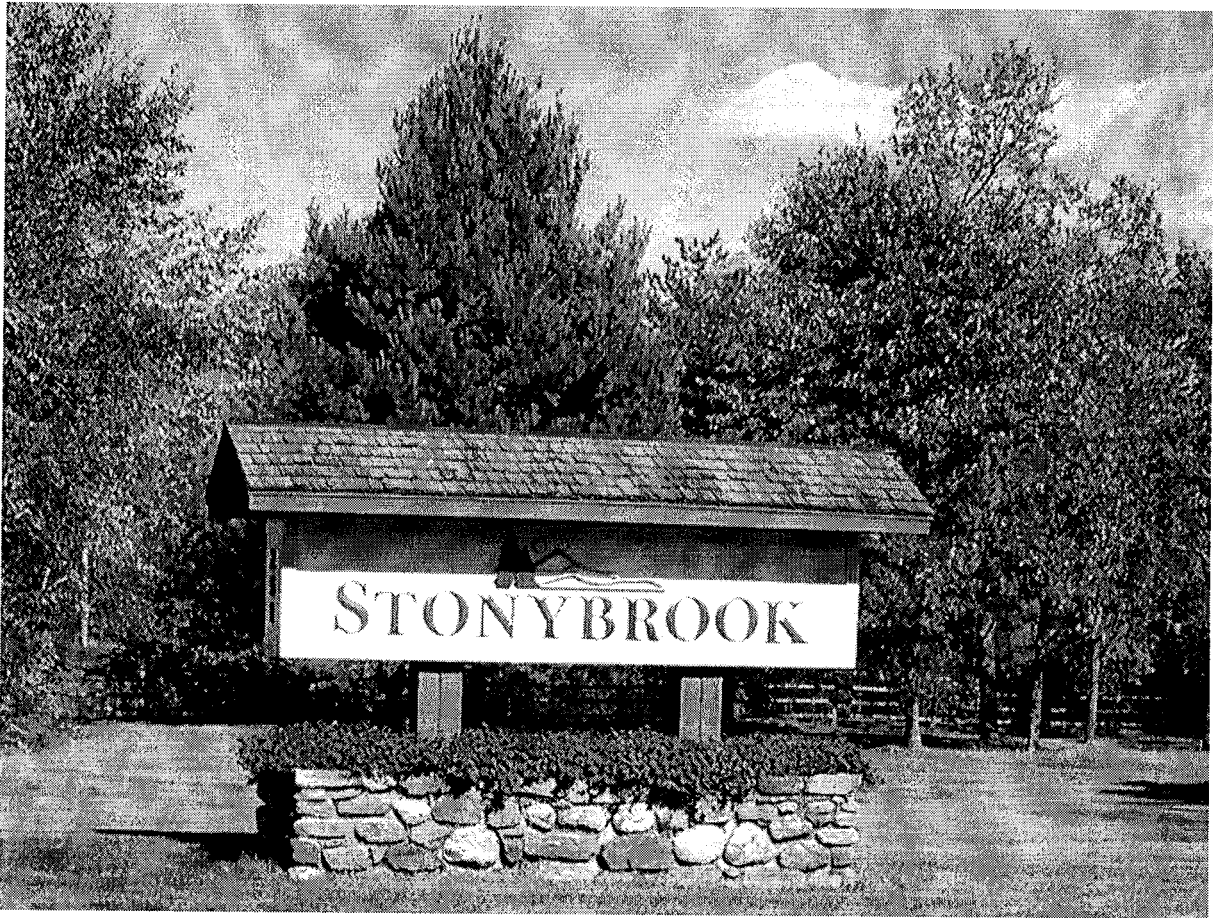


STONYBROOK CONDOMINIUMS HANDBOOK



This HANDBOOK is a summary of the Stonybrook Condominium Declaration and By-Laws. It was prepared for the convenience of the Stonybrook Homeowner Association membership. We at Stonybrook want to make your experience here as enjoyable as possible whether you are a long time Stonybrook homeowner or a new one, or are here as a guest, we hope you are or will become a part of this community of residents who strive to live in peace and harmony while respecting each other's privacy and tranquility.

