



Village of Nagog Woods

COMMUNITY GUIDE

Spring 2024



Village of Nagog Woods Community Guide

Winter 2024

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I QUICK GUIDE to Village Policies and Procedures

This **Quick Guide is an introduction** to a broad range of topics that have been assembled in the **Nagog Woods Community Guide** to help you enjoy living in the Village of Nagog Woods. Governing documents, including Rules and Regulations, are available on senearthco.com.

Before you read on, here's some context for the information that follows. Your condominium is located in one of the four Nagog Woods Associations. [see a map at the Postal Kiosk of the Village's 277 condominium units; a similar map is included in this Guide.]

Your ownership gives you membership in both your Association and in the Nagog Woods Community Corporation (NWCC). The Corporation owns the amenities and common areas that are not deeded to any of the Associations, and provides management for the entire community. Your unit ownership and shared access to the Village's amenities and common elements* are subject to policies and procedures administered by the NWCC Board of Directors.

*defined generally as those facilities which serve all owners of units in the condominium, and include such things as land, driveways, walkways, certain plumbing and electrical equipment, foundations, exterior walls, walls separating units, beams supporting the floors and roofs.

Weekly Information Updates—One of the most important sources of information is the “Friday Flyer.” This is a weekly newsletter published by First Realty about Village activities and community projects. Paper copies are available at the Postal Kiosk; electronic copies are available by request when email addresses are submitted to the Village Management Office. [[more information](#)]

Online Resources—First Realty manages senearthco.com, a password protected website. If you don't already have an account, you can register for one [here](#). The site contains a world of information including:

- an online library and archive of Village information
- a maintenance request service
- management tools for individual owner accounts

[[more information](#)]

Mail Delivery—The Postal Kiosk (zip code: 01718) on Nonset Path contains each resident's personal mailbox, postal lockers for larger-item delivery, a United States Post Office mail drop, and a mail drop for Village-only communications. The Acton Post Office delivers the mail by unit address to the Kiosk mailboxes. Keys to postal lockers for parcels are put into these resident mailboxes. Any questions about postal service should be addressed to the Town of Acton Post Office, located near the town center on Route 27 (978-263-7744).

Driving in the Village—Speed limits: 25 mph on Nonset Path, 15 mph on all other Village roads. Drivers must be alert to the speed bumps and crosswalks that exist for the safety of Village residents. [[more information](#)]

Parking—Each unit is allowed two spaces. In the case of units with garages, one of the two spaces is in the garage and the other is in the unit's driveway. Each car must be registered with the Management Office and receive a parking sticker and properly display it [[Forms for Vehicle Registration](#)]. Visitor parking spaces are marked with “V”. Parking is not allowed on any Village road. [[Common Property Use and Care](#) and [Parking maps](#)]

Trash Collection and Recycling—Nagog maintenance staff members collect trash and recyclables on Tuesday and Friday mornings. Trash must be put out before 8:00 am for pick-up from locations in each parking area, and at the street end of sidewalks and driveways. Recyclables in clear-colored bags and

securely tied general trash in opaque plastic trash bags (13 gallons or larger, at least 1 mil. thick) should be used. [[Common Property Use and Care](#) and [Supplementary Information](#)]

Pets—Pets must be on a leash and under the supervision of a person capable of controlling them. They should not be tied up and unattended. If pets are allowed to relieve themselves where residents might walk or play, their waste must be picked up and disposed of at home or in a Village outdoor disposal containers (on Nonset Path across from Building 66, on Great Elm Way across from Building 55, at the entrance to Waterside Clearing in Condo I. [[Common Property Use and Care](#)]

Children at Play—Four areas are specifically designated Village play areas; playing in streets, parking lots, walking paths, and common areas around buildings is not allowed. Play areas include:

1. a Tot Lot near the Postal Kiosk with climbing structures, swings, slides, and sand box
2. the field near the Tot Lot
3. the field near Westwind Condominiums (adjacent to Condo IV homes)
4. the grass area (soccer field) near the Clubhouse on Nonset Path.

Clubhouse Use—All residents over the age of 18 and their guests are welcome to enjoy using the Clubhouse. Since the Exercise Room in the lower level of the Clubhouse is designed for adult use, however, any users under 18 must be accompanied by an adult. No smoking is allowed in the building. NOTE: Owners may also rent the Clubhouse's main floor space for a private event. There is a fee for this exclusive use, and event hosts must submit to the Property Manager a completed [Clubhouse Reservation Form](#) before their reservation can be finalized. [[Common Property Use and Care](#) and [Amenities Use](#)]

Pool Use—The pool is open daily from Memorial Day to Labor Day for Village residents with a “pool pass” that can be acquired from the Management Office. The pool is only open when there is a lifeguard on duty. A guest policy is enforced. Its details can be found in the Policies section of this Guide. [[Amenities Use](#) and [Pool Use Rules](#)]

Tennis Court Use—Guidelines exist for using any of the Village’s six courts. The four near the clubhouse have lights for night play and a bubble for seasonal use. Fees are charged for indoor time. Two courts near the postal kiosk are open for anytime-use by residents. [[Amenities Use](#) and [Tennis Court Usage Procedures](#)]

Caring for the Environment—Tissues, food containers, and other easily dropped items can be health hazards and limit each resident’s enjoyment of common areas. The thoughtful behavior of all residents, young and old, helps us enjoy the natural beauty that surrounds us. [[Common Property Use and Care](#)]

Exterior Storage—The NWCC Board of Directors must approve the storage of personal items in the Common Elements (this includes on, under, or around decks and patios). Unit owners have an easement to use these areas, but they are owned by the community, not individuals. [[Common Property Use and Care](#)]

Exterior Decorations—Decorative items may be placed on decks and patios without prior written consent of the NWCC Board as long as they aren't affixed with a nail, screw, hook, or any other device that penetrates any portion of these Common Elements. All decorative or other items on Common Elements must be in good repair and must not impede access to a unit. [voted on October 25 2023; updated January 2024]

Snow Plowing and Shoveling—NWCC makes arrangements for removing snow from roads, driveways, front decks, and sidewalks. Each year residents receive detailed instructions about winter weather procedures. [[Snow Removal Procedures](#)]

Maintenance Requests—Owners can access a maintenance request tool from the [senearthco.com](#) website for common element related issues; private contractors should be contacted for other maintenance needs. [[Contacts](#)]

II Contacts

Property Management

Office, After-Hours, and Emergency Phone Number: 978-263-4887 (FRM After Hours: 1-617-423-7000)

First Realty Management Clubhouse Office Staff

Nicole Mandra (Property Manager; nmandra@firstrealtymgt.com)

Marcia Good (Senior Portfolio Manager; mgood@firstrealtymgt.com)

Sheila Spellman (Condominium Director; sspellman@firstrealtymgt.com)

Maintenance Team

Tim Hulings, Keith Windward

Secure Website: [Nagog Woods Community Corp. \(senearthco.com\)](https://senearthco.com)

Access an array of information, including details about owner accounts, finances, condominium governing documents, communications, and meeting minutes; use also to create [maintenance requests](#) and track responses. You can request an account at [Nagog Woods Community Corp. \(senearthco.com\)](https://senearthco.com).

