation

- a. Antenna Size and Type
  - (1) Antennas that are thirty-seven inches (37") or less in diameter may be installed, provided that such installation is in full compliance with the other requirements of this Policy. Antennas that are larger than thirty-seven inches (37") are prohibited.

b. Location

- (1) Antennas must be installed in the owner's unit or wholly within the unit owner's exclusive-use area (i.e., deck).
- (2) Antennas shall not extend beyond the edges of the deck or into the air space beyond the edges of the roof. Antennas shall not encroach upon the general common elements, general common element air space, any other owner's individual unit or limited common element, or the air space of another owner's limited common element.
- (3) Antennas shall be located in the least obtrusive location, a place shielded from view from outside of the Association or from common elements or other units, to the maximum extent possible without interfering with the reception or transmission of an acceptable quality signal. However, installation is not permitted on general common elements, even if acceptable quality signal cannot be received or transmitted from an exclusive-use area.

c. Installation

- (1) Antennas shall not be installed higher than necessary for reception or transmission of an acceptable quality signal, and television broadcast antennas shall not be larger than necessary to receive an acceptable quality signal.
- (2) All installations shall be completed so they do not damage the general common elements or limited common elements, or in any way impair the integrity of the building.
- (3) There shall be no penetration of the exterior walls and/or roof of the building.
- (4) All cabling shall be contained within the "exclusive-use area" and shielded from view from outside of the Association.

d. Maintenance

- (1) Owners who install antennas, or in whose units or exclusive-use areas antennas are installed, are responsible for all associated costs, including but not limited to costs to:
  - a. Place (or replace), repair, maintain, and move or remove antennas.
  - b. Repair damage to any property caused by antennas installation, maintenance, or use.
  - c. Pay medical bills incurred by persons injured by antenna installation, maintenance, or use.
  - d. Reimburse the Association for damage to general or limited common elements and units (to the extent not reimbursed by insurance) caused by antenna installation, maintenance, and use.

- (2) Owners shall not permit their antennas to become a safety hazard. Owners shall be responsible for the correction of any safety hazard.
  - (3) If antennas become detached, owners shall remove or repair such detachment within seventy-two (72) hours of detachment. If the detachment threatens safety, the antenna must be removed or reattached immediately.
- e. Safety
- (1) Antennas shall be installed in a manner that complies with all applicable Federal, State, and county laws and regulations, building codes, and manufacturer's instructions.
  - (2) Any contractor installing antennas must be properly trained and qualified to perform such installations, and shall be licensed and bonded in accordance with applicable laws.
  - (3) A professional, properly trained and qualified to perform such installations may only install two-way fixed wireless subscriber equipment.
  - (4) Antennas shall not obstruct access to or exit from any unit, walkway, egress or egress from an area, electrical service equipment, or any other areas necessary for the safe operation of the Association. The purpose of this requirement is to ensure the safety of the Association residents and personnel and safe and easy access to the Association's physical plant.
  - (5) Antennas shall not be placed where they come into contact with electric power lines, or interfere with power lines or electrical transmission.
  - (6) Antennas must be secured so that they do not jeopardize the soundness or safety of any structures or the safety of any person at or near the antennas, including damage from wind velocity.
  - (7) If a safety hazard is presented, the Association can require the owner, through legal process or as otherwise permitted by law, or pursuant to the Association's documents, to immediately eliminate the safety hazard. The Association may also exercise its right of entry under the Association's documents to enter the unit to remedy the safety hazard. Any and all costs to the Association to remedy the safety hazard will be charged to the Owner.

#### 4. Antenna Removal

- a. Antenna removal requires restoration of the installation location to its original condition. The Owner shall be responsible for all costs relating to restoration of the location.
- b. If the unit owner does not properly do restoration, the Association will have the restoration done. Any and all cost will be charged to the unit owner.

## 5. Relationship to Governing Documents

- a. The Villages at Freedom Green documents provide that "no sign (tag sale, for sale, etc.), canopy, shutter, or radio or television antenna shall be affixed to or placed upon the exterior walls or roof, in or on vehicles, or any other part of the property." Any antenna erected and maintained on a unit owner's deck or balcony must be in full compliance with this Policy.
- b. Unit Owners planning on installing an awning must submit a 'Request for Architectural Change' form to the Board of Directors.

Revised 09-15-2009 – page 15, 1.Approval, a. – changed wording requiring prior approval to the installation process and requirement to notify Association within 10 days of installation for the purpose of inspection.

The Villages at Freedom Green  
Rule and Regulation Concerning  
**Propane Gas Tanks and their Enclosure**

Prior to making any changes to the exterior of your unit, a written request must be submitted to the board of directors for approval (please see Request for Architectural Change form). Please include a detailed explanation of what you wish to do (i.e. install awnings, railings, garden, patio, propane gas tank, etc.) including a drawing, picture, etc. The original structure, which includes a deck or enclosed section to the rear of the house, represents that portion of the Limited Common Element for your unit.

*Please note that it may not be feasible to make any changes or installations if the location of the unit, the proximity of other common area, or the particular installation guidelines can not be met.*

Due to the risk and liability *related to the common property associated with the installation of propane gas*, the Association requires that a *minimum* \$500.00 security deposit accompany a request to install such tanks. The security deposit will be refunded to the Unit Owner after installation and enclosure has been inspected and approved by both the Town of Mansfield and the Property Management Company. If the installation fails to be accepted by the Town of Mansfield, the Unit Owner must have the complete installation removed and the exterior of the unit restored to its original condition. Failure to do so will result in the Association using the security deposit to restore the exterior of the unit to its original condition.

[Please note that the minimum security deposit may be increased, prior to approval, if the scope of the project appears to exceed the security deposit.]

Propane gas tanks installed at the time of construction or as a betterment, must comply with the following:

***The Tank:***

- *One 50 gallon tank is allowed with a fireplace conversion*
- *One 50 gallon tank is allowed with a cooking stove installation*
- *Two 100 gallon tanks are allowed with the conversion of the heating system*

***The enclosure:***

- should be constructed of wood covered with material similar to the home (i.e. either wood clapboard or vinyl siding). Must be freestanding.
- the enclosure must blend with either the siding or the deck and be of *sound construction and equal quality*
- must match the color of the home or deck
- should be on three sides [minimum] of the propane tank so the tank is not visible from the street or a neighbor's home
- must have a hinged door with a latch (not a lock and key or combo lock) for service, refilling or maintenance purposes and door/gate opening must face the unit to which the tank belongs.
- must be open at the bottom and not covered on the top
- must be at least 4 to 6 inches over the top of the tank.
- must leave a space minimum of 6 inches around the propane tank.