Stonybrook Condominiums, 251 Luce Hill Rd, Stowe, VT 05672, Office # 802-253-9701 & 9702,
FAX # 802-253-9703 stonybrook@pshift.com, (www.stonybrookstowe.com)

CONTENTS

1.	MANAGEMENT AND ORGANIZATION.....	1
2.	IMPORTANT REMINDERS	2
3.	FIRE AND SAFETY REQUIREMENTS.....	2
4.	GENERAL RULES.....	3
5.	RECREATION ACTIVITIES	5
6.	INVOICING FOR EXTRA WORKS.....	8
7.	LATE PAYMENT PROCEDURES AND POLICIES.....	8
8.	UNIT MAINTENANCE - OWNER RESPONSIBILITY.....	9
9.	UNIT MAINTENANCE - STONYBROOK RESPONSIBILITY	11
10.	FLOWER BED MAINTENANCE.....	12
11.	SILVACULTURE.....	13
12.	SUMMARY OF UNIT MODIFICATION REVIEW AND APPROVAL PROCESS	13
13.	HOMEOWNERS UNIT MODIFICATION APPROVAL PROCEDURE:	15
14.	CONSTRUCTION AGREEMENT	16
15.	CONSTRUCTION, MODIFICATION/MAINTENANCE STANDARDS.....	19
16.	SPECIFICATIONS FOR ASSESSMENT OF BASEMENTS	22

Please note: Stonybrook Homeowners Condominium Association is abbreviated to "Stonybrook" throughout this document for readability and brevity

1. Management and Organization

a) Organizational Structure

The legal name of this organization is *Stonybrook Condominium Homeowner Association*. The Association of Owners comprised of all owners, oversees Stonybrook condominiums as a nonprofit organization.

b) Operations

The Stonybrook Board of Directors directs the operations of Stonybrook for the benefit of the unit owners. The board is composed of seven members of whom two or three are elected annually for a three-year term at the January semi-annual unit owners' meeting.

c) Daily Management

Daily management of Stonybrook is carried out by the operations manager, currently, Barbara Dewyea, who directs the maintenance crew, an office assistant and the resident caretaker. The operations manager is the unit owners' contact on all matters pertaining to Stonybrook operations. The operations manager also consults with appropriate board members as needed.

d) Stonybrook Office Information

The Stonybrook office is open from 8 AM to 4 PM, Monday through Friday except for some holidays. Any mail that you receive at this mailing address will be placed in the mail slots located in the MAIL ROOM at the reception center office. UPS or FedEx packages also need a street address. Stonybrook's mailing address is as follows:

Mr. and Mrs. John Doe

Unit # __

251 Luce Hill Rd.

Suite B17

Stowe, VT 05672



e) Emergency Information

- Stonybrook office 802-253-9701
- Stonybrook (Resident Caretaker, David Westbrook) 802-793-8606
- Fire or Police Department 911
- Stowe Rescue 802-253-9060
- Copley Hospital (Morrisville, Vermont) 802-888-4231
- Local Doctors Office (Stowe Family Practice) 802-253-4853

2. Important Reminders

a) Heat Lights: IMPORTANT!

Prior to every winter season, Stonybrook places a special heat-light in the kitchen window of each unit which acts to alert maintenance staff of potential furnace failure and/or frozen pipes. It is very important that these lights remain where placed until spring, when they will be removed by the maintenance staff.

b) Locks and Keys IMPORTANT!

Call the office before changing any locks in your unit. The office will contact the Lamoille Lock and Key, who is familiar with all the locks and also keys everything to our master keys. We need access to every unit at all times in case of an emergency.

3. Fire and Safety Requirements

a) Fire Extinguishers and Smoke/Carbon Monoxide Detectors

Owners are required to maintain functioning fire extinguishers and smoke/carbon monoxide alarms as required by Vermont State Law. This is for your safety as well as that of your neighbors'.

b) Fireplace Ashes: Place fireplace ashes into ash cans provided to the unit and place the can outside on the ground in front of the unit to be picked up by Stonybrook staff. Please use caution with live ashes in breezy conditions.