Elected Boards

Nagog Woods Community Corporation

Sarah Mleziva (President, Condo IV Director): term expires 2026

Eden Dunckel (Vice President, Condo II Director): term expires 2025

Steve Noone (Treasurer): term expires 2025

Kate Chung (Secretary): term expires 2025

Liz Reinhardt (Condo I): term expires 2026

Peter Rosner (Condo I): term expires 2025

Claudia Abramson (Condo II): term expires 2026

Mark Kozar (Condo III): term expires 2025

Marcus Lewis (Condo III): term expires 2026

Susan Bisson (Condo IV): term expires 2025

Nagog Woods Condominium Association I

Liz Reinhardt (President)

Linda Onuska (Vice President)

Linda Noone (Secretary)

Barbara Lang (Treasurer)

Nagog Woods Condominium Association II:

Claudia Abramson (President): term expires 2026

David Foley (Vice President): term expires 2026

Michael Rheume (Treasurer): term expires 2025

Eden Dunckel (Secretary): expires in 2025

Alban Cobi (Member-at-Large): term expires 2026

Nagog Woods Condominium Association III

Martha Belden (President): term expires 2025
Angela Valu (Vice President): term expires 2024
Miles Fidelman (Treasurer): term expires 2025
Donna Schilling (Secretary): term expires 2024
Donna Wyatt (Assistant Secretary): term expires 2026

Nagog Woods Condominium Association IV

Monica Pilman (Vice President)
Sarah Mleziva (Treasurer)

Standing Committees**Environmental Quality Committee (EQC)**

Eden Dunckel (BOD Liaison)
Fran Busse
Donna Schilling

NWCC Doc Committee

Liz Reinhardt (Lead)
Claudia Abramson
Martha Belden
Marcia Good
Nicole Mandra
Stephen Noone
Peter Rosner

Marketing Committee

Liz Reinhardt (Lead)
Michael McCloskey

III Village Policies

This collection of policies is presented as a set of fundamental agreements that allow Villagers to live happily in a dense community of homeowners. Although not a legal document, all residents are expected to adhere to the policies in this Guide. They are firmly based on the set of legal documents that established the Village of Nagog Woods (as updated through the years) and on Massachusetts Condominium Law statutes. Use this link to access the [document sources](#).

CONDO UNIT USE AND CARE

1. Enjoy the light and space of your condominium unit, keeping in mind that It is a single family residence, not a business space. Residents are allowed to work from home, but Unit owners are prohibited from using their condominium for business activities that involve non-residents parking on Village property, causing additional noise or activity, or impacting air quality.
2. Make your unit as safe as possible to protect personal and common property and to keep insurance costs as low as possible. There is a [master insurance](#) policy for the Village's common elements; all unit owners are expected to maintain their own insurance for non-common element coverage.
3. Avoid doing anything within a unit (or in the common elements) that will increase insurance costs, result in the cancellation of any insurance, or is in violation of any law. Any flammable, combustible or explosive fluid, material, chemical or substance, except such lighting and cleaning fluids as are customary for residential use, cannot be kept within a unit or in the common elements.
4. Consider the well-being of your neighbors—control noises at any hour, but especially after dark, between the hours of 10:00 pm and 7:00 am, that might impact your neighbors' enjoyment of their own homes.
5. Make structural interior modifications only after professionally determining that they will not negatively impact your unit or building, and that they have been approved by the Town of Acton through its building permitting processes.
6. Allow authorized agents of the Board of Directors to enter your unit at any reasonable hour of the day upon twenty-four (24) hours' notice (except in case of emergency when immediate access is necessary) for the purpose of inspecting any issues, and if necessary correcting any issues, that may originate in your unit and affect adjacent units.
7. Take necessary precautions during cold weather months to avoid snow, ice, and water damages. Turn off outside water faucets, maintain a temperature inside of 60°, open cabinet doors in exceptionally cold weather, and turn faucets on with a minimal drip to protect water pipes from freezing. Repairing any damage to a unit from interior frozen pipes is the owner's responsibility.

COMMON PROPERTY USE AND CARE

1. Adhere to speed limits on all Village roads (25 mph on Nonset Path and 15 mph on all other roadways, as well as to stop signs, warning signs, and all Massachusetts motor vehicle laws when driving in the Village. An operator's license, recognized as being valid by the Commonwealth of Massachusetts, is required to operate a motor vehicle, including motorcycles and mopeds on the property.
2. Allow no obstruction, unauthorized storage or display in or on Common Elements which include exterior walls, patios, decks, under decks, and walkways that have shared ownership; owners have deeded easements for use of their patios and decks. Nothing may be affixed with a nail, screw, hook, or any other device that penetrates any portion of these Common Elements, including walls, decks, under decks, roofs, trim, without prior written consent of the NWCC Board in order to ensure compliance with building material warranty requirements. Decorative items may be placed on decks and patios without prior written consent of the NWCC Board as long as they aren't affixed with a nail,

screw, hook, or any other device that penetrates any portion of these Common Elements. All decorative or other items on Common Elements must be in good repair and must not impede access to a unit. [voted on October 25 2023; updated January 2024]

3. Store firewood on or under a deck or on a patio. No more than one-quarter cord of firewood may be stacked at any time on a deck. Units having a private-use easement (some courtyards) may use those areas for firewood storage, provided the wood is stacked in compliance with the following precautions:
 - a. Stacks must be neat
 - b. Wood must be stored at least six inches away from the building to prevent problems with carpenter ants and termites
 - c. Stacking must be on pressure-treated 2"x4"s or other suitable supports
 - d. Wood may not be covered by tarps
4. Bicycles may be stored outdoors, upright on a patio or deck, during the bike-riding season (March through November). Tarps are not permitted.
5. Keep Common Elements and Community Areas (including decks, railings, and patios) free and clear of clothes, towels, sheets, blankets, laundry, rugs, rubbish, debris, children's toys and any other items that might negatively impact Village neighbors.
6. Ensure that household pets are restrained when they are outdoors (dogs and cats must be leashed or carried and not left unattended on patios, decks, or lawns); always use waste disposal containers located throughout the Village (at entrance to Waterside Clearing in Condo I, on Nonset Path across from Building 66 in Condo II, and on Great Elm Way across from Building 55 in Condo III), and exercise noise control. Pets, other than those normally kept indoors entrance as house pets, may be kept only with the prior approval of the Board of Directors.
7. Adhere to parking regulations that allow each unit two parking spaces; garages are considered one of the two. Visitor spaces are marked with a "V" and there are some handicapped/medical exceptions that are marked with signage. (See Section #3 Maps of Property, Condominium Units, and Parking Assignments in the Guide's Supplementary Information for additional details). Only designated areas near the Clubhouse and maintenance building are park/store options for boats and trailers, and for registered cars that will not be used for any period of time. Unregistered or uninspected motorized vehicles, RVs, and commercial vehicles may not be stored in any residential parking lot. These vehicles may be stored at the Clubhouse upon [approval of the Village Manager](#).
8. Do not operate unregistered motorized vehicles within the Village. This policy pertains to on or off-road vehicles, including mopeds and snowmobiles.
9. Display a Village Parking Sticker on the inside of the driver side of the rear windshield in the upper left-hand corner of each vehicle using a resident's parking space. To obtain stickers, submit a completed [Vehicle Information form](#) that includes the details of vehicles using Village parking spaces. Residents must update this form should vehicle ownership change. A \$25.00 fee will be charged to replace a lost or damaged sticker.
10. Control the activities, including parking, of all household residents and guests to ensure they do not impede the rights, comforts, or convenience of neighbors.
11. Apply for [Multi-Day Use of Clubhouse Parking Lot](#) if you plan to be away during the winter months.
12. If planning to use the charging stations in the parking lot at the corner of Nonset Path and Old Stonebrook, visit <https://blinkcharging.com/drivers/ev-drivers/> for usage information.
13. Adhere to trash removal regulations, designed to support recycling, trash pickup efficiency, and a clean environment. Find details, including pickup locations and time, in #7 in the Guide's Supplementary Information for details.
14. Adhere to snow removal regulations that are reviewed and distributed to all residents annually. [Click here](#) for the most recent approved procedures designed to provide safe and efficient snow removal.