***The propane gas tank:***

- must be positioned at least five (5) feet from windows and five (5) feet from dryer vents.
- must be positioned at least ten (10) feet from electrical service and outlets
- must be positioned at least (10) feet from bar-b-que grills
- must have (3) feet of clearance from top of tank to base of deck construction if place under deck
- must be positioned in the rear only of the unit or modification approval from Association
- must be freestanding and not attached to the building
- Pipes and hoses servicing the propane tank must be run through the foundation of the unit [wherever possible] and not through the building wood or vinyl siding.
- Installation must be performed by a licensed contractor.
- Licensed contractor must provide a certificate of insurance to the Management Company prior to commencing work. The certificate must name the Association and property Management Company as additional insured.
- Installation must be in accordance with, and comply with, building codes for the Town of Mansfield. When applicable, building permits must be obtained at Unit Owner expense. The Town of Mansfield must do a final installation inspection and a copy provided to the Management Company.
- When installed in conjunction with a conversion of a fireplace, the following applies: If the fireplace is a “manufactured fireplace”, the manufacturer must confirm that it can be converted to gas.

The Villages at Freedom Green  
Rules and Regulations Revised 2007

Revision 1 – June 2006 regarding the number and size of tanks allowed.  
Revision 2 – September 2010 regarding clearance if place under a deck [state code]

## SERVICE AND MAINTENANCE POLICY

### I. Obtaining Maintenance Service

In order to insure the most efficient maintenance service at minimum expense, it is necessary to schedule such service. To accomplish this a Maintenance Work Request Form will be provided.

Should a Unit owner require maintenance service other than that which is normally scheduled, the unit owner should complete a Maintenance Work Request Form [page 42] or email the designated Westford Contact on page 29. A tenant of a Unit must request such service through his Unit Owner.

These requests will be reviewed and placed in the appropriate maintenance schedule. Manager will accept [by phone] requests for emergency service. As promptly as possible after receipt of a Maintenance Work Request Form, the Unit owner will be notified as to its disposition.

### II. General Policy

It is the policy of the association to maintain the exterior of the buildings and the elements that are a part of the Common Elements in a condition comparable to that which existed when the Restated Declaration was recorded. Cycle periods have been established for items which require maintenance at regular intervals.

### III. Specific Policy

#### 1. Buildings Exterior

- A. Painting. Exterior wood of buildings will be painted approximately every five (5) years according to an established painting schedule adopted by the Board of Directors. The painting or staining of buildings will include all exterior doors, windows and trim, entrances and door sills, those with wood front door steps, stoops and original code-required front entrance railings.

Oozing of sap from wood will not be considered a maintenance item except where it is of major proportions on a railing, gate or entrance trim detail. In this case, the wood will be scraped and restained or painted.

Power washing of vinyl siding will be done on a three (3) year cycle beginning in 2008.

Unit Owners are responsible for power washing and staining decks at least every two years. Bulkheads or hatchways will be cleaned, treated, and painted at least every two years by the Unit Owner. Refer to Deck and Bulkhead Maintenance.

- B. Exterior Light Fixtures. Normally, exterior light fixtures in the Common Elements are the responsibility of the Association. Common area light fixtures include streets, lamp posts, clubhouse, sensors and light bulbs. Exterior light fixtures on a Unit are the responsibility of the Unit that benefits from the fixture or that Unit the fixture is attached to, including replacement of bulbs.
- C. Screens. Damage to screens will be the responsibility of the unit Owners. Adjustment of screens when operation becomes difficult will be the responsibility of the Unit Owners. Replacement of screens after they are worn out or damaged is the responsibility of the Unit Owner.

- D. Yard and Open Spaces. The following elements will be the responsibility of the Association: the building standard fences, walks, and grass areas. The Association will mow grass according to the annual landscape contract. With respect to those portions of the yards planted by the Unit Owner, the Association will not maintain such areas, unless they become unsightly or weedy, in which event they will be restored to grass and mowed. In this event, the cost of restoring deteriorated or neglected gardens will be charged to the Unit Owner's common fee account. The Association will maintain plantings around Units as were originally planted by the Declarant. The Unit Owner at their expense will maintain gardens or areas where plants have been planted by the Unit Owners.
- E. Roofs. Roofs will have damaged or loose portions repaired or replaced if needed. Snow and ice will not be removed. The Association will make roof repairs. If weather conditions result in an ice dam formation or blockage of roof drains, which causes water to enter a Unit, such damage will be repaired when warm weather permits and safe conditions exist. The Association will clean gutters (if installed) twice per year. Any other requests for cleaning gutters will be at Unit Owner expense and charged to their common fee account.
- F. Windows and Doors. If a glass is broken, the Unit Owner will be considered responsible and will be billed for the cost of replacement. Window operating mechanisms are the responsibility of the Unit Owner. Windows will be cleaned by the Unit Owner no less than once per year. Windows, doors (both interior and exterior), as well as garage doors, and exterior surface of windows, storm windows, doors and storm doors are Unit Owner responsibility. Storm windows and storm doors are Unit Owner responsibility. The Association will include window and door trim in painting projects to ensure consistency of color and frequency of painting; however, rotted wood replacement will be at Unit Owner expense and charged to their common fee account. When windows and doors are replaced by Unit Owners, they are normally replaced with the entire casement. Exterior doors and doors wholly within Common Elements (i.e., Clubhouse and Pump House) are the responsibility of the Association and will be weather stripped as required.
- G. Siding. Shingle siding will be restained or resealed on a five-year cycle according to the established painting program adopted by the Board of Directors. This schedule is subject to change and adjustment by the Executive Board on an as-needed basis, and based on availability of funds.
- H. Roof Drains. The Association will clean gutters twice per year. Unit Owners will have gutters cleaned as needed other than the twice per year performed by the Association. Unit owners may request additional gutter cleaning, the cost of which will be charged to their common fee account.
- I. Catch basins. Catch basins will be cleared as needed basis by the Association.