4. General Rules

Please note:

The use of all Stonybrook facilities are at your own risk, including, but not limited to: swimming pools, sauna, gym and rec room areas, tennis courts, golf course and recreational trails.

a) Maintenance: Chimneys, Fire Extinguishers, and Dryer Vents

Each spring Stonybrook coordinates the inspection of chimneys and fire extinguishers and they're cleaned or recharged as needed. Cleaning and/or recharging are at the owner's expense. Stonybrook also coordinates the cleaning of all dryer vents every two years. Owners pay for these services.

b) Barbecue

- Charcoal grills must be used on the ground away from the building – never on deck floors, deck railings, or fireplaces, but they may be used on the ground away from the building.
- Propane grills may be used on wood decks. Important, please do not store propane tanks in your unit.

c) No fireworks

Fireworks are not allowed at Stonybrook. Using fireworks will result in the authorities being notified and the offender being fined.

d) Firewood and Kindling

Firewood and kindling are delivered once a week on Fridays. The maintenance crew tries to keep the wood bins in each unit full. However, if you notice you are running low, please contact the office as early in the day as possible and the crew will try to deliver it before they finish work at 4 PM.



e) Recycling and Trash

Recycling and trash is picked up starting at 7:30 AM Monday, Wednesday and Friday mornings. Each unit has a recycling/trash closet on the front porch. You must place your trash in plastic bags prior to placing it in the trash can, but recycling items can be placed together in paper bags or clearly marked receptacles or plastic bags that can be emptied when picked up by staff. Cardboard boxes need to be broken down. Please note there is no trash picked up at Stonybrook on holidays. Recycling is mandatory in Stowe, but items may be placed together in the same receptacle.

Note: There is a list of recyclable items attached at the end of this document.

f) Speed Limit and Parking

- No speeding; 18 miles an hour is the speed limit throughout the complex. Beware of children and pedestrians on the roadways.
- There is no parking on any grassy areas or roadways or on the property of neighbors. Park only in owner's designated area.
- Because of difficulty with snow removal, no vehicles can be left at Stonybrook all winter.

g) Pets

No animals or livestock other than household pets. All pets must be registered with the manager. Please be respectful of your neighbors and refrain from leaving barking dogs in the unit.

Owners of dogs are responsible to keep their dogs under control and on the leash at all times. Help to keep Stonybrook the pristine place that it is and clean up after your dog.

h) Miscellaneous

- Noise: Everyone should be aware of near-by neighbors regarding noise.
- All outside property must be kept clear of objects such as toys and bikes, and nothing may be draped over fences or deck railings.



i) Television

Stowe Cablevision serves each Stonybrook unit with basic cable. There are 45 channels available in each unit (a list of channels can be obtained in the office.) Satellite dishes have been installed on some units and additional stations are available.

j) Satellite Installation Policy

A formal request can be made to the manager by an owner to have a satellite dish installed.

- One satellite dish per building, accessible to all owners in the building, may be installed.
- The manager will decide where satellite dishes can be located, but not on roofs.
- The homeowner who makes the request must pay all associated expenses for the installation.

5. Recreation Activities

a) Recreation Path/Cross Country Ski Trails

Access to the bike and walking path is through a gate in the rail fence between the Luce Hill Road entrance and the office, or directly across the road from the Stonybrook entrance.

b) Spa/Game Room's

Stonybrook's Spa with its spa-tub, sauna, exercise, and game rooms are all located in the lower level of the reception center along with the showers and restrooms. The rules and regulations for the use of these facilities are below and also posted in the Spa. Please take the time to read these before using the facilities. Access is by the lower-level door behind the reception center or down the stairs near the office door. Please bring your own towels.



- Hours are from 8 AM to 8 PM for the exercise room, sauna, spa tub and shower area. The Spa-tub will be shut down for cleaning at least once a week.
- Recreation facilities are available for use only by Stonybrook owners, houseguests, and renters.
- Use of the sauna, showers, spa-tub, game room, exercise equipment and other facilities are **at your own risk**.
- Appropriate attire is to be worn by everyone.
- Children under age 14 must be accompanied and supervised by an adult when using the sauna or spa tub as well as any of the exercise equipment.
- No food or beverages are allowed in the sauna or spa area with the exception of water.
- Glass containers are prohibited in the Spa area.
- All persons using these facilities are expected to be considerate and act appropriately at all times. There is no full-time supervisor available.
- Wipe down all exercise equipment with the wipes provided when your workout is complete.
- No smoking in the building.

c) Swimming Pools

The pools are open to Stonybrook owners and their guests from Memorial Day to Labor Day, weather permitting. Pool hours are from 8 AM to 9 PM seven days a week. Common sense and consideration will ensure safety and enjoyment for all in the pools and poolside.

- As there is no lifeguard on duty, **swimming is at your own risk**.
- All children under the age of 12 years must be accompanied by an adult when using the swimming pool and be supervised at all times.