15. Follow [planting guidelines](#) when preparing to do any gardening around a unit. Only Corporation employees are allowed to do landscaping activities in the Common Areas. Residents may seek specific exceptions to this policy from the NWCC Board of Directors.
16. For all changes to a building's exterior that do not appear on the Village's Pre-Approved Modifications list, an owner must submit a completed Architectural Modification Form.

AMENITIES USE

1. Obtain and keep safe a key card for the Clubhouse's front door to enable access after 4:00 pm during the week and on weekends. These cards are available to all residents that do not owe fees to the Corporation and have submitted a completed [Clubhouse Access Form](#). All residents over the age of 18 and their guests are welcome to enjoy using the Clubhouse. Since the Exercise Room in the lower level of the Clubhouse is designed for adult use, however, any users under 18 must be accompanied by an adult. No smoking is allowed in the building. NOTE: Owners may also rent the Clubhouse's main floor space for a private event. There is a fee for this exclusive use, and event hosts must submit to the Property Manager a completed [Clubhouse Reservation Form](#) before their reservation can be finalized. [policy revision voted September 27, 2023]
2. When the pool is open, normally between Memorial Day and Labor Day, follow the [pool use procedures](#) (use this link for the most recent procedures) that are distributed annually and posted in the pool area. They include restrictions on who is allowed to use the deep end, guest limits, and guidelines on unacceptable noise and activity. When a lifeguard is not on duty, no one is allowed in the pool. Glass receptacles are prohibited in the pool area. There is an outdoor shower located near the lifeguard to comply with the Acton Board of Health's requirement of a cleansing shower before entering the pool.
3. Follow tennis court guidelines for the use of any of the Village's six courts. The four near the clubhouse have lights for night play and a bubble for seasonal use. Fees are charged for indoor time. Two courts near the postal kiosk are for tennis, pickleball and basketball only, and are open for anytime-use by residents. The nets are removed on these two courts during the winter months. Read the full list of [tennis court procedures](#) for additional information.
4. Encourage children to play in the areas designated for their use. These include the Tot Lot near the Nagog Postal Kiosk and playing fields near the Tot Lot, the grass area between Condo IV and Westwind Condominiums, and the soccer area near the Clubhouse. There are also basketball hoops near the Clubhouse and Postal Kiosk.

ENFORCEMENT

It is the goal and the expectation that, having chosen to live in this condominium community, residents understand and appreciate their mutual obligations to each other. The proximity of one unit to the next, and the proximity of the units to the common areas oblige neighbors to be aware of and sensitive to the impact their activities may have upon other residents. To promote this environment, penalties will be enforced. Unit owners will be held accountable.

Residents who witness an offense should report it promptly to the Village Management Office. A report will be taken which indicates the nature of the offense and the party(s) involved. The name of the reporter will only be used if the action is appealed to the Board of Directors. Anonymous complaints will be investigated, but no punitive action will be taken. In addition to making a report to the Office, residents who are comfortable doing so are encouraged to speak directly with the party(s) involved and to notify the Acton police in the event of a serious incident.

Penalties: In the event that the actions of one party have an adverse effect upon another, as outlined in the Master Deed, it is the responsibility of the impacted party to report the incident to the Village Manager. The nature of the complaint will be brought to the attention of the alleged perpetrator. If the complaint is found to be valid, the following procedure is followed:

- **First Offense**—Verbal discussion and written notice to the offending party.
- **Second Offense**—Written notification to the offending party, including a monetary penalty of \$50.
- **Third and Subsequent Offense**—Loss of amenities for six months and a monetary penalty of \$150.00.

In addition to the above penalties, monetary restitution will be required in instances where the actions of one-party damage the property of another, including common area property.

Duration: A record of offenses accumulating towards increased penalties will be maintained for a period of one year from the date of the first offense.

Appeals: At each level, the offending party(s) may appeal the action to the Village Manager. If, in the judgment of the Village Manager, the party has not committed the offense, the penalty can be rescinded. Further appeal can be made to the Board of Directors or its designee. All actions will be enforced pending an appeal. Every effort will be made to hear appeals as soon as possible.

Communication: A record of offenses and action taken will be maintained and reviewed by the Board of Directors on a regular basis to ensure an ongoing understanding of Village issues and compliance policies.

Parking-Specific Enforcement

Reporting Violations: Violation of parking assignments, display of stickers, guest parking, drop off parking, space limitations and other parking regulations will be proactively monitored on the property on a regular basis by management staff, and should be reported to the Village Manager by impacted residents. A log of complaints will be maintained. Reports of violations must include the unit number and/or the license plate of the vehicle in violation.

Enforcement and Appeal:

- **1st offense:** a warning
- **2nd offense:** a fine of \$50.00
- **3rd offense:** towing the vehicle at the unit owner's expense, including storage fees

At each point, a notice will be sent to the offender describing the violation, the action required to bring the vehicle into compliance, and a warning of further action. The third offense notice will be sent by certified mail.

Residents may appeal an enforcement action, in writing to the Village Manager, and/or request a hearing before the Board of Directors.