## 2. Building Interiors

- A. Alterations. Any alterations to Unit interiors made by Unit owners must comply with all applicable town building codes and permit requirements must be at Unit owner's expense and subject to Association approval if walls are penetrated or affected. Licensed and insured contractors must be used without exception. Insurance Certificates must be issued naming the Association and Property

Management Company as additional insureds on the contractor's policy prior to commencing work.

- B. Common Electrical Wiring and Plumbing. If repair is required to plumbing or electrical wiring common to more than one Unit, the Association will perform the repair and will restore the structure as closely as possible to the original standard condition. Any additional cost will be the responsibility of the Unit Owner.
- C. Unit Electrical and Plumbing Fixtures. The electrical and plumbing fixtures and vents within the Unit, serving such Unit, are considered part of the Unit and the property of the Unit owner. Repair or replacement is the responsibility of the Unit Owner. Fixtures include, but are not limited to, the following: light switches, outlets, sconces, sinks, appliances, faucets, garage door operators, doorbells and electrical appliances.
- D. Walls, Floors and Ceilings. Walls, floors or ceilings damaged as a result of water entering the building from outside the building, except where caused by a Unit Owner, will be repaired by the Association using proceeds of insurance, if any, and restored as closely as possible to the original standard condition. Wallpaper, paneling or other decorations or alterations from the original construction are not part of the original construction and are considered betterments. Betterments are Unit Owner responsibility and will not be repaired or replaced by the Association regardless of the cause of damage. All carpet and floor covering in the Unit is the property of the Unit Owner. The Association assumes no maintenance responsibility.
- E. Exterior Light Fixtures. Normally, exterior Unit light fixtures outside the Units (porch and/or patio lighting) are the responsibility of the Unit Owner. The Unit Owner will replace light bulbs at their expense. Replacement of an exterior fixture requires a 'Request for Architectural Change' form.
- F. Appliances. All appliances and fixtures in Units are the property of the Unit owner. No maintenance responsibility as assumed by the Association.
- G. Heating and Air Conditioning. The heating and air conditioning systems are the responsibility of the Unit Owner. The Association at the Unit Owner's expense can do calibration of heating thermostats. Other maintenance should be performed by the service representatives of the manufacturer or a licensed contractor, and the cost is the responsibility of the Unit Owner served by such system. Included in this system is the chimney/furnace flue pipe.
- H. Insects. Association will treat for insect or other vermin extermination on the interior of a building in the case of an infestation at the expense of the Unit Owner. The Association will not treat casual insects of any type. The Unit Owner is responsible for treatment or extermination of bees, wasps, etc. on exterior of home. An infestation is defined as a swarm of insects. The Association will provide treatment or extermination of wood destroying insects on exterior of buildings.
- I. Vents. All vents, including but not limited to dryer vents, heating and ventilating vents, chimney pipes or flues are Unit Owner responsibility. The Unit owner will clean vents unless they become clogged, in which event the Association will

clean the vents and charge the Unit Owner's common fee account.

- J. Fireplace Flues. Fireplace flues will be inspected on an annual basis on or before October 1<sup>st</sup> or certified annually that it is not used. Such documentation must be provided to the Property Management Company annually. When specified by the inspecting contractor, flues will be cleaned at Unit Owner expense.

### 3. Snow

- A. The Association will endeavor to clear snowfalls prior to 9:00 a.m. on the day following such fall. In major storms, interim clearing will be provided. Primary drives and walkways, in front of buildings, will be cleared. Sanding will be done in anticipation of and during icing conditions on those areas where needed. Treating drives and walkways with treated sand is required for safety purposes. Unit Owners should not remove treated sand from these areas. Unit Owners may apply their own salt/sand mixture in addition to that applied by the contractor.

## IV. LANDSCAPING

In general, it will be the policy of the Association to maintain landscaped areas in a condition similar to that which existed at the time when the Development Rights were terminated and initial shrubs and landscaping completed in each phase.

- A. Shrubs and Foundation Plantings. The Association will maintain original shrub, foundation, ground cover or flower planting, if any. Replacements will be made only if a sufficient number have died so as to change the general characteristics of the area. Additional shrubs not shown on the landscaping plans are not currently contemplated. Maintenance will include cultivation and pruning.
- B. Extra Planting by Unit Owners. Prior approval of the Association must be obtained if extra planting of flowers, shrubs, trees or ground cover is desired by Unit Owners in the Common Elements. Such plantings will be maintained by the Unit owner, unless allowed to become unsightly or weedy, in which event they will be mowed and reseeded to lawn at the expense of the Unit Owner. If a Unit Owner installs personal plantings around the foundation, the Unit Owner becomes responsible for maintaining the entire area of foundation plantings, as the landscape contractor cannot distinguish between Unit Owner/Association plantings.
- C. Lawn Areas. The Association will regularly mow the lawn. Lawn mowing will normally be scheduled as needed during the growing season. Clippings will be allowed to fall on the grass and will not be picked up. Wherever possible mowers will be run over the paths to blow off the grass cuttings. Leaves on grass areas will only be raked and removed if needed in the fall. Normally, re-seeding of dead or poor lawns will be performed in the spring or fall. Lawns within areas planted or gardened by Unit Owners will not be mowed.

## V. RECREATION FACILITIES

- A. Recreation facilities will be maintained in the physical condition, as at construction, reasonable wear and tear excepted to the extent function is not impaired. To the extent of impairment of function, repairs will be made to

restore function. The Association will provide chemicals, equipment and supplies for the facilities so as to comply with health and safety standards, and will repair or replace equipment originally provided by the Declarant. Facilities will be swept and cleaned periodically to preserve function and maintain the appearance. The pool will be cleaned and repainted as needed with equipment serviced in accordance with standard commercial pool service contractors for private pools. The pool may be closed during maintenance or repair, as appropriate for the safety of its users.

- B. The tennis and basketball court, walking trails and bridges will be maintained in the physical condition as at construction, reasonable wear and tear excepted to the extent function is not impaired. These facilities may be closed during maintenance or repair, as appropriate for the safety of the community.

