

Renters Packet

Please Read

Ten Mayberry Drive Condo Association

Rules & Regulation

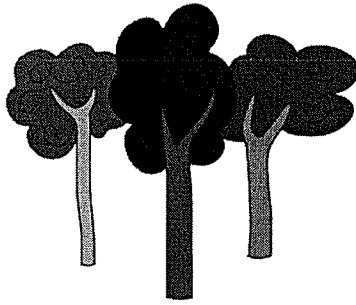
Rules and regulations are designed to enhance the lifestyle of everyone who lives in the condo community. Most rules and regulations are common-sense requirements put in place to help keep the peace among residents. The rules and regulations typically address noise level, pet ownership, unit renovations, subletting and the continuity areas for aesthetic reasons.

All owners, residents, households, visitors/guests and renters are expected to follow rules and regulations set forth by the Trustees of Ten Mayberry Drive Condominiums. If unit owners violate the bylaws, governing association may impose a variety of penalties, ranging from fines, to forced compliance, to legal action. The condo association implement rules and regulations to remind owners and residents of the need to be considerate of others.

The Board of Trustees included rules and regulations, covenants, notices, conditions and/or restrictions in this packet for your review.

For the most updated Rules & Regulation are posted on the website.

<https://tenmayberrydrivecondos.com/condo-rules>



TEN MAYBERRY DRIVE CONDOMINIUMS

UNIT OWNER & OCCUPANT INFORMATION

This information is kept securely and is used in case of emergency.

<u>Unit Owner Information:</u>	
Unit Number:	
Unit Owner Name(s):	
Phone number(s):	
Email address:	
Mailing Address if different:	
Mortgager Name:	
Mortgager Phone or Email address:	
<u>Emergency Contact Information:</u>	
Emergency Contact Name:	
Emergency Contact Phone(s):	
<u>Household Occupants if applicable</u> (Please list all occupants)	

Occupant 1 name:	
Phone number(s):	
Email address:	
Occupant 2 name:	
Phone number(s):	
Email address:	
Occupant 3 name:	
Phone number(s):	
Email address:	
Occupant 4 name:	
Phone number(s):	
Email address:	

<u>Vehicle Information if applicable:</u>	
<i>Vehicle 1:</i>	
Register Owner name:	
License Plate:	
Type (sedan, truck, SUV, etc.):	
Make:	
Model	
Year	
Color:	
<i>Vehicle 2:</i>	
Register Owner name:	
License Plate:	
Type (sedan, truck, SUV, etc.):	
Make:	
Model	
Year	
Color:	

Additional Vehicle:	
Register Owner name:	
License Plate:	
Type (sedan, truck, SUV, motorcycle, etc.):	
Make:	
Model	
Year	
Color:	
<u>Pet Information if applicable</u>	
Pet 1 Name:	
Type (cat, dog, etc.):	
License #:	
Breed:	
Color:	
Weight:	
Pet 2 Name:	
Type (cat, dog, etc.):	
License #:	
Breed:	
Color:	
Weight:	

10 MAYBERRY DRIVE CONDOMINIUM

RULES AND REGULATIONS

In these rules and regulations the words "common areas and facilities", "Trustees", "Unit" and "Unit Owners" shall have the meaning given to these terms in the Master Deed creating and the Declaration of Trust for 10 Mayberry Drive Condominium.