Circumstances Generating Parking Fines:

- Vehicles not displaying a valid sticker (except visitors parked in V spaces). Sticker placement is in the rear windshield in the upper left-hand corner on the driver side.
- Vehicles parked in the wrong location.
- Vehicles parking in more than one space (straddling the painted lines).
- Vehicles parking in a parking lot though belonging to units with a driveway/garage
- Vehicles not observing snow parking policies
- Unauthorized vehicles (e.g. commercial vehicle; unregistered vehicle; recreational vehicle) using Village parking space

Responsibility Chart		
Item	Unit Owner	NWCC
AC/HVAC	X	
Appliances	X	
Electricity / Serving multiple units		X
Electricity / Serving only your unit	X	
Exterior Maintenance & Repairs		X
Exterior Modifications impacting only one unit * (e.g., adding stairs to your unit)	X	
Exterior Modifications to Common Elements (e.g., Walkways)		X
Hazardous waste disposal (e.g., TV's computer monitors/parts oil-based products)	X	
Insurance [Homeowners H06 Policy**]		X
Insurance [Master Policy, \$25,000.00 Deductible]		X
Interior Alterations***	X	
Landscaping		X
Outside Lighting / Controlled by NWCC or Photocell		X
Outside Lighting / Controlled Inside by you	X	
Pest Control / Exterior		X
Pest Control / Interior	X	
Plumbing / Serving multiple units		X
Plumbing / Serving only your unit, including shut-off valves	X	
Sewer Drain Pipes / Serving multiple units		X
Sewer Drain Pipes / Serving only your unit	X	
Snow Removal		X
Trash Collection / No Hazardous waste or chemicals		X
Water & Sewer Treatment		X
Windows / Screens / Doors (including storm door)	X	

* Any exterior modifications require pre-approval by the Board of Directors. The procedure is to complete an online modification request form [Association Business > Architectural Control]. Additional information is found on page 30 of the Community Guide.

**In the case of damage to a unit, the unit owner is responsible for the master insurance deductible, and should have his/her own insurance policy which provides coverage that includes payment of the master insurance deductible.

***Interior modifications may require a building permit from the Town of Acton before work can begin.



Tennis Court Usage

There are six Village tennis courts (four at the Clubhouse and two at the Postal Kiosk). The two courts near the Postal Kiosk do not require reservations and there are no fees for their use by Nagog residents and guests that they accompany.

The four Clubhouse courts are part of the Marcus Lewis Tennis Center (MLTC). Reservations are needed for play on these four courts. They are covered with a bubble from September through May for indoor tennis. Village owners do not have to pay an MLTC membership fee, but they do need to pay a rental fee for their indoor court time; there is no fee for Clubhouse courts use when the bubble is down.

All reservations for indoor or outdoor play on the Clubhouse courts can be made online through MLTC. An MLTC Account is needed to access the reservation system. Contact the MLTC front desk directly at 978 264 8349 ext. 7 for help in opening an account.

A unit may not reserve more than 1.5 hours of court time per day. Reservations are forfeited if the person reserving the court does not arrive within 10 minutes of the reservation time.

If courts are not being used for MLTC programming, Villagers may use them, providing that they vacate the court if needed for MLTC program participants. Although children may walk-on and use an empty court if available, they are not allowed to reserve courts on weekends or after 5:00 p.m. on weekdays.

Since Villagers share Clubhouse court use with any member of the Marcus Lewis Tennis Center, there are specific courts and times for which Villagers can make reservations. They may make them for:

- Court 4 any day of the week between the hours of 6 am and 10 pm
- Court 3 Monday through Friday before 8 am and after 7 pm
- Court 3 Saturday and Sunday from 6 am to 10 pm

Tennis Etiquette

Residents are encouraged to use tennis etiquette on Village courts:

- Wait until a point is over before walking behind, or on, a court where a match is in play.
- Wait until a point is over before asking for, or retrieving, a ball from another court.
- Do not engage in loud, abusive, or profane language, while on the court.
- Do not throw rackets or hit balls indiscriminately.
- Tennis courts are to be used for tennis only, not for roller blading, ball playing, bicycling, skateboarding, etc.

Tennis shoes must be worn while on the court.



Pool Usage

1. The lifeguards have authority of the pool areas and the right to enforce all rules pertinent to safe pool use. Anyone noting a violation of these rules should report the violation to the lifeguard.
2. To assist in the familiarization process of lifeguards and residents, the sign-in forms will be placed on a table near the lifeguard. All residents entering the pool area are required to sign-in, indicating name, unit number and name of guests, if any, and show their pool pass.
3. Lifeguards **MUST BE IN ATTENDANCE** as required by applicable Town and State authorities. **IF THERE IS NO LIFEGUARD, THE POOL AREA WILL BE CLEARED AND CLOSED!!!!**
4. All persons using the pool shall comply with Massachusetts health regulations.
5. Per the Board of Health, a cleansing shower is required prior to entering the pool.
6. Per the Board of Health, no one with a communicable disease is allowed to use the pool.
7. Use of the pool and surrounding area is restricted to Nagog RESIDENTS and their guests.
8. **RESIDENT(S) CHILDREN UNDER THE AGE OF 12 MUST BE UNDER THE SUPERVISION OF AN ADULT, OR A RESPONSIBLE CAREGIVER 14 OR OLDER WHO IS AUTHORIZED IN WRITING BY THE PARENT OR LEGAL CUSTODIAN AND RECEIVES THE PROPERTY MANAGER'S APPROVAL.**
9. **NO GLASS OF ANY KIND IS PERMITTED IN THE POOL AREA.**
10. **ALL TRASH MUST BE DEPOSITED IN GARBAGE CANS.**
11. No pets are permitted in the pool area.
12. Audio equipment and other electronic equipment may not be operated in the pool area without earphones.
13. **FOUL LANGUAGE, RUNNING, PUSHING AND HORSEPLAY ARE NOT PERMITTED IN THE POOL AREA. THERE WILL BE ONLY ONE WARNING. THE SECOND OFFENSE WILL LEAD TO LOSS OF PRIVILEGES FOR ONE DAY. THE THIRD OFFENSE WILL RESULT IN THE LOSS OF PRIVILEGES FOR THE SEASON.**
14. **THERE IS ABSOLUTELY NO DIVING IN THE SHALLOW END OF THE POOL.**
15. **CHILDREN THAT ARE NOT TOILET TRAINED ARE NOT PERMITTED IN THE LARGE POOL.** Parents are urged not to take non-toilet-trained children into the large pool.
16. Swimmers are not to interfere with people who are swimming laps.
17. No rafts, inflatables, balls, or Frisbees are to be used in the pool. Flotation devices for children are not permitted unless the lifeguard concurs that the device is safe. Parents are urged to use full jacket type devices if they wish to use any at all.
18. Small children wearing float holders should not be allowed in the part of the pool over three (3) feet in depth and should not be alone in the pool. They should always be accompanied by a parent.
19. **ALL CHILDREN, AT THE DISCRETION OF THE LIFEGUARD ON DUTY, (but generally below the age of 13) MUST PASS A "DEEP END" TEST EACH YEAR BEFORE BEING ALLOWED TO SWIM IN THAT AREA OF THE POOL WITH OR WITHOUT AN ACCOMPANYING PARENT. THE TEST IS GIVEN UNIFORMLY BY ALL OF THE LIFEGUARDS AND THE NAMES OF THOSE WHO HAVE PASSED ARE RECORDED FOR THE SEASON. THE TEST MEASURES SWIMMING PERFORMANCE AND CONFIDENCE IN DEEP WATER. THE TEST CONSISTS OF THE FOLLOWING:**
 - a. The swimmer jumps in the water at the deep end and swims the deep end of the pool without hesitation.
 - b. The child must tread water for a minimum of two minutes, float for 20 seconds, and then swim to the side of the pool.
 - c. **THE TEST MUST BE COMPLETED WITHOUT STOPPING AFTER ENTERING THE WATER.**

20. The stairs entering the large pool will not be used for sitting or congregating. They provide easy access to the pool and SHOULD NOT BE BLOCKED.
21. Chairs must be five (5) feet away from the pool for safety reasons.
22. There is NO SMOKING in the pool area or Clubhouse.