## VI. MISCELLANEOUS

- A. Mailboxes. The Association is responsible for maintaining the kiosk; however, the Unit Owner owns and is responsible for the mailbox. If and when it is necessary to replace a mailbox, it must be replaced with a like size, shape and color as currently exists. The Association is not responsible for security or safety of mail at a mailbox or kiosk. **Unit owners must obtain permission from the Board of Directors prior to placing any notices or solicitations on the kiosks.**
- B. Unit Owner Cost. The work designated herein as the responsibility of the Unit Owner may be arranged through the Property Management Company by means of the "Work Request Form." The cost of such work, including materials, labor and overhead will be billed (bill backs) to the Unit Owner by the Association. No payment or gratuity should be made directly to employees of the Property Management Company or the Association for any work performed during regular working hours. Any employee accepting such payment or gratuity from a resident will be subject to dismissal.
- C. Association Cost. The work designated herein as the responsibility of the Association will be included as part of the Operating Budget established by the Board of Directors and approved by the Unit Owners on an annual basis. From time-to-time, it may be necessary and appropriate to special assess Unit Owners for major projects and/or capital expenses.
- D. Fire Protection. Each occupant will have and maintain at least one fire extinguisher in his Unit. This should be of the dry chemical (or similar) type, which would be suitable for use in combating electrical as well as other kinds of fires. By law, there must be a smoke detector in each Unit; however, the Association recommends at least one smoke detector per floor or in each bedroom. Smoke detectors in Units will be maintained by Unit Owners and continued operation is the sole responsibility of the Unit Owner; smoke detectors in Common Elements (i.e., Clubhouse) will be maintained by the Association.
- E. Holiday Decorations – Applies to all Annual Holidays
- Holiday Decorations are limited to the resident's front door, steps, and stoop. No articles may be attached to the unit, garage, or gutters. Walkways and Decks are not considered part of the front door, steps, or stoops. The Christmas decoration period, other than wreaths or floral arrangements on

doors, is from December 1<sup>st</sup> through January 6<sup>th</sup>.

## **No Solicitation Policy – The Villages at Freedom Green**

### **No Solicitation Policy Implemented**

Due to continuing concerns expressed by Unit Owners, the Association Board of Director's is proposing implementation of a "No Solicitation" Policy at The Villages at Freedom Green effective August 1, 2009. "No Solicitation" signage will be installed at both entrances to VFG. If anyone is observed not adhering to our policy, please contact property management for follow up action.

### **Solicitors**

The BOD would like to provide the following information to residents regarding solicitors/solicitation:

- Solicitors who go to homes door to door sometimes state they have a permit to solicit on the property. Please note that this information is false. Permits are not issued for solicitation in The Villages at Freedom Green because the community is considered private property.
- If a solicitor comes to your door, please tell them there is No Soliciting in VFG. Then, immediately call Management (Be sure to include the street where the solicitor was seen, if you can, provide a description of the person (s) soliciting, and any other information that could be helpful (examples: vehicle license plate info., business card of person soliciting, phone number and contact information for the company that is soliciting).
- In an emergency, where a solicitor would become violent or dangerous, call 911.

### **Non-Commercial Solicitation**

Non-commercial solicitation shall be defined as activity which does not promote or tend to promote the sale of goods or services, or the exchange of money. Examples of non-commercial solicitation include voter registration and the enlistment of volunteers [or goods] for non-profit organizations and community affairs. [Still subject to BOD approval]

### **Statement of Policy**

All persons or organizations who wish to engage in non-commercial solicitation are required to follow the approval process.

Signs establishing 'No Solicitation' are posted at the entrances.

Other Examples of Non-commercial solicitation:

Political campaigning by those seeking national, state, local offices or their representatives

Voter registration purposes

### **Approval Process**

All persons, whether residents or non-residents, who wish to engage in non-commercial solicitation in the community must first register and obtain written approval from the Board of Directors.

Additional non-commercial solicitation activities may be considered by the Board of Directors unless, in the considered judgment of the BOD, such activities are likely to cause undue disruption or to infringe significantly upon the rights of community members, such as the rights of privacy and personal security.

Garage Sale - No garage sale, moving sale, or sale by auction shall be held within any part of the Condominium unless the prior written consent of the Management has been first obtained. The Association presently allows an annual tag sale for the community.

No signs, advertising, or solicitation is allowed anywhere on units without written permission from the Board of Directors. Motor vehicles are also included as well as commercial vehicles.

The following are some examples of solicitation and distribution which are not permitted under the policy:

- Posting notices for sale of personal articles
- Posting notices for rentals or real estate
- Services [home remodeling, baby sitting, house cleaning, etc.]
- Distributing any kind of commercial, social, political literature, brochures, leaflets pamphlets, notices, cards, advertising, etc.

Policy implemented August 1, 2009

<u>SUMMARY OF FINES AND OTHER CHARGES</u>	
Minimum \$25.00	A general fine of \$25.00 per day may be issued for violations of the rules and regulations. Generally, a warning is provided to the Unit Owner. Unit Owner has the right to request a hearing before the Board of Directors within 10 days when a fine is issued. Violations of any rules and regulations may incur a higher fine at the discretion of the Board of Directors.
\$25.00	Common fees are due on the first day of each month. The Collection Policy allows for a finance charge (late fee) to be assessed to a Unit Owner's common fee account that is not paid on or before the 10 <sup>th</sup> day of each month. This fee is added to any unpaid balances each month. Unit Owner has 10 days to request a hearing before the Board of Directors when a fine is issued.
\$100.00	Violation of rules and regulations concerning motor vehicles allows the Association to assess fines of \$100.00 per day for violations. Unit Owner has 10 days to request a hearing before the Board of Directors when a fine is issued.
\$75.00 \$50.00 \$250.00	Fines for violations of the Pet Rules begin at \$75 for the first offense, plus an additional \$50 for each successive offense, or each successive day without corrective action taken by the Unit Owner. There will be a limit of \$250 per violation in any 30 day period. Unit Owner has 10 days to request a hearing before the Board of Directors when a fine is issued.
\$125.00	Unit Owners may rent the clubhouse for a private party, the fee is \$125.00 [One Day] of which \$50.00 will be returned to the Unit Owner providing the clubhouse is cleaned, undamaged, and there are no rule violations.
\$500.00 Minimum	Due to the risk and liability related to propane gas, the Association requires a minimum \$500.00 security deposit accompany a request to install such tanks. The security deposit will be refunded to the Unit Owner after installation and enclosure has been inspected and approved by both the Town of Mansfield and the Property Management company.
\$2.00	Each unit is allowed four guests free for use of the pool. There will be a \$2.00 charge per person over the four free guests.
\$25.00 \$10.00	Card-Keys for use of the pool will be secured from the management company at a cost of \$25.00 for the first key and \$10.00 each for a second key, if purchased at the same time. Maximum keys issued per unit are two. Replacement of lost or damaged keys will be \$25.00.