- No pool toys of any kind. No kickboards, noodles or tubes, or large flotation devices.
- No unprotected diapers or nudies. Little Swimmer diapers are okay.
- No rough-play is allowed in or around the pool area. No climbing on the fence, running, loud noise or music, football or Frisbee.
- Absolutely no pets allowed at the pools.
- No shorts or cut off allowed in the pools. Proper swimwear is mandatory.
- The pool and deck furniture are property of the association and are not to be removed from these areas
- No food or drink in breakable containers are allowed inside the pool area. Tables are provided outside the fenced areas.
- Do not hang towels over the fence.
- Please put umbrellas down before leaving the pool area.

d) Tennis Courts

- The tennis courts are available for use by Stonybrook owners, their guests, and renters, from 8 AM to 9 PM. Respect and courtesy among players is expected, and players play at their own risk.
- The courts are for tennis only. No food is allowed in the tennis court area. No Bikes, skates, skate boards or balls, other than tennis balls, are to be used on the courts. Proper tennis attire and tennis shoes only. There is no sign-up sheet for reserving court time. Court time is on a first come first serve basis. However, consideration should be given to waiting players.



6. Invoicing For Extra Works

If a Stonybrook employee is called upon to unplug a toilet, hang up a towel bar, change batteries in smoke detectors or fill gas grill tanks etc., there will be a minimum \$25 service charge on top of charges for materials. This \$25 service charge will also apply to setting out rental packets with keys for arriving renters.

Any service set up through the Stonybrook office will have a 10% charge above the original cost, for example housecleaning, minor furnace repair, plumbing, etc., generally not to exceed \$500. However, there are situations which are out of Stonybrook's control and will be at the manager's discretion.

7. Late Payment Procedures and Policies

It is the Boards belief that late payments adversely impact the vast majority of owners who pay on time. Our goal is to make sure that those who fail to make timely payments reimburse those Homeowners who bear the burden of their delinquency.

a) Late Two Weeks

A homeowner who is two weeks late will be given a phone call asking for payment of the amount due. A letter reminder will also be sent outlining that the payment is due within two weeks or the matter will be referred for formal collection.

b) Late Four Weeks

If the payment is not received within that two week time period, the matter will be referred to our attorney for the purpose of obtaining a lien on the property for the amount due and for all legal costs associated with this action. In addition we will assess it one and one-half percent (1 ½ %) per month late fee on the balance due.

c) Foreclosure

Once a lien is obtained we will begin foreclosure proceedings as recommended by counsel



8. Unit Maintenance - Owner Responsibility

a) Windows

- Window cranks and other interior hardware, such as grills

b) Screens

- Windows
- Sliding doors
- Skylights

c) Combination Storm/Screen Doors Installed By Owners

d) Screen Porch

- Floor covering
- Screen door
- Screening
- Electric lights

e) Fireplaces

- Screens
- Glass doors
- Grates
- Wood-burning inserts
- Dampers

f) Door Locks

- Units and Garages

g) Door Bells



h) Plumbing

- Interior Fixtures, I.E. Lavatories, Stool, Tubs, Water Heater
- Toilet Seats
- Shower or Tub Glass Doors

i) Garages

- Door Locks
- Overhead Door Electric Openers
- Interior Maintenance
- Folding Ladder
- Attic Maintenance
- Electrical
- Floor Drains

j) Special Landscaping

- Window and Deck Planter Boxes
- Extra Plantings in Beds Around Unit

k) Air Condition System and Covers

- All Maintenance, Service and Replacement
- Installing and Removing Winter Covers

l) Extra Outside Storage Closets

m) Furnace Room Exterior Closet

- Heat Modifications (Units 16 through 36 and 44 – 46)

n) Exterior Step iron Handrails

o) Exterior Lights

- Additional Exterior Post Lights Installed By Owners



9. Unit Maintenance - Stonybrook Responsibility

Includes all exterior building, grounds, recreation facilities, roads and services.