Pool Guest Policy

1. There is a limit of two (2) guests per unit per day unless prior arrangements have been made with the Village Manager.
2. GUESTS MUST BE ACCOMPANIED BY HOST OR HOSTESS AT ALL TIMES EXCEPT WHERE PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE PROPERTY MANAGER.
3. Guests under the age of 12 must be accompanied by an adult and youths 13-16 years of age may only have one guest per day when not supervised by an adult.
4. Each single individual may be a guest a maximum of twice a week. A few complaints have been made in the past about guests regularly visiting the pool. Residents feel that a limit should be placed on the number of times any single guest may use the pool.



Snow Removal Procedures

The Village has contracted for snow removal. Plowing will commence upon two inches (2") of accumulation. During snow storms the main roadways, parking lots, walkways and front entrances to units will be kept clear and passable by 6:00 am during night storms OR 4:00 pm during day storms for common use and emergency vehicle access. Individual spaces and driveways are cleared only AFTER a storm ends.

After a storm, parking spaces will be plowed. Residents will receive a text message, phone call, and email blast approximately 1-2 hours before their area is to be plowed. To work well, the snow plan requires residents move their cars only after getting the message to do so. Once notified, they must move ALL their vehicles to one of two Village streets, Nonset Path or Old Stone Brook, parking only on the Postal Kiosk side of Nonset Path and the buildings-side of Old Stone Brook. Cars must be on the same side of the road to allow traffic to continue to flow and to ensure emergency vehicle access.

Cleaning off and moving vehicles as soon as possible after receiving the message to move them and before the contractor arrives, will allow the plowing to be done thoroughly and quickly.

All vehicles must be moved back to their regular parking areas within four hours of their areas being cleared. Overnight parking on any Village road is not allowed.

If residents plan to be away, even overnight, and there is a forecast for snow, vehicle(s) should be left in the Clubhouse lot, first filling the back row.

Each year, property management sends Village residents a comprehensive snow removal plan, generally based on the above information. Use the following link To view the [2023-2024 Snow Removal Rules and Plan](#).

IV Forms



Owner / Resident Information

Unit Address:		
Date of Purchase or Rental:		
NAMES OF ALL PERSONS LISTED ON DEED —#1		
Name (First, Last):		
Phone (Cell):	Phone (Work):	Phone (Home):
Email:		
NAMES OF ALL PERSONS LISTED ON DEED—#2		
Name (First, Last)		
Phone (Cell):	Phone (Work):	Vehicle Color:
Email:		
NAMES OF ALL PERSONS LISTED ON DEED—Additional		
Name (First, Last):		
	Phone (Work):	Phone (Home):
Email:		
ADDITIONAL INFORMATION		
Number of people living in the unit: Adults _____ Children _____		
Mailing Address of Persons listed on deed (if different from unit address):		
EMERGENCY CONTACT INFORMATION (someone other than the Unit Owner)		
Name (First, Last):		
Mailing Address (Street, City, State, Zip):		
Phone (Cell):	Phone (Work):	Vehicle Color:
Email:	Does this person have a key to your unit? Y / N	Is this person authorized to order maintenance/repairs? Y / N

RETURN TO THE VILLAGE MANAGEMENT OFFICE VIA :

- EMAIL nmandra@firstrealtymgt.com
- VILLAGE SLOT at the Postal Kiosk on Nonset Path
- MAIL: NWCC Office, 100 Nonset Path, Acton MA 01718



Vehicle Registration

Unit Address:		
VEHICLE #1 INFORMATION		
Vehicle Owner's Name (First, Last)		
Vehicle Make:	Vehicle Model:	Vehicle Color:
Registration: Y / N	License Plate #:	State of Registration:
VEHICLE #2 INFORMATION		
Vehicle Owner's Name (First, Last)		
Vehicle Make:	Vehicle Model:	Vehicle Color:
Registration: Y / N	License Plate #:	State of Registration:
NEW VEHICLE CHANGE INFORMATION		
Vehicle Owner's Name (First, Last)		Which of the above vehicles is no longer parked on Village property: #1 / #2
Vehicle Make:	Vehicle Model:	Vehicle Color:
Registration: Y / N	License Plate #:	State of Registration:
PARKING STICKERS		
Requested for Vehicle #1: Y / N	Requested Vehicle #2: Y / N	
Provided for Vehicle #1: Y / N	Provided for Vehicle #2: Y / N	

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Parking Supplement

Parking maps for all four Associations appear [here](#) in the Community Guide.

HANDICAPPED/MEDICAL PARKING GUIDELINES

Any resident requesting designated handicapped parking who has been issued a "Handicapped" plate or placard by the Commonwealth of Massachusetts will have the request automatically honored if the handicapped plate or placard remains on the vehicle. Documentation of such a plate or placard must be provided by the resident to the Village Manager. Upon submission of such documentation, the Village Manager will be able to authorize these spaces without any additional input from the Board. No handicapped parking space will be designated without the resident making a specific request.

Ongoing documentation of a handicapped plate or placard must be submitted to the Village Manager when the plate or placard is renewed by the Commonwealth of Massachusetts.

Such designated handicapped parking spaces will be marked with an official blue sign with the handicapped logo.

Any resident requesting designated medical parking will be required to submit documentation from their physician stating the reason for the medically required parking and the expected duration of the need. Upon submission of such documentation, the Village Manager will be able to authorize a designated medical parking space for a maximum of three months without any additional input from the Board.

Residents requiring medical parking for longer than three months must resubmit appropriate documentation before an extension can be granted. Requests for such extensions will be reviewed and approved by the Board of Directors. Renewals will be granted for no longer than three months at a time.

Approved medical parking will be marked with a sign (in compliance with Village Signage rules) identifying the space as "Medical Parking - Temporary Authorization."

Such signs will be removed when documentation expires and is not renewed.