## THE VILLAGES AT FREEDOM GREEN

**Management Company Information**

Please refer to the main page of the Association website for additional contact information and a brief description of each of the contacts area of expertise.

Management Company:	Westford Real Estate Management, LLC 50 Founders Plaza, Suite 207 East Hartford, CT 06108  (860) 528-2885 Fax – 860-528-2989 Toll Free Voice Mail – (877) 937-8367  Website: <a href="http://www.westfordmgt.com">www.westfordmgt.com</a>
Association Manager:	Frank Anastasi – Ext 406 E-mail – <a href="mailto:frank@westfordmgt.com">frank@westfordmgt.com</a>
Associate Community Manager:	Michael Coster – Ext 407 E-mail – <a href="mailto:mcoster@westfordmgt.com">mcoster@westfordmgt.com</a>
Condominium and Clubhouse Coordinator:	Mary Jo Withee – Ext 412 E-mail – <a href="mailto:condoassistant@westfordmgt.com">condoassistant@westfordmgt.com</a>
Accounts Recievable/Staff Accountant:	Julie Lis – Ext 410 E-mail – <a href="mailto:julie@westfordmgt.com">julie@westfordmgt.com</a>
Maintenance Coordinator:	Jamie Cunningham – Ext 413 E-mail – <a href="mailto:jamie@westfordmgt.com">jamie@westfordmgt.com</a>
Insurance Inquiries:	Kari-Lynne Luginbuhl – Ext 422 E-mail – <a href="mailto:kari-lynne@westfordmgt.com">kari-lynne@westfordmgt.com</a>
Receptionist/General Inquiries:	Brittainy Spencer-Vyas – Ext 418 E-mail – <a href="mailto:condoassistant2@westfordmgt.com">condoassistant2@westfordmgt.com</a>

**Please note that the primary Westford Real Estate Management, LLC phone number is the same number used for Emergency calls.**

**It is important to note that using the emergency number for ‘non-emergencies’ may result in an office charge to the individual unit owner.**

**The Villages at Freedom Green Association, Inc.  
Mansfield, Connecticut**

**Unit Owner Information**

**Unit Number** \_\_\_\_\_ **Date of this Information** \_\_\_\_\_

**Name(s) of Owner(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

May we list your phone number and e-mail address in the Directory of Residents \_\_\_\_\_  
(We will use your e-mail address to send you newsletters and association information. Not for use outside the association.)

**Tenant Information (if any)**

**Name(s):** \_\_\_\_\_

**Telephone:** (H) \_\_\_\_\_ (W) \_\_\_\_\_

(Send copy of lease to property manager)

**Person to contact, if not Owner, for emergency authorization to conduct work inside unit:**

**Name(s):** \_\_\_\_\_

**Telephone(s):** (H) \_\_\_\_\_ (W) \_\_\_\_\_

**General Information**

**Pet (if any)**      **Type:** \_\_\_\_\_      **Name:** \_\_\_\_\_

**Color:** \_\_\_\_\_      **Weight:** \_\_\_\_\_

**Type:** \_\_\_\_\_      **Name:** \_\_\_\_\_

**Color:** \_\_\_\_\_      **Weight:** \_\_\_\_\_

**Vehicles:**

**Model:** \_\_\_\_\_      **Color:** \_\_\_\_\_      **Plate No.** \_\_\_\_\_

**Model:** \_\_\_\_\_      **Color:** \_\_\_\_\_      **Plate No.** \_\_\_\_\_

**Model:** \_\_\_\_\_      **Color:** \_\_\_\_\_      **Plate No.** \_\_\_\_\_

**Model:** \_\_\_\_\_      **Color:** \_\_\_\_\_      **Plate No.** \_\_\_\_\_

Please return this information sheet to:

The Villages at Freedom Green Association, Inc.  
50 Founders Plaza, Suite 207  
East Hartford, CT 06108  
or by Fax: 860-528-2989

THE VILLAGES AT FREEDOM GREEN

**Rules Violation Report**

**Person violating condominium rules:**

Name: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Name: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Name: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Date of rules violation: \_\_\_\_\_ Time of violation: \_\_\_\_\_

Specific rule violated: \_\_\_\_\_

Description of violation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you spoken to the person(s) who violated the rules? Yes \_\_\_ No \_\_\_

Is this your first report of this rules violation by these persons? Yes \_\_\_ No \_\_\_

**Name of person reporting this violation:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be submitted to:  
The Villages at Freedom Green Association, Inc.  
50 Founders Plaza, Suite 207  
East Hartford, CT 06108  
or by Fax: 860-528-2989

THE VILLAGES AT FREEDOM GREEN

**REQUEST FOR ARCHITECTURAL CHANGE**

A request for architectural change includes any alternation, modification or change to the structure of a unit, the exterior of a building or the common, limited common, area around a building.

I. Unit Owner Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)

II. Description of Architectural Change: \_\_\_\_\_

\_\_\_\_\_

III. Contractor: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

IV. Time frame of project: \_\_\_\_\_ weeks

V. Sketch: Attach sketch or drawing (i.e., deck, patio, landscape modifications, walkways exterior lighting, etc.)

VI. Pictures: If possible, attach 3 pictures from different angles showing the present area, topography of land, locations work to be performed, etc.

VII. Requests to install a propane gas tank and its enclosure must be accompanied by a minimum security deposit of \$500.00. The security deposit will be returned to the Unit Owner after inspection and approval by the Town of Mansfield has been completed. The Town's inspection and written approval must be forwarded to the Property Manager with a request for the security deposit to be returned.

Send to: The Villages at Freedom Green Association, Inc.  
50 Founders Plaza, Suite 207  
East Hartford, CT 06108  
or by Fax: 860-528-2989

I understand a security deposit may be required on Architectural changes and other improvements to my unit. The amount of any deposit determined by the Board of Directors would be held in an escrow account and returned upon Association final approval.