a) Windows and Door Glass

- Broken
- Fogging Between Glass
- Bad Insulating Gaskets

b) Fireplaces

- Exterior Chimneys, Siding
- Masonry Chimney Construction
- Metal Chimney Cap

c) Plumbing

- Cast-Iron Sewer Pipes Exterior of Unit
- Outside Hose Bibs

d) Garage Exterior

- Siding
- Trim
- Shingles
- Doors

e) Steps and Walks

- Wood (Timber) Step
- Walk

f) Road Lights and Electric Timers

g) Exterior Lights: Parking Lot Lights, Unit Wall Deck Lights and Outlets



10. Flower Bed Maintenance

a) Common Area Flower Beds

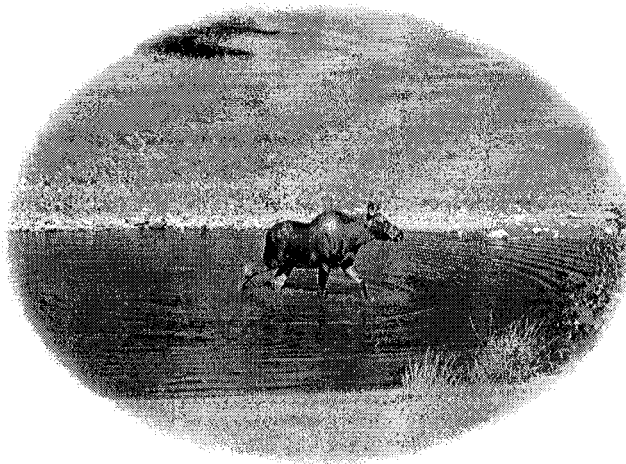
Common area beds are developed and maintained by Stonybrook to be enjoyed in common by all owners. They contain flowers, shrubs and bushes at the entrance way, along the roads and next to common facilities such as the office, swimming pools and tennis courts.

Common area flower beds include beds located in the front of each unit. These contain only bushes, shrubs, and some perennials which are maintained by Stonybrook by weeding, and pruning, once a year.

b) Flowerbeds near Individual Units

Flowerbeds located next to or near individual units are beds that may contain shrubs, bushes and flowers, or only flowers. Owners who wish to have flowers in beds around or adjacent to their unit, are responsible for maintaining the flowers and weeding the beds. Stonybrook will prune shrubbery once a year, as needed.

If shrubs or bushes in beds next to, or near, condominiums die or otherwise need replacement, they will be replaced at Stonybrook's expense. But, if the homeowner wishes to add to existing plantings or replace existing shrubs or bushes with other plants that they prefer, the purchase and planting cost will be the responsibility of the homeowners. Stonybrook can provide advice as to what species do well in this climate.



11. Silviculture

- Trees which infringe, on or cause property damage to any building, or trees which are dead or dying will be trimmed or removed at the discretion of the manager.
- Plantings that may provide screening will not be cut or trimmed unless all affected homeowners are notified in writing of the proposed work to be performed and agree in writing to have it performed. If the homeowner does not respond within 30 days, the work may be undertaken without their approval.
- Stonybrook's manager has the authority, subject to budget considerations, to have the necessary cutting/trimming done in instances where there is no dispute with regards to screening. However, neighboring homeowners must have been notified in accordance with the above.
- No cutting or major trimming shall take place without the approval of the manager.
- In case there is disagreement among homeowners as to what is, or is not screening, the decision will be made by the Board of Directors. Affected homeowners may meet with the Board to express their concerns.

12. Summary of Unit Modification Review and Approval Process

a) Request to Modify Unit

Requests to modify units in anyway must be first reviewed by the manager. The manager will explain the prerequisites for each modification and provide any required forms to the applicant. The manager collects all supporting documents provided by the applicant, which may include certified architectural drawings, blueprints, permits and/or contractor-completed forms. *(Note: Providing copies to Stonybrook does not fulfill the need to file the same information with the appropriate governmental bodies).* The packet is then presented to the Architectural Review Committee (ARC) for review, and recommendations are presented to the board which makes the final decision for approval.



- All expenses relating to the development, reproduction and filing of the plans and obtaining permits are born by the homeowner.
- All construction must meet local and state building codes. The owner will pay Stonybrook an impact fee plus the additional expense of any lawn, landscaping material and/or walks damaged during the construction.
- The owner's Common Area Fee will change based on increased in square footage. Any bedrooms added will need permits from the town of Stowe for the sewer allocation, and the fee that goes along with this will be the responsibility of the owner.

b) Objections

If any affected neighbor raises an objection, the board will invite affected parties to a joint hearing to present their positions. The board and the affected parties will conduct a full on-site inspection of the premises before arriving at a decision. The final decision is reached in private, in all cases the board has final approval authority.

c) Timeline

Unit owners need to be aware of the timeline for approval. Proposed modifications can take up to 30 days or more, as ARC and board members are not always readily available. Further, review by ARC and consideration of nearby owners can result in changes to the initial proposal which can result in additional review time.

d) Approval

Association Board of Directors issues letter of approval. This letter will include: a calculation of the change in size for unit's share of the common area, approved copies of drawings, rules to be followed by workmen during the project, and other conditions designed to protect the interests of Stonybrook.