Multi-Day Use of Clubhouse Parking Lot

Residents may request multi-day use of the Clubhouse Parking Lot if they are planning to be out of town for more than a few days. In winter, this will allow your parking lot to be cleared while you are away. No campers, trailers, boats, or any other equipment can be stored during the winter months

You may park in the clubhouse parking lot for up to ten (10) days without written approval. After ten (10) days you will need written approval from the Village Manager. (see Application Form below)

Complete and submit the application below. Once approved, a space will be assigned for your vehicle storage by the Village Manager. By completing and submitting this form you attest that you have read the following parking guidelines and agree to abide by them:

- All vehicles must be registered with plates and have a valid inspection sticker.
- All vehicles must be in operational condition.
- Vehicles will be parked for no more than ten (10) days unless written approval is given by the Village Manager.
- No vehicle shall park in the area designated as a basketball court unless approved by the Village Manager.
- Unit owners must be current with Common Area and Sewer fees, fines, and any other charges.
- Any violations of the above rules will result in the vehicle or other property being towed off the property at the owner's expense.

Unit #:	Unit Owner's Name (First, Last)	
VEHICLE INFORMATION		
Vehicle Owner's Name (First, Last)		
Vehicle Make:	Vehicle Model:	Vehicle Color:
Registration: Y / N	License Plate #:	State of Registration:
Inspection Sticker Expiration Date:		
CONTACT INFORMATION		
Phone (Cell):	Inspection Sticker Expiration: (MM/YY)	Is Vehicle Operational? Y / N
Storage Term Starts: (MM/Day/YY)	Storage Term Ends: (MM/Day/YY)	

I am the vehicle owner applying to park my vehicle in the Clubhouse Parking Lot. I understand that the Village of Nagog Woods and the Nagog Woods Community Corporation accept no responsibility for damages or removing snow from around the vehicle.

Owner signature: _____ Date _____

Authorized by: _____ Date _____

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Clubhouse Access

To obtain a Proximity Card for Clubhouse after-hours access, unit owners and residents must be in good standing with NWCC and First Realty Management—with no outstanding fees, fines, late charges, or any balance due in excess of \$14.00 that is more than 30 days in arrears. The Signee of the Clubhouse Access Form will be responsible for the card that is issued. Unit owners are responsible for the return of proximity cards should they sell or rent their unit. Failure to return the card will result in a \$25 fee and no other cards will be issued until the fee is paid and the unit is again in good standing. Lost or stolen cards can be replaced at a cost of \$25.

New owners and/or tenants must apply in-person to the Office for a new card.

Proximity cards can and will be deactivated if the unit falls into arrears. A \$25 fee will be charged to reactivate the card.

If the owner(s) and/or resident(s) are in good standing, then one card will be issued per unit after signing the acknowledgement below. Nagog Woods Community Corporation assumes no responsibilities for any injuries or harm arising from the use of the Clubhouse facilities.

- Usage is allowed during regular business hours from 7:30 am to 4:00 pm or after-hours with Proximity Card access.
- The Clubhouse's Main Room can be used after-hours for billiards and the Exercise Room for workouts, provided users are over 18 years of age, there are no more than 2 guests, and all usage rules are followed.
- No underage drinking is allowed.
- No Horseplay is allowed.
- There is to be no smoking in the clubhouse.
- Users must keep the area of their activities clean, and clean-up after themselves.
- If there is a function in the Main Room, the exercise room may be used if there is no disruption to the Main Room function.
- Children under the age 18 must be accompanied by a parent or guardian who must remain present during use.
- Users, if they are the last ones to leave the building, are responsible for turning off all lights, locking doors, and making sure the Clubhouse building is secure.
- Anyone who has not exercised recently should consult with their doctor first.
- Equipment problems should be reported to the Village Manager as soon as possible.

I have read, understand, and agree to the Clubhouse and Proximity Card usage policies above, and affirm that anyone in my household using this card will be made aware of and abide by these policies.

Name (print first and last name)		
Signature:		
Unit Number:	Email:	Phone:

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Clubhouse Rental

All rental reservations of the Clubhouse are subject to the following stipulations:

1. The Reserver must be always present at the function.
2. The Clubhouse may not be reserved on behalf of another party.
3. Reservers agree to hold Nagog Woods Community Corporation (NWCC), Property Management, and Unit Owners harmless and indemnified upon any claim or lawsuit arising directly or indirectly from their reserved use of the Function Room.
4. NWCC is not responsible for any liabilities that might arise from the Reservers and/or their guests serving or consuming alcoholic beverages on the property.
5. Massachusetts laws provide that no minor shall be allowed to be served or consume alcohol on the premises. If you wish to serve alcohol, you must contact the Town of Acton and get a One Day Liquor/Beverage Permit. As soon as the permit is obtained, please submit a copy of it to the Management Office before the event or party day.
6. Reservers will be liable for all liability or property damages that are caused by them and/or their guests.
7. The Reserver agrees to abide by NWCC Clubhouse Rules and Regulations that are attached to and made part of this Agreement.
8. All unit fees and fines must be current for this application to be considered.
9. A deposit check of \$100.00 must be submitted with this form and the Reserver should obtain a receipt.
10. Payment of room usage fees (separate from deposit checks) are based on the following:
 - a. \$100.00 for private functions with fewer than 25 persons attending
 - b. v \$150.00 for private functions with more than 25 persons attending.
11. Violation of any of the provisions of this rental reservation may result in the forfeiture of the security deposit and/or the right to future use of the clubhouse (i.e., cleaning and damage). Please note that an additional amount will be required should damage or cleaning exceed the \$100 deposit.
12. Do not prop any door open during the event and sliders must be kept closed and locked.

The Reserver has read the Rental Reservation and NWCC Clubhouse Rules and Regulations and hereby agrees to abide by all terms.

Name (print first and last name)		
Signature:		
Unit Number:	Email:	Phone:

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PODS/Storage or Shipping Containers/Dumpsters

Complete the request form below and provide a \$100 damage deposit to use on Village property PODS, storage or shipping containers, or dumpsters for no longer than 3 days. The Village Manager will determine the permitted location before the container is delivered.

If the container exceeds the 3-day limit, it will be removed at the unit owner's expense. The container or dumpster will be allowed, only in the resident's driveway or parking space, and cannot impede other residents' access to their driveway, garage, or unit. These containers are not permitted to be placed on the street.

The manager reserves the right to inspect the property after removal. Please call the management office after removal of the container for the inspection. The Owner will be billed for any damages resulting from use of the container or dumpster. If there is damage, the damage deposit will be used for the repair. If the damage is more than the deposit, the owner will be billed for the extra cost. Once the inspection is completed and there is no damage the deposit will be returned.

I accept these terms:

Signature

Unit Number

Date

_____ [signature and date]

Nicole Mandra, Property Manager
Village of Nagog Woods

By: First Realty Management, its Managing Agent

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V Supplementary Information

1. Overview of Governing Documents and Property Management

The Village of Nagog Woods—277 condominium units, land, and amenities—has a two-tier governing structure created by a set of documents that date as far back as five decades, to 1972. Restrictions, Corporation Bylaws, Master Deeds, Association Bylaws, Unit Deeds, and Management Agreements bind together all Village owners, property, and amenities into a single residential community. These documents, written to align with Massachusetts condominium law and recorded with the Commonwealth, have created a governing structure that has been both flexible and strong enough to sustain the community for 50 years—through changes in demographics, the economy, and leadership. You may access these documents on senearthco.com.