1. No Obstruction of Common Areas. Unit Owners shall not cause, nor shall they suffer obstruction of common areas and facilities except for storage in any assigned storage areas or except as the Trustees may in specific instances expressly permit.
2. Effect on Insurance. No Unit Owner shall use his Unit in such fashion as to result in the cancellation of insurance maintained by the Trustees on the Condominium or in any increase in the cost of such insurance, except that uses resulting in increase in premiums may be made by specific arrangement with the Trustees providing for the payment of such increased insurance costs by the Unit Owner concerned.
3. Nameplates. Unit Owners may place their names only in such places outside the Unit as may be provided for by the Trustees.
4. Pets. The Trustees may require any Unit Owner not to bring a pet on common areas which the Trustees, in their sole judgment, determine unreasonably interferes with the use of the common areas by other Unit Owners.
5. Radios, Phonographs, Musical Instruments. The volume of television sets, radios, phonographs, musical instruments and the like shall be turned down after 11 p.m. and shall at all times be kept at a sound level which will not annoy the occupants of neighboring Units.
6. Laundry. No Unit Owner shall hang laundry, rugs, drapes and the like out of a Unit.
7. Signs. Unit Owners may not rent any Unit for transient purposes nor may they display "For Sale" or "For Rent" signs in windows of their Unit nor may the Owners of residential units place window displays or advertising in windows of such Units.
8. Abuse of mechanical system. The Trustees may charge to a Unit Owner any damage to the mechanical, electrical or other building service system of the Condominium caused by such Unit Owner by misuse of those systems.
9. Car Keys. If a Unit Owner entrusts a car key to an employee of the Condominium for purposes of moving the car or having access to the car, the entrusting of such keys shall be at the sole risk of the Unit Owner or owner of the car key and the Trustee shall in no way be liable for any injury, loss or damage resulting directly or indirectly from such entrusting of a car key.
10. No offensive activity. No noxious or offensive activity shall be carried on in any Unit, or in the common areas and facilities, nor shall anything be done therein, either

willfully or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or occupants. No Unit Owner shall make or permit any disturbing noises by himself, his family, servants, employees, agents, visitor and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other Unit Owners.

11. Patios, Balconies and Fire Escapes. Patios, balconies and fire escapes shall be kept in orderly fashion at all times and clear of obstructions as required by applicable law. Objects shall not be placed on or hung from the balcony railings or in any other manner placed such that there would be any reasonable risk of the object falling from the balcony.

12. Parking. The Owners of Units 1 and 4 may use a portion of the common area abutting the rear lot line of the premises for purposes of parking one (1) automobile for each unit, to the extent that such use is not prohibited by any local law, rule, regulation or ordinance.

Ten Mayberry Drive

condominiums

To: Unit Owners and Residents
From: Ten Mayberry Board of Trustees
Subject: Plumbing Notice & Pump Station Alarm Procedures

Despite numerous written warnings about misuse, and how to properly use the building plumbing system, the Board of Trustees will assess all (12) Units for all emergency calls and will continue to assess all Units until the source can be found, or all residents comply and the septic system is operating without clogs due to misuse. These costly emergency is adversely impacting our operating budget and it is now necessary to implement an assessment to cover these non-budgeted expenses. These emergency calls are preventable if everyone cooperates and follows the plumbing rules.

Please advise all household members, tenants and guests of the following:

- *****NOTHING EXCEPT HUMAN WASTE AND TOILET PAPER SHOULD BE FLUSHED DOWN A TOILET.*****
- **ALL dish washing and laundry products must be LIQUID (NO PODS).**
- **Grease and food waste should NEVER be put down a sink. Running hot water down a sink to flush grease only increases the problem.**
- *****DO NOT FLUSH WIPES OF ANY TYPE DOWN THE TOILET.*****

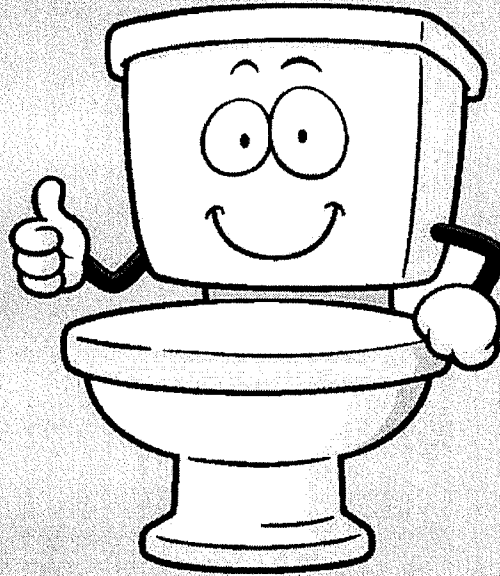
Condominium Rule and Regulation #8 states:

Abuse of Mechanical System: The Trustees may charge to a Unit Owner any damage to the mechanical, electrical or other building service system of the Condominium caused by such Unit Owner by misuse of those systems.

It's a Toilet, *Not* a Trash Can!

Never flush the following items (or put them down the garbage disposal or drain).
Toss them in the trash instead.