The manager can provide contact information for Pre-approved Contractors



13. Homeowners Unit Modification Approval Procedure:

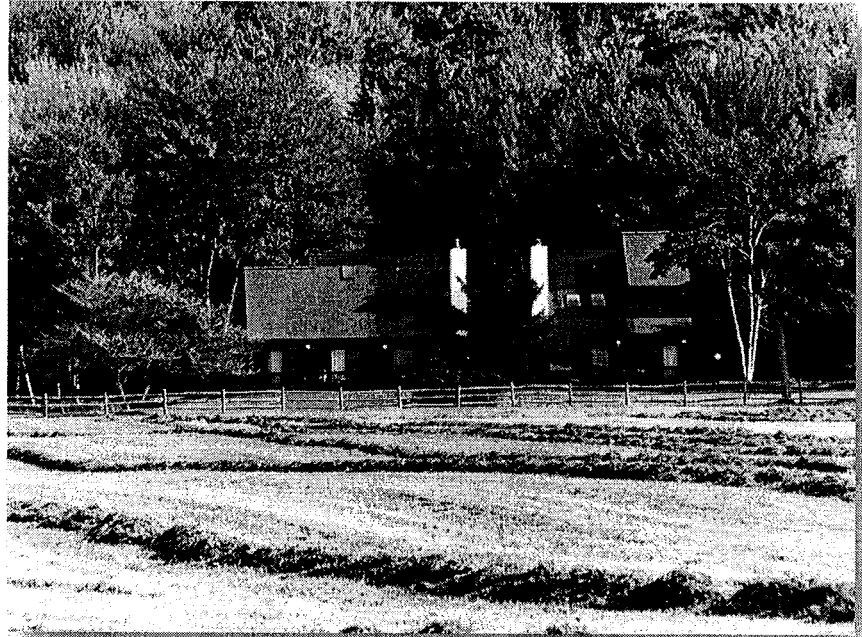
- Obtain Unit Modification Review and Approval Policy from manager.
- Review proposed unit modification informally with manager.
- Unit owner should then develop plans accurately representing unit modification and submit to Stonybrook along with architectural review and impact fee (1% of the cost of construction or \$350, whichever is greater).
- Architectural review committee reviews submittal and makes recommendation to Board of Directors.
- Board of Directors has final approval authority.
- Proposed unit modification is reviewed and accepted by the immediate neighbors and others most affected.
- Unit owner is responsible for obtaining local and state permits. Bedrooms added need sewer allocation permit.
- Board of Directors issues letter of approval. This letter will include: a calculation of the change in size for unit's share of the common area, approved copies of drawings, rules to be followed by workmen during the project, and other conditions designed to protect the interests of the Stonybrook condominium.



14. Construction Agreement

a) Working Schedule

All construction must be conducted according to the following schedule: These hours will be followed unless deviation is approved by the Board of Directors in writing.



Please note: all excavation and backfilling and must be complete before the second Sunday in November.

During season – Monday through Friday – 8:00 AM – 5:00 PM

June 15 to October 15 – Saturday and Sunday; no work

December 15 to April 15 Sunday – no work

Off-season – Monday through Friday – 7:00 AM to 6:00 PM

October 15 to December 15 – Sunday - no work

All holidays – no work

a) Mud Season

Note Stonybrook's roads will be closed for construction vehicles until the road stabilize after "mud season;" such determination is to be made by a representative of Stonybrook.



b) Port-o-let

A port-o-let will be provided next to the unit being constructed and will be used until bathroom facilities are operational inside the unit.

c) Construction Dumpster

A construction dumpster will be placed in parking lot or driveway of unit being renovated. Control methods will be used to keep debris from blowing onto neighbor's yards, parking lots, driveways or decks. Dumpster will be emptied immediately when it is full.

d) Construction Site

Construction site must be kept in a neat and organized manner. No construction materials or equipment will be stacked on the driveways and parking lots of any units except one under construction

e) OSHA

Rules and requirements must be complied with at all times during construction.

f) Suppliers and Subcontractors

Suppliers and subcontractors will park only in areas designated by Stonybrook. At no time will construction personnel or suppliers park in another unit's driveway or parking lot, or block access to other units.

g) Landscaping

Landscaping that is in place will be protected by contractor. But all other required landscaping will be installed as approved by Stonybrook. No trees greater than 3 inch diameter will be cut without prior Stonybrook approval. No construction equipment can cross existing lawns or landscaped areas. All landscaping material must be planted, bark mulched and grassy areas seeded as soon as possible after exterior construction is completed. Walks must be constructed of "Stamped Concrete" as approved by Stonybrook.



h) Damage to Property

Roads, driveways parking lots, and underground pipes and wires damaged or disturbed during construction will be immediately returned to original condition at contractor expense.

i) Materials

Materials used for construction will be as specified in "CONSTRUCTION STANDARDS."