\_\_\_\_\_  
Signature of Unit Owner

\_\_\_\_\_  
Date

**Unit Owner's Agreement**  
**Satellite Dish and Antenna Policy**

Unit Owner Name and Address

Tenant Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As Unit Owner, I hereby agree to assume full responsibility for compliance with the Satellite Dish and Antenna Policy of The Villages at Freedom Green.

I further understand and agree that I, as Unit Owner, will be responsible for damages including any financial costs related to compliance with the above policy. Any and all damages and/or costs shall be charged to my account and are due and payable by me.

I hereby agree to hold harmless and indemnify Association, its Board of Directors and its Management Company from any loss, lawsuit, claim or damage, including attorney's fees and court costs, Association may sustain as a result of my, or my tenant's, compliance or non-compliance with this policy.

I understand that by signing this document I am agreeing to waive any rights I have to take any action, legal or otherwise, against the Association for injuries sustained by me, my tenants or guests in connection with the satellite dish and/or antenna policy.

This agreement shall survive my ownership of the Unit, and will be applicable to my heirs, successors and assigns.

Signature of Unit Owner:

Witnesses:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

IN WITNESS WHEREOF, the above-named \_\_\_\_\_ appeared before me and acknowledged the foregoing to be his/her free act and deed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_  
The Villages at Freedom Green

**PET REGISTRATION**

Date \_\_\_\_\_

Unit # \_\_\_\_\_

Resident Name \_\_\_\_\_ Phone # (home) \_\_\_\_\_

Phone # (work) \_\_\_\_\_

**Type of Pet**

Breed \_\_\_\_\_ Color \_\_\_\_\_

Size \_\_\_\_\_ lbs. Name of Pet \_\_\_\_\_

Age: \_\_\_\_\_ Spayed/Neutered Yes \_\_\_ No \_\_\_ **Include Copy of Certificate**

Mansfield Dog License # \_\_\_\_\_

Cat Spayed /Neutered Certificate or Vet Contact Information \_\_\_\_\_ Phone \_\_\_\_\_

**Type of Pet**

Breed \_\_\_\_\_ Color \_\_\_\_\_

Size \_\_\_\_\_ lbs. Name of Pet \_\_\_\_\_

Age: \_\_\_\_\_ Spayed/Nurtured Yes \_\_\_ No \_\_\_ **Include Copy of Certificate**

Mansfield Dog License # \_\_\_\_\_

Cat Spayed /Neutered Certificate or Vet Contact Information \_\_\_\_\_ Phone \_\_\_\_\_

Forward all Pet Registration Materials to:

The Villages at Freedom Green Association, Inc.

50 Founders Plaza, Suite 207

East Hartford, CT 06108

or by Fax: 860-528-2989

I acknowledge the information above is complete. By signing this document, I am acknowledging all rules and regulations put forth by the Town of Mansfield, CT and The Villages at Freedom Green.

**I acknowledge I am limited to (1) dog and (1) cat unless I purchased my unit prior to July 2005.**

**If my pet status should change during the calendar year I will notify the management company by supplying a new form.**

\_\_\_\_\_  
**Signature**\_\_\_\_\_  
**Date****Homeowner's Acknowledgement for HOUSEHOLDS WITHOUT PETS.**

**I do not have any pets [cats and/or dogs] in my unit. I understand that if I do acquire a pet during the period of time between the next required registrations, that I will forward the pet information to the Property Management Company. Failure to do so can result in a fine.**

\_\_\_\_\_  
**Signature**\_\_\_\_\_  
**Date**

**Type of Pet** \_\_\_\_\_

Breed \_\_\_\_\_ Color \_\_\_\_\_

Size \_\_\_\_\_ lbs. Name of Pet \_\_\_\_\_

Age: \_\_\_\_\_ Spayed/Neutered Yes \_\_\_ No \_\_\_ **Include Copy of Certificate**

Mansfield Dog License # \_\_\_\_\_

Cat Spayed/Neutered Certificate or Vet Contact Information \_\_\_\_\_ Phone \_\_\_\_\_

**Type of Pet** \_\_\_\_\_

Breed \_\_\_\_\_ Color \_\_\_\_\_

Size \_\_\_\_\_ lbs. Name of Pet \_\_\_\_\_

Age: \_\_\_\_\_ Spayed/Nurtured Yes \_\_\_ No \_\_\_ **Include Copy of Certificate**

Mansfield Dog License # \_\_\_\_\_

Cat Spayed/Neutered Certificate or Vet Contact Information \_\_\_\_\_ Phone \_\_\_\_\_

**Type of Pet** \_\_\_\_\_

Breed \_\_\_\_\_ Color \_\_\_\_\_

Size \_\_\_\_\_ lbs. Name of Pet \_\_\_\_\_

Age: \_\_\_\_\_ Spayed/Neutered Yes \_\_\_ No \_\_\_ **Include Copy of Certificate**

Mansfield Dog License # \_\_\_\_\_

Cat Spayed/Neutered Certificate or Vet Contact Information \_\_\_\_\_ Phone \_\_\_\_\_

**Type of Pet** \_\_\_\_\_

Breed \_\_\_\_\_ Color \_\_\_\_\_

Size \_\_\_\_\_ lbs. Name of Pet \_\_\_\_\_

Age: \_\_\_\_\_ Spayed/Nurtured Yes \_\_\_ No \_\_\_ **Include Copy of Certificate**

Mansfield Dog License # \_\_\_\_\_

Cat Spayed/Neutered Certificate or Vet Contact Information \_\_\_\_\_ Phone \_\_\_\_\_

Owners of Rental Property are advised of the following  
**‘Procedures for Rental’ as found in the Restated Declaration for The Villages at Freedom Green**

The following information contains excerpts from the Restated Declaration located on page A-13 of the Green Book. It is recommended that each lessee read the entire contents associated with ‘Article XI, Restrictions on Use, Occupancy or Alienation’, Sections 11.1 through 11.3.

Section 11.1 – Use Restrictions. Subject to the Special Declarant Rights reserved under Article IX of the Declaration, the following use restrictions apply to all Units and to the Common Elements. It must be noted that pursuant to Section 47-236(d) of the Act and Section 16.4 of the Declaration, use restrictions may not be amended without unanimous consent of the Unit Owners.