- Baby/Facial/Cleaning Wipes
- Tampons
- Sanitary Napkins
- Medication
- Hair
- Dental Floss
- Cotton Swabs/Balls
- Bandages
- Rags and Towels
- Rubber Items (like latex gloves)
- Fat, Cooking Oil, Grease
- Clothing Labels
- Candy/Food Wrappers
- Syringes
- Cigarette Butts
- Disposable Toilet Brushes
- Kitty Litter
- Aquarium Gravel
- Plastic Items
- Diapers
- Fruit Stickers
- Paper Towels



IMPORTANT NOTICE

Pumping Station Alarm Procedure

If the Sewerage Pumping Station alarm goes off, please notify a Trustee immediately and follow these procedures:

Shut down the main water supply to the building. On building side A, in the corner to the left of the windows you will see the water meter; On the water meter pipe are 2 YELLOW handles (one on the top of the pipe nearer to the ceiling, and one on the lower pipe closer to the floor). Turn either one of these yellow handles a ¼ turn to shut off the water to the entire building. This must be done to prevent sewerage from backing up into the first floor units if the pumps become inoperative.

Reset the Alarm. If the alarm is still going off, press the reset button located on the left side of the control box.

Fran: (774) 696-3370
Dianne: (508) 948-8745
Carolyn: (508) 330-8364

Ten Mayberry Drive

condominiums

To: Unit Owners and Residents
From: Ten Mayberry Board of Trustees
Subject: Power Outage Advisory

In event of a power outage to the building, please use water as little as possible until power is restored.

What to do during a power outage?

- Report the outage to National Grid 1-800-465-1212
- Do not use the washer machines.
- Do not use dish washers.
- Flush toilets only when absolutely necessary.
- Minimize water and toilet usage.
- Do not leave the water running while brushing your teeth.
- Do not take showers.
- Try not to flush solid waste in the toilet.

Why do you ask?

Because the sewage pump is an electrical component of the septic system and the holding tank can fill up easily. When the power is off, pump cannot sense when the liquid levels fill the tank and cannot automatically turn on the pump to drain the liquid. As a result, this could cause damage to the septic system and an expensive service will need to be placed to pump the sewage before it overflows. Being frugal about water usage can prevent raw sewage backup into toilets and drains on the first floor units.

If you have any questions, please let us know at tenmayberrytrust@gmail.com.

You're cooperation is important and very much appreciated.

Laundry Room

- Use of the laundry room is for residents of 10 Mayberry Drive Only
- Hours of operation are 7AM to 10 PM
- Remove and clean the lint screen after EVERY dryer cycle and dispose of lint in trash. Excess lint is a FIRE HAZARD.
- DO NOT put articles of plastic, rubber (sneakers) or heavily soiled items including construction/landscaping dirt, mulch, sand, grease, gasoline, feces, articles used on pets or pet fur covered items, etc. in the washer or dryer. Please take these items to a laundromat!
- Use LIQUID DETERGENT ONLY. Use the recommended amount of detergent. Excess detergent can damage the machine.
- DO NOT OVERLOAD the machines. This can cause damage and malfunction. Check items of clothing for tissues, crayons, pens, etc.
- Please observe a (2) LOAD DAILY LIMIT – especially on weekends.
- Laundry is to be removed promptly from washers, dryers and the laundry room upon completion to free the machines for others. Laundry may not be “stored” in the laundry room.
- Laundry supplies should be stored on designated shelf in the supplies cabinet.
- All residents are responsible for keeping the laundry room clean. Please help by wiping drips and spills, sweeping the floor and emptying trash as needed.

Thank you.

Posted by Trustees 10/2019. Please do not remove.

Ten Mayberry Drive c o n d o m i n i u m s

To: Unit Owners, Tenants, Household Members & Residents
From: Ten Mayberry Board of Trustees
Subject: Dumpster and Trash Rules

The dumpster is for the use of 10 Mayberry Drive residents only and is for household trash only. If you see someone using the dumpster illegally, report it to the police.

Please advise all household members and tenants.