Any deviations will require prior Stonybrook approval. Two coats of stain or paint will be applied to all exterior wood surfaces. One coat Penofin sable color) will be applied to pressure-treated deck surfaces.

j) Stonybrook Approvals

All Stonybrook approvals must be in writing.

k) Contractor

Contractor will provide a one-year builders warranty from date of completion. Stonybrook association will not assume exterior maintenance responsibility until all punch list items are corrected after inspection is done by Stonybrook at the end of one year. Stonybrook will provide contractor or owner with a written list with explanations of all items needing maintenance, replacement or other treatment.

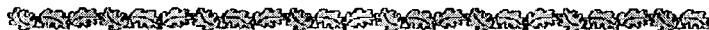
CONSTRUCTION AGREEMENT Accepted for Unit (s) _____

(Stonybrook Manager)

Date: _____

(Contractor)

Date: _____



15. Construction, Modification/Maintenance Standards

Listed below is the standard of practice for the construction, materials and techniques to be used in Stonybrook. Any and all construction within Stonybrook is required to meet or exceed these standards.

a) Floor Joists, Rafters and Beams:

- The above are to be based on National Standards of AFPA span tables, taking into consideration the snow load, live load, dead load, and deflection specific to the application.

b) Exterior Wall Framing:

- Spruce: 2 x 6 at 16 inches on center or equal.
- Exterior Wall Sheathing:
- One half inch CDX plywood or equal.

c) House Wrap

- Typar, Tyvex or equal.

d) Exterior siding:

- Red Western Cedar three-quarter inch shiplap attached with stainless steel ring shank nails.
- Color: pine cone, latex, Sherman Williams or equal.
- Exterior Wall Insulation
- 6 inch fiberglass, R – 19 with vapor barrier or equal.

e) Roof Sheathing:

- 5/8 inch CDX plywood or equal, for 24 inch spacing with "H" clips and 1/2 inch CDX plywood or equal for 16" inch spacing of rafters.



f) Roof Underlayment for Garages:

- Minimum of 15 lb. Asphalt – saturated felt to be applied with the upper edge overlapping the lower piece by 2 inches and a 2 inch minimum overlap at all vertical joints, or equal material.

g) Roof Underlayment in Units:

- On all of the above areas of the roof a rubber membrane such as “Water & Ice Shield ”or "Bituthane" shall be applied to deter roof leaks.

h) Roof Flashings:

- Color Tarritone
- Valleys: valley flashing shall be no less than 24 inches wide with flashing exposure of no more than 8 inches.
- Skylights, roof to wall in chimney flashing applications: Shall be step-flashed with one flashing per shingle with appropriate foot and head flashings.
- Drip Edge: standard 5 inches

i) Shingles:

- Brand: Certain Teed
- Style: Architectural, Landmark Wood-Scapes
- Color: Dual Brown
- Application per instructions on the bundles. Warrantee 30 years.

j) Venting

- Proper venting to ensure a cold roof. Venting such as proper vents, soffit vents, Gable–end vents and ridge vents must be used to ensure cold roof to eliminate ice buildup.

k) Attic insulation:

- 12 inches of fiberglass or R–38 or equal.



l) Skylights:

- Type: Velux-with the appropriate flashing kits.
- Color: Territone Window in Units:
- Type: Anderson – Casements – Permasield
- Color: Territone

m) In Garages: Casements and Awning Style

n) Exterior Doors – Sliders:

- Type: Anderson – Perm-a-shield
- Color: Territone

o) Exterior Doors – Standard

- Steel insulated or of equal quality
- Color: Mince Meat/Sherwin Williams paint.

p) Exterior Trim:

- all exterior to match existing buildings
- Color: charcoal gray, oil, Sherwin Williams.

q) Exterior Exposed Construction:

- All decks, steps, handrails etc., are to be built of pressure-treated materials.
- Deck surfaces: 5/4 inch by 6 inch pressure treated lumber
- Color: Gatepost gray.
- Handrails and balusters to be trim color.

r) Exterior Lighting:

- Wall lights: progress – 8 inch white globe #P5626–60 black
- Pole lights: progress – 10 inch white globe #P 5478–60 black
- Pole: progress – aluminum post with the latter rest #P5391–31 black



16. Specifications for Assessment of Basements

a) Areas Excluded

Finished and unfinished basements' square footage occupied by the following is excluded.

b) Furnace/Utility Room

- Fireplace or Block Concrete Supports

c) Finished Basements - 100% Assessment

A basement is "finished" when the following improvements have been completed.