(d) The Units may be rented

Section 11.2 – Occupancy Restrictions. The following occupancy restriction applies to all Units and to the Common Elements.

(e) In the event any sales or service tax is imposed upon a Unit which is not owner-occupied or which is otherwise not imposed equally on all Unit Owners, the landlord or other Unit Owner will pay such tax through the Association as an additional Common Expense assessment. The Association may require certificates of status from Unit Owners in order to enforce and determine applicability of such impositions.

(g) Single families shall be defined as a group of individuals, living together as a single, non-commercial, non-profit household, cooking and eating together with a common kitchen and dining area. No more than two persons in number per bedroom as designated on the building plans filed with the Town of Mansfield building official may occupy a Unit. All persons within the household shall be either related by blood, adoption, guardianship or marriage, or unrelated persons may occupy the Unit as a household provided there is no more than one such unrelated individual per bedroom in number.

Section 11.3 – Restraints on Alienation.

(b) Except as provided herein, no Unit shall be rented for transitory or hotel purposes. No portion of any Unit (other than an entire Unit) shall be leased for any period. All leases must be in writing, be filed with the Association and be for a period of at least one (1) year.

(c) No restriction, limitation or extra fee may be imposed upon tenants or the rental of Units which are not imposed upon non-rented Units except as follows:

- (i) No pets other than common domestic birds in cages and fish in tanks may be permitted to tenants under the lease except with Executive Board approval.
- (ii) All leases must be in writing, must be for a period of no less than one (1) year, and filed with the Association. Each lease must require a tenant to acknowledge receipt of, and acceptance of compliance with, the Declaration, Bylaws, and Rules of the Common Interest Community. A lease may assign to tenant any and all rights of Unit Owner as the lease will provide.
- (iii) The Unit Owner/Landlord shall designate in writing to the Manager the name, address and telephone number of the Party to be contacted in the event of an emergency.

The Villages at Freedom Green  
**Lease/Rental Information Sheet**

This form must be submitted to the Association prior to any occupancy of Tenants.  
A copy of the 12 Month Lease Agreement must be attached. Failure to comply can result in a monthly  
Fine of \$500.00.

Date \_\_\_\_\_

Property Location \_\_\_\_\_

Unit Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone (optional) \_\_\_\_\_

**Tenant Information**

Tenant (1) – Name \_\_\_\_\_ Phone \_\_\_\_\_

Vehicle Plate Number \_\_\_\_\_ State \_\_\_\_\_

Tenant (2) – Name \_\_\_\_\_ Phone \_\_\_\_\_

Vehicle Plate Number \_\_\_\_\_ State \_\_\_\_\_

Tenant (3) – Name \_\_\_\_\_ Phone \_\_\_\_\_

Vehicle Plate Number \_\_\_\_\_ State \_\_\_\_\_

**Note: the number of tenants can not exceed the number of bedrooms on record with the Town of Mansfield per Section 11.2 (g).**

Party to be contacted in the event of an Emergency:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Tenant Signature verifying compliance with Section 11.3 (c) (ii)

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

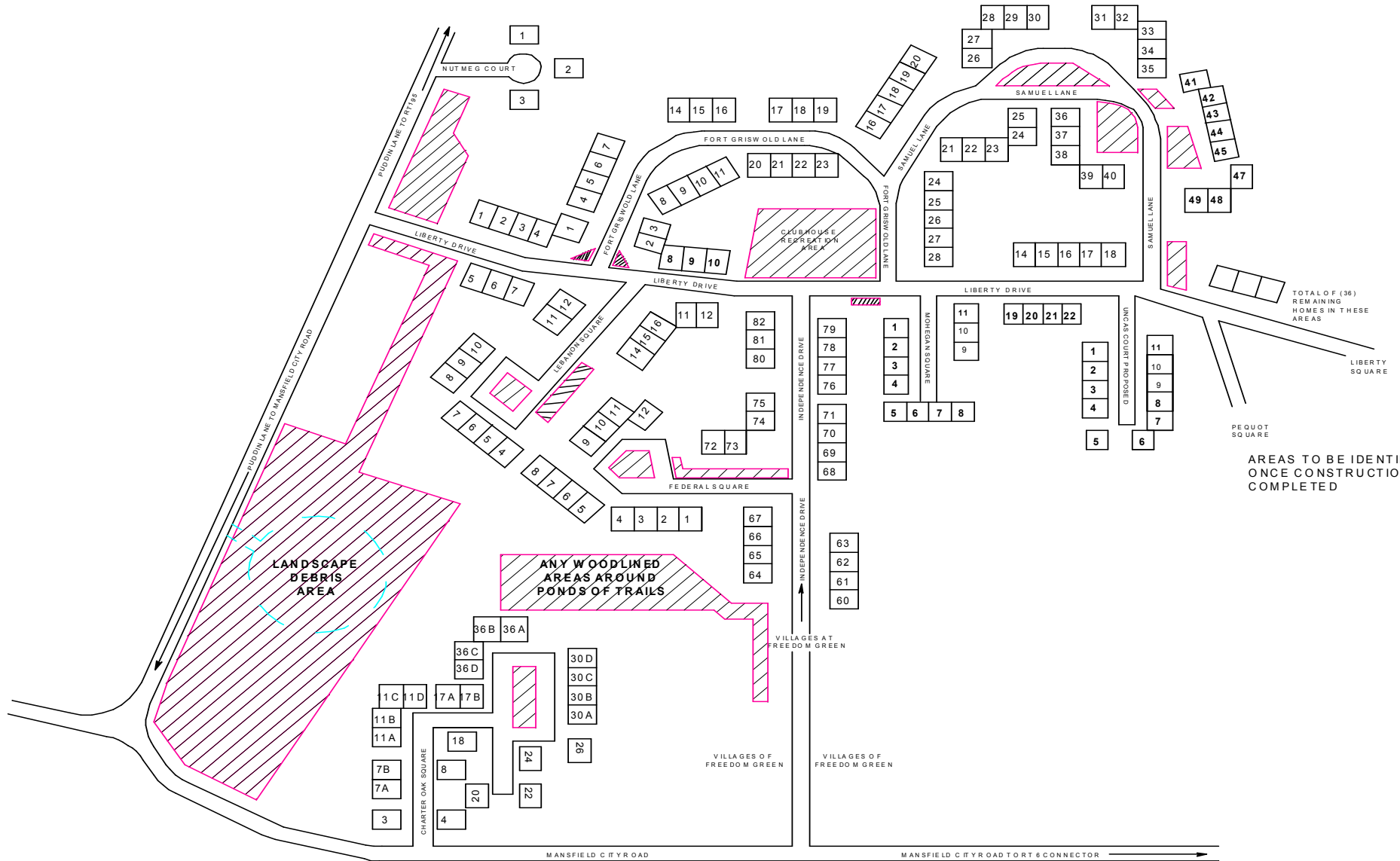
Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Note: The Association may periodically require the Unit Owner to provide an updated validation from the Town of Mansfield showing the unit to be in compliance with the housing codes related to ‘Building and Fire Code’.**