- Do NOT throw loose trash into the dumpster.
- Securely tie or tightly seal all trash bags whether paper or plastic to prevent spillage and to prevent loose garbage from pouring out of the dumpster for someone else to pick up.*
- Use plastic trash bags whenever possible.
- Throw your trash into the back end of the dumpster so it does not clog or rest up against the doors.
- Breakdown all cardboard boxes to make room for accumulating trash.
- Do not leave trash outside the dumpster.
- Always immediately lock the dumpster after each use.
- If you lost the dumpster key, please contact the condo association. There is a \$15 charge billable to the unit owner.
- Construction and demolition materials are not allowed per state regulations.
- Please contact the condo association if you are disposing of large bulk items such as mattresses, furniture, stove, fridge, etc. Charges will be determined at the time of pickup and are billable to the unit owner.
- No hazardous material is allowed (any questions, please call the Board of Health).
- Television, monitors and freon appliances are not allowed in the dumpster
- Contact the Westborough Board of Health at call 508-366-3045 about its free recycling program, transfer station pass and biohazardous waste disposal. For more information about recycling and getting a transfer station pass, go to <https://www.town.westborough.ma.us/board-health/pages/recycling-trash-disposal>.

Thank you for your cooperation.

Ten Mayberry Drive Trustees

Updated 9/15/21

TEN MAYBERRY DRIVE

c o n d o m i n i u m

Due to the limited number of spaces in our parking lot, the Trustees have voted to implement a rule that allows a maximum of two parking spaces per residential unit. This rule will go into effect immediately. Please review and observe the following guidelines regarding use of the parking area and driveway at Ten Mayberry Drive Condos:

- A maximum of (2) parking spaces may be allowed per each residential unit.
- Parking spaces are not assigned or deeded, please be respectful of others and do not park in a space normally occupied by another unit owner.
- Parking spaces are reserved for residents only and may not be used to “store” vehicles not registered to the Ten Mayberry Drive address or a person/s not residing at Ten Mayberry Drive.
- Whenever both of a Unit's (2) allotted spaces are occupied, any visitors to that Unit must park on the street, or by special permission of the Trustees. Visitors should be advised of Town of Westborough winter parking ban regulations.
- Commercial or over-sized vehicles such as but not limited to trailers, buses, mobile homes/storage units, boats, etc. may not be parked in the parking lot or anywhere on the property.
- Over-sized or commercial vehicles onsite for deliveries or business purposes at Ten Mayberry may be temporarily parked in the lot.
- Vehicles must be parked in a marked parking space only and may not be parked anywhere else on the property.
- All vehicles are expected to be registered, in proper working order and in compliance with state and town operating by-laws. Inoperative or unregistered vehicles may not be parked in the lot and will be subject to towing at the owner's expense.
- Owner may be responsible for any damages to the parking space due to misuse or caused by improper condition of a vehicle/s.
- No vehicle repairs or maintenance including but not limited to oil changes, washing, or spraying of chemicals are allowed anywhere on the property.
- Please use caution and do not exceed 10 mph when driving on the property.
- All residents/visitors are expected to move their vehicles during storms when the lot is being plowed or leave a key with someone who can move the vehicle/s. Failure to move in a timely manner may result in the vehicle/s being towed at the owner's expense.
- All residents and visitors to the property are expected to act in compliance with these guidelines. Exceptions to these guidelines may be made by permission of Trustees only.
- Guidelines are posted on the Association website: <https://tenmayberrydrivecondos.com/>

Please contact us with any questions or concerns.

Thank you for your cooperation.

Trustees

11/29/22

SNOW REMOVAL

All vehicles must be moved promptly when the plow arrives. This is especially crucial for vehicles parked along the back wooded area and corners of the lot, where most of the snow needs to be pushed. Please ensure your keys are left with someone who can move your car if you are away.

SNOW REMOVAL

Resident Vehicles Only:

Only resident vehicles are to be parked in the parking lot. Kindly have guests park on the street and inform them about the overnight winter parking ban. During any storm, adhere to emergency parking bans.

Overnight Guests:

If you have an overnight guest, they may park in the rear lot during the hours of the winter parking ban. Notify a Trustee with the vehicle description, license plate, and their expected duration of stay. Guests must follow our condominium rules and guidelines.