The term "condominium" describes a type of home ownership in which individual units are bought within multi-unit communities. A condominium purchase includes both a unit deed and an undivided interest in the "common areas and facilities" (the "Common Elements") of the condominium. These areas and facilities serve all unit owners, and include such things as land, driveways, walkways, certain plumbing and electrical equipment, foundations, exterior walls, walls separating units, and beams supporting the floors and roofs.

When a Village unit is purchased, the unit owner automatically becomes a member of one of the four Nagog Woods Associations, as well as a member of the Nagog Woods Community Corporation (the Corporation). Each homeowner Association is represented by its own elected volunteer Board of Managers; the Corporation is led by its own elected volunteer Board of Directors.

Annual Meetings of both the Corporation and the Associations take place in March, and that include elections of Directors and Managers.

The Board of Directors consists of 10-unit owners elected at the Annual Meeting. Two directors are elected from each of the four associations, together with a secretary and treasurer. The Board elects its President and Vice President at its organizational meeting immediately following the Annual Meeting.

The Corporation was created to own the Village's amenities, manage the Common Elements, and promote the interests of all owners. To fulfill these responsibilities, "Common Expenses" are detailed in annual budgets that are funded by all unit owners, based on an undivided percentage interest of each unit in the Common Elements. Budgets cover common expenses, including reserve funds, as well as costs for things such as maintenance of the buildings and grounds, snow removal, and insurance. The amount of each unit owner's monthly common fee reflects the unit's percentage share of each year's expenses.

Management Agreements exist between the Associations and the Corporation. In the Agreement, Associations appoint the Corporation and the Corporation accepts appointment to be the Association's management agent. The Corporation accepts responsibility for a detailed list of actions that the Associations deem to be advisable—establishing an important advisory role for the Association Boards. The Corporation has the authority to contract for services, including the hiring of a property management company, to help it perform the responsibilities that it has assumed.

2. Common Fee Information

Method of Establishing Fees

The budget process begins in August with open budget meetings in September. The final budget for the coming year is approved by the NWCC Board of Directors at its monthly meeting in November. Following this approval, the common fees are established and unit owners are provided with the information they will need to pay the updated amount in January. Common fees cover:

- Management Costs
- Operating Expenses
- Maintenance of Common Areas (lawn, pool, snow removal, tennis courts, etc.)
- Trash Removal
- Master Insurance Policy
- Outside Electricity (light posts, pool area, walkway lighting)
- Legal and Accounting Fees
- Replenishment of Reserve and Capital Improvement Funds

The Capital Reserve Account is a non-refundable Capital Reserve Fund for large capital replacements based on regularly updated Capital Investment Guidelines. The Corporation's goal is to fund capital projects on an equitable, pay-as-you-go basis, and do what is possible to avoid unexpected capital expenditures.

Five Ways to Pay your Common Area Fee (Condo Fee)

Common Area Fees are due and payable on the first day of each month. No monthly statements are sent out. Owners may pay their monthly common fees in a variety of ways (reach out to Village Management for specific information):

- Direct Debit (ACH)
- Online Banking
- E-check
- Credit Card
- Personal Checks - Residents who choose to pay by check should include their 12-digit account number so that funds can be properly deposited.

Checks may be made payable to **Nagog Woods Community Corporation (NWCC)** or **Village of Nagog Woods**.

and mailed with an owner's individual 12-digit account number clearly visible to:

Village of Nagog Woods
P.O. Box 24415
New York, N.Y. 10087-4415

Collection for Non-Payment

There is a \$25.00 late fee for payments received after the 10th of the month [in effect after January 1, 2024; approved by Board on August 30, 2023]. A bank charge of \$30.00 will be assessed to any resident whose check is returned due to insufficient funds. Delinquencies are handled as follows:

- 10 Days: Notification of \$25.00 late fee (the amount effective beginning January 1, 2024) and request for immediate payment.
- 30 Days: Second notice mailed to unit owner.
- After 30 Days: Loss of amenities privileges and an administrative service charge of \$5.00 per month, until payment is made in full
- 70 Days: Legal action will be taken: a lien of attachment is filed against the unit for the amount due plus all legal fees incurred.

3. Maps of Property, Condominium Units, and Parking Assignments

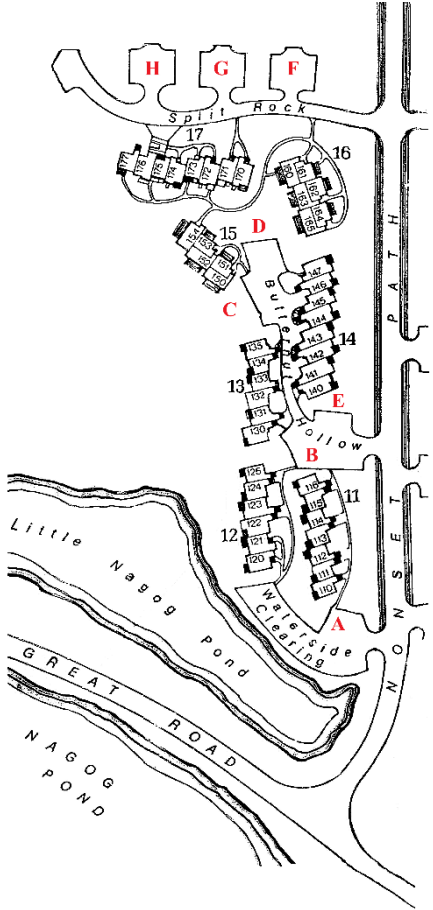


Map Key: **Condo 1 – Buildings 11-14, 15-17 (Yellow outline)** **Condo 2 – Buildings 60-62, 64, 66 (Green outline)**
Condo 3 – Buildings 20-25, 51-55, 57, 59 (Blue outline) **Condo 4 – Buildings 27-30, 37-40, 42-44 (Red outline)**
Clubhouse – (Purple outline)

Parking Maps

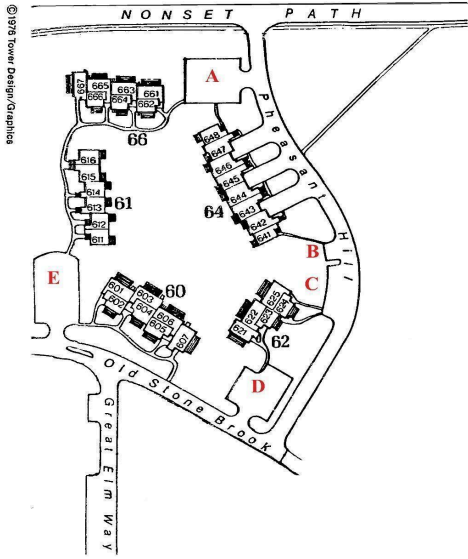
Association I Parking Areas

Unit Location	Parking Area
Waterside Clearing	
110 -125	Lot A
Butternut Hollow	
130-133, 135	Lot B
134	Lot B-E
140	Lot B-E
141-146	Garage Spaces
147-154	Lot C
Split Rock	
160-165	Lot F
170-177	Lot G-H