- Window and door casings/trim
- Baseboard
- Painted walls and ceilings
- Floor coverings (carpet, Tile, vinyl, etc.)
- When the basement is partially finished, five percent (5%) of the "gross" first and second floor area over the unfinished basement is used.

d) Unfinished Basement – 5% Assessment

Five percent (5%) of the "gross" first and second floor area is used when the entire basement is not finished – excluding furnace/masonry, door, windows, and sheetrock.

e) Basement Garages: Basement garages are calculated at 25% of "gross" area (Same as detached garages).

f) General: State fire code requires that insulation of any type be covered with sheet rock in the basement or crawl spaces.





RECYCLING LIST



Cut
and Save

Category	Examples of Items Accepted	Preparation / Not Accepted
Glass bottles & jars	Food and beverage containers only, no light bulbs, dishes, Pyrex, drinking glasses, window panes, or ceramics.	Rinse clean. Remove lids. Recycle plastic lids over 2" in diameter. Discard smaller plastic lids. Neck rings and labels OK.
Metal cans	Food and beverage cans only - no bottle caps or household scrap metal.	Rinse. Labels OK. Lids OK inside can.
Aerosol cans	Empty cans only - do not puncture. No paint, cleaners, or automotive products. Bring containers with hazardous chemicals to District HHW collection.	Separate caps from container. Recycle plastic caps over 2" in blue bin. Discard smaller caps.
Aluminum	Cans, foil, & pie plates. No stuck-on food.	Rinse.
Rigid plastic containers & packaging labeled #1-7, & molded product packaging (blisterpak)	Minimum size: 2 inches on any two sides. Maximum size: 2 feet on any one side. Bottles and jugs for soda, condiments, beauty products, detergents, cleaners, milk, juice etc. Dairy tubs (e.g. yogurt and sour cream), clear plastic hinged take-out containers, and hard plastic frozen food trays. Lids that are more than 2 inches in diameter are accepted.	Rinse clean, discard caps (lids over 2 inches in diameter can be recycled). Separate paper/cardboard from blisterpak for recycling. No plastic bags or plastic wrap. No foam polystyrene (Styrofoam) products including Styrofoam cups, take-out containers, packaging blocks or peanuts. No toys, laundry baskets, sleds, housewares, etc. No plastic film, motor oil or electronics housing.
Newspaper	All sections are recyclable.	Remove plastic. Do not tie with string.
Magazines, catalogs, & glossy paper	Glue- or staple-bound publications, paperback books, phone books, brochures, flyers etc.	Remove all plastic. Phone books are OK year-round. No metal or plastic spiral or 3-ring notebooks.
White & colored paper	Paper, letterhead, copy paper, file folders, index cards, brochures, construction paper, wrapping paper & gift cards.	Remove paper clips, plastic tabs, & metal hanging file strips. Staples OK. No foil paper, paper towels, facial tissues, or NCR (no carbon required) paper. No paper plates or cups. No stickers or sticker backing material.
Envelopes & opened mail	Envelopes with windows are OK.	Remove mail from envelope and discard non-paper parts.
Paper bags	Brown and colored bags	Remove twine or plastic handles. No animal food or kitty litter bags.
Boxboard	Boxes for cereal, tissues, pasta, crackers, shoes, etc. Also 6 & 12-pack beverage carriers, paper egg cartons, paper towel & toilet paper cores.	No milk or juice cartons, drink boxes, detergent boxes, or boxes from the refrigerator or freezer (except paper egg cartons or 6 & 12-pack beverage carriers).
Corrugated cardboard	Boxes with a wavy center.	Flatten. Cut to 2 feet by 2 feet for curbside collection.
Shredded paper	Confidential documents.	Place in clear plastic bags.

Phone: 888-7317

Web Site: www.lrswmd.org