IMPORTANT:

Clear snow off your vehicles promptly after the snowstorm so that you can quickly move your cars when the plow arrives. ****ALL vehicles MUST be moved**** so the contractor can efficiently push snow down the lot and into wooded areas. Arrange for your car's movement if you'll be away. During severe storms, any unmoved car may be towed at the owner's expense for lot clearance.

NEW - Additional Points to Consider:

Please refrain from parking in others' designated spaces. Wait until your parking space is cleared before returning to your spot .

Our contractor strives to do the best job possible for us. Your cooperation in promptly moving vehicles will make plowing easier and less costly for the Association (paid by your condo fees) by avoiding multiple return trips due to cars not being moved.

Thank you for your cooperation.

Ten Mayberry Drive
c o n d o m i n i u m s

To: Unit Owners and Residents

From: Ten Mayberry Trustees

Date: December 1, 2021

Subject: All complaints/issues/concerns need to be put in writing

The Condo Association requires that all non-emergency complaints be sent to TenMayberryTrust@gmail.com. The Board of Trustees will no longer accept or reply to text messages or emails sent to our personal addresses for non-emergency complaints. To prevent any misunderstandings between the complainant and the Board of Trustees, we must have all complaints, issues, and concerns in writing. Non-emergency issues include violations of the Rules & Regulations, which can be found on the website: <https://tenmayberrydrivecondos.com/condo-rules>] (<https://tenmayberrydrivecondos.com/condo-rules>). Examples include noise, laundry, pet complaints, etc.

**All complaints must be in written form and sent by email to
TenMayberryTrust@gmail.com.**

When you email Ten Mayberry Condo Association, please include the following information:

Date of Incident:

Time of Incident:

Detail Description of Incident:

The Condo Association is centralizing all communication to TenMayberryTrust@gmail.com so that all three (3) Trustees receive the same information and your concerns are recorded. After we receive your email complaint, the Board of Trustees will discuss it as a group and will reply to your concerns. Depending on the seriousness of the situation, this process may take several days and may involve escalation to Northborough Property Management professional services for advice on the proper course of action.

We remind everyone to refer to and abide by the Ten Mayberry Rules & Regulations, which are posted on the website and has wealth of information for you to find answers to your questions. The Condo Association implements these rules and regulations to remind owners and residents of the need to be considerate of others. For example, please observe quiet time from 10 PM to 7 AM, walk gently on the stairwells to prevent vibration and noise in the units attached to the stairs, and carry on conversations inside your units and/or away from the front of the building and common areas to avoid disturbing others. Because we live above, below, and next to each other, we all need to make a collaborative effort to be quiet and respectful towards one another.

Please reserve texting and calling for emergencies only, or for catastrophic structural failures in your unit, such as plumbing, electrical issues, water leaks, and any unsafe building issues that require immediate attention. For fire or medical emergencies, please dial 911.

You can also file complaints on the Home page of the website under Contact Us section.

Thank you for your cooperation.

Ten Mayberry Drive
c o n d o m i n i u m s

Pet Rules

Effective 03/01/2025

1. Fill Out New Pet Request Form: Unit Owners and Landlord Unit Owners must submit a Pet Request Form and be given approval to keep a small pet such as one (1) small dog or one (1) cat. Only one (1) pet per Unit at any given time is allowed. Livestock (such as chickens, goats, cows, horses, etc.), birds or any poisonous animals/insects/reptiles/snakes are not permitted.

Approval may be given if:

- I. A full adult pet must weigh 25 pounds or less and be determined suitable for a garden style condo space living.
- II. Pets should be well trained/behaved as to not interfere with the reasonable safety, peace and comfort of neighbors (see rule #8 below).
- III. Condo Association must approve the request before you can keep a pet.

2. Leashing and Supervision: Pets must be supervised and kept on a leash and/or carried at all times while in common areas. This includes both indoor spaces such as hallways, staircases, laundry rooms, and other shared areas, as well as outdoor common areas. Dogs are strictly prohibited from relieving themselves in any indoor common areas.