**SUMMARY OF RESPONSIBILITIES 2005**

<p align="center"><b><u>Association</u></b> (Common Elements Only)</p>	<p align="center">Unit Owner (Units and Limited Common Elements)</p>	<p align="center">Unit Owner Schedule for Maintenance</p>	<p align="center">Association Schedule for Maintenance</p>
<ul style="list-style-type: none"> <li>▪ Exterior of Buildings, including               <ul style="list-style-type: none"> <li>○ Wood or Vinyl Siding</li> <li>○ Roof</li> <li>○ Chimney from roof line up</li> <li>○ Gutters (if installed)                   <ul style="list-style-type: none"> <li>▪ Snow and ice will not be removed from above areas</li> </ul> </li> <li>○ Doorsteps and Stoops</li> <li>○ Front walkways, original code-required front entrance railing. Snow Removal, deicing/sanding treatment and repair</li> </ul> </li> <li>▪ Light fixtures (streets, lamp posts, clubhouse), sensors, Mailbox kiosk</li> <li>▪ Those exterior items serving one or more than one unit such as: wires, conduits, pipes</li> <li>▪ Fences (recreational facilities)</li> <li>▪ Paved surfaces</li> <li>▪ Lawns, Shrubs, Trees and Foundation plantings as originally planted               <ul style="list-style-type: none"> <li>○ Lawn clippings not picked up</li> <li>○ Tree removal, pruning, trimming, as required</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Shutters, awnings, window boxes, decks, privacy walls porches, balconies, patios, bulkheads or hatchways, and all exterior doors, windows, screens and window operating mechanisms.</li> <li>▪ Chimney/furnace flue pipe.</li> <li>▪ Heating, ventilating and air conditioning mechanicals and components</li> <li>▪ Storm windows and storm doors</li> <li>▪ Name, number plates, and exterior lighting affixed to a Unit.</li> <li>▪ Garages, garage doors and garage door operators</li> <li>▪ Electrical light switches, outlets, sconces and appliances and vents.</li> <li>▪ Plumbing fixtures, pipes, sinks, faucets and appliances.</li> <li>▪ Carpet and floor coverings.</li> <li>▪ At least one fire extinguisher</li> <li>▪ A least one smoke detector per floor</li> <li>▪ Landscaping, plantings, flowers, shrubs, decorative material installed or planted by a Unit Owner</li> <li>▪ Enclosed decks and patios including exterior structure and</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exterior windows cleaned no less than once a year.</li> <li>▪ Fireplace flues will be inspected and cleaned annually on or before October 1<sup>st</sup> or certified annually that it is not used.</li> <li>▪ Decks will be power washed and stained at least every two years.</li> <li>▪ Clean vents such as dryer vents at least annually.</li> <li>▪ Bulkheads or hatchways will be cleaned and painted at least every two years.</li> <li>▪ Clean gutters as needed (other than the twice per year performed by Association).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Painting and staining of units is on a five (5) year schedule.</li> <li>▪ Power washing vinyl units is on a three (3) year cycle starting in 2008.</li> <li>▪ The painting or staining of buildings will include all exterior doors, windows and trim, entrances and door sills, those with wood front door steps, stoops and original code-required front entrance railing.</li> <li>▪ Clean gutters (if installed) twice per year</li> </ul>

<ul style="list-style-type: none"> <li>○ Leaves removed once in Fall</li> <li>▪ Driveways <ul style="list-style-type: none"> <li>⊖ Snow Removal, deicing/ sanding treatment of paved surfaces and front walkways and stoops</li> </ul> </li> <li>▪ Recreational facilities, including <ul style="list-style-type: none"> <li>○ Clubhouse and contents</li> <li>○ Pool</li> <li>○ Tennis and basketball Courts</li> <li>○ Walking trails and bridges</li> </ul> </li> <li>▪ Treatment or extermination of wood destroying insects on exterior of buildings</li> </ul>	<p>interior of the structure</p> <ul style="list-style-type: none"> <li>▪ Chute, flue, pipe, duct, wire, conduit, bearing wall, bearing column or other fixtures allocated solely to that Unit.</li> <li>• Water heaters and electrical switches, smoke detector system and television, telephone and electrical receptacles, light fixtures and boxes serving that Unit exclusively.</li> <li>• Treatment or extermination of insects or vermin on interior of home or bees, wasps, etc. on exterior of home</li> <li>• Inner surface of the roof structure.</li> <li>• Exterior surface of the foundation or slab.</li> <li>• Exterior surface of any poured concrete walls.</li> <li>• Unfinished interior surface of walls.</li> <li>• Exterior surface of windows, storm windows, doors and storm doors.</li> </ul>		
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AREAS TO BE IDENTIFIED ONCE CONSTRUCTION IS COMPLETED

# PET CURBING AREAS

Added Pet Curbing Layout November 2008

# The Villages at Freedom Green Work Order Request Form

Date \_\_\_\_\_

Unit Owner Name \_\_\_\_\_ Unit Address \_\_\_\_\_  
[Please Print]

Please select the best contact number(s):

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**Location of the Problem:**

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**Description of the Problem:**

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Please Mail or Fax to:  
The Villages at Freedom Green  
c/o Westford Real Estate Management, LLC  
50 Founders Plaza, Suite 207  
East Hartford, CT 06108

Fax—860-528-2989