3. Keep Dogs Off Grass and Mulched Areas: For lawn health, do not allow your dog to roam freely or walk your pet on the lawn which can lead to patches of dead grass due to urine burns and excessive digging. It is unsightly and costly to repair. Dog feces left on the lawn can spread harmful bacteria and parasites, posing a health risk to both humans and other animals. Keeping dogs leashed and on the walkways helps maintain a clean and safe environment for all. THIS MEANS NO PEE AND NO POOP ON THE LAWN!

4. Designated Pet Waste and Walking Areas: Dogs may not be walked or allowed to relieve themselves anywhere on the property except for along the back wooded area behind the parking lot spaces 1 through 11.

5. Prompt Disposal: All pet waste must be immediately disposed of. This ensures a clean, safe and hygienic environment for all residents.

6. Restrictions on Decks: For the safety of the animal and consideration of all residents, pets are strictly prohibited from accessing decks. They may not be tied to any portion of the deck, patio, or railing, to prevent accidents and disturbances.

7. No Excessive Barking: Excessive barking or crying by dogs or any pet can cause disturbances and discomfort to fellow residents. **Definition of excessive barking is 10 minutes or more of continuous barking which is considered a noise nuisance under the Condo Rules and Regulations.** It is essential for pet owners to take measures to minimize noise levels and ensure that their dog does not disturb others. Please consider a bark collar or pet sitting service while you are away.

8. No Biting or Aggressive Behavior Allowed: Any dog or pet exhibiting biting or aggressive behavior will be asked to be removed from the premises or be reported to the Town's animal control.

9. Unit Owners Responsible for Injuries or Damage to Property: Pet owners are legally accountable for any personal injuries or property damages inflicted by their pets.

10. Pet Training Recommendation: For the safety of all residents, please properly and professionally train your pet to reduce the likelihood of excessive barking/crying, destructive habits, aggression or disobedience. Properly training your dog demonstrates responsible pet ownership and will reduce the likelihood of conflicts with neighbors and or authorities.

11. Pet Rule Violation Fines:

Pet rule violations can result in significant fines, which are enforced to ensure compliance and preserve the community's harmony. Unit Owners are responsible for any fines incurred due to their pets' actions, even if the violation is caused by a household member or tenant. Common violations include failure to leash pets in common areas, improper waste disposal, excessive noise, or any behavior that disrupts neighbors. To avoid penalties, it is essential to familiarize your household with the rules, train your pets appropriately and take all necessary steps to ensure they do not cause disturbances or damage.

12. Annual Dog Licensing Requirement by Town due by March 31st: In accordance with the Town of Westborough Bylaws, it is required that every dog owner license their dog before March 31st each year. Failure to comply may result in a fine of \$50 imposed by the Animal Control Officer, as per MGL Chapter 140, Section 141. You are required to send proof of registration to TenMayberryTrust@gmail.com by March 31 each year or the Unit Owner will be fined \$25.00 per month until the dog is properly registered.

13. Annual Rabies Requirement due by March 31st: As mandated by Massachusetts General Laws (MGL) Chapter 140, Sections 137 & 137A, all dogs within the

Commonwealth must be vaccinated annually. This ensures that every dog has been vaccinated against rabies, promoting public health and safety. You are required to send proof of vaccination to TenMayberryTrust@gmail.com by March 31 each year or the Unit Owner will be fined \$25.00 per month until the dog is properly vaccinated.

For more information about dog licenses and rabies vaccination laws, please call Westborough Town Hall at 508-871-5100 or visit the Town's website.

14. Annual Pet Compliance Form for Existing Pets: The Yearly Pet Compliance form serves as an essential document ensuring legal status of existing pets within your unit and in the condo community. The form requires pet owners to provide updated information regarding their dog or pet status. This includes vaccinations, licenses, and any changes in ownership or contact details. It serves as a means to uphold regulations, promote responsible pet ownership, and maintain a safe environment for all residents.

By completing this form annually, pet owners demonstrate their commitment to adhering to Town Dog and Pet laws and ensuring their pet is properly cared for and accounted for within the community. This form must be filled out each year and sent to TenMayberryTrust@gmail.com and is due by *March 31st of each year*. Failure to submit the form, the Unit Owner will be fined \$25.00 per month until the Yearly Pet Compliance Form is properly submitted to the condo association.

Thank you for your cooperation in adhering to these pet rules, which contribute to safety and the well-being of our condo community.