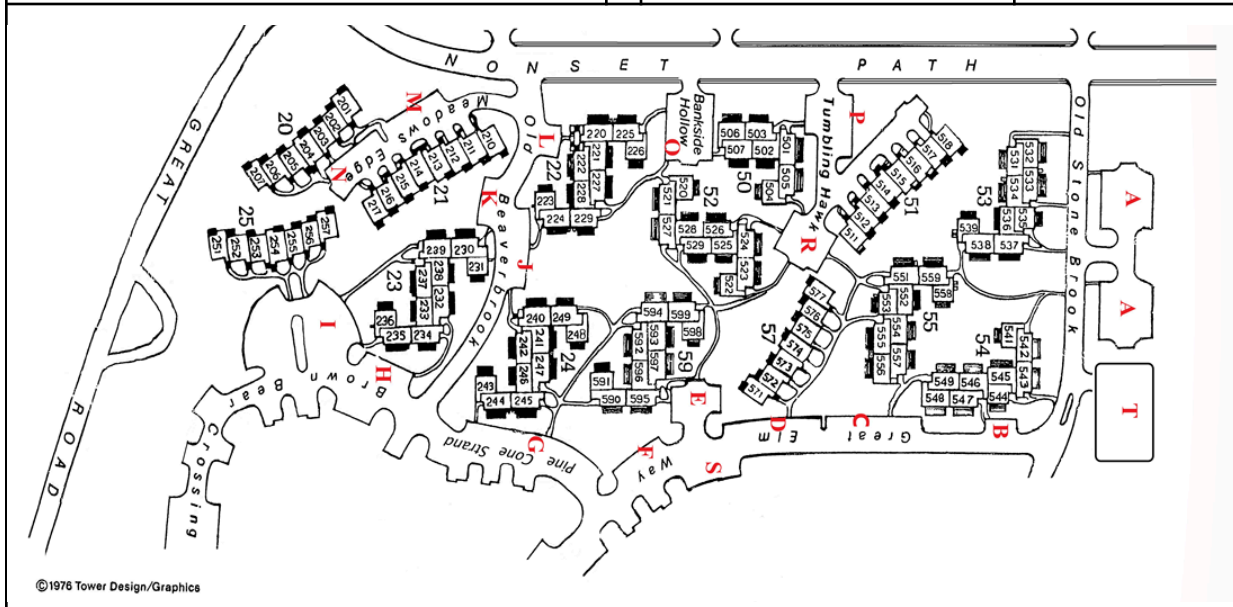
Association II Parking Areas

Unit Location	Parking Area
Old Stonebrook	
601-604	Lot E
605-607	Lot D
611-616	Lot E
Pheasant Hill	
621-623	Lot D
624,625	Lot C
641	Lot B
642-647	Garage Spaces
648-667	Lot A



Association III Parking Areas

Unit Location	Parking Area	Unit Location	Parking Area
Meadows Edge		Tumbling Hawk	
201-210	Lot M-N	501,502,503	Lot P
211-216	Garage Spaces	504,505	Lot P-R
Old Beaverbrook		511	Lot R
220,221,222	Lot L	512-517	Garage Spaces
223,224	Lot J	518	Lot Q
230,231	Lot K	522,523	Lot R
232,233	Lot H	524,525,526	Lot P-R
240,241,242	Lot J	Great Elm Way	
Bankside Hollow		528, 598, 599	Lot E
225-229	Lot O	529, 595, 596,597	Lot E-F
506,507	Lot O	542	Lot T-A
520,521	Lot O	544-547	Lot B-T
527	Lot E	548, 549, 555,556,557	Lot C
Brown Bear Crossing		551,552,553,574,576	Lot D
234,235,236	Lot H	554, 557	Lot C-D
237, 238,239	Lot I	558,559	Lot A
251-257	Lot I	571	Lot C-S
Pine Cone Strand		572,575	Lot C-D-S
243-249	Lot G	573	Lot D-S
592,593,594	Lot G	Old Stonebrook	
		531-542	Lot A



Association IV Parking Areas

Unit Location	Parking Area	Unit Location	Parking Area
Brown Bear Crossing		Pinecone Strand	
261	Lot O	391	Lot F2
262-265 & 272,273	Garage Spaces	392-396	Garage Spaces
266	Lot P	397,398	Lot G
271	Lot S	Great Elm Way	
274-282	Lot R	401,401	Lot F
283,284	Lot K	403-407 & 422-425	Garage Spaces
Old Beaverbrook		408	Lot E
291-294	Lot M	421	Lot A-S
295	Lot N	426-433	Lot B
296-302	Lot Q	441-443	Lot C
303-305	Lot L	Old Stonebrook	
306,307	Lot K	434-436 & 444-446	Lot D
371,372	Lot J		
373-377 & 382-385	Garage Spaces		
378,381	Lot I		
386	Lot H		

4. Architectural Compliance

The NWCC Board of Directors established the Environmental Quality Committee (EQC) to review unit owner modification requests and submit approval recommendations.

Some modification categories are pre-approved. These are listed and periodically updated by the EQC to make it as easy as possible for owners to maintain their Village home. The Replacement Parts List is a good document to review in advance of making any modification plans. It contains pre-approved replacement products for installations of front doors, storm doors, sliders, windows, skylights, door hardware, and unit outdoor lighting. If your modification item does not appear on the pre-approved list, you must submit an [Architectural Modification Request](#) to the EQC.

The Board of Directors approved and reissued the [Nagog Woods Architectural Compliance and Storage Standards](#) in June of 2020. It is a comprehensive document that covers what is or is not compliant with Village policies. There are major sections about main front doors and storm doors; windows, sliders, screens, and skylights; and exterior lighting and door hardware; as well as a section on cable and communications installations. The document also offers an extensive list of items that don't require permission from the EQC or Board of Directors as long as specific guidelines are followed. This list includes such things as satellite antennas, door locks and keypads, doorbells, winter holiday wreaths or sprays, bird feeders, hanging planters, patio and deck plant containers and flower boxes, etc.

The replacement of such items as windows, doors, sliders, heating and air conditioning units are an owner's responsibility, but the Village's governing documents require review and approval of any and all modification requests, including these elements, to ensure compatibility with the community's unique design. Consultation with Village Management prior to installation of windows, doors, sliders, heating and air conditioning units is necessary to ensure EQC compliance. Should Village standards not be met, the unit owner will be asked to make whatever changes are needed at their own expense to bring their modification into compliance.

Outdoor toys or play structures placed on decks, patios, or common areas are not allowed. NOTE: The Village maintains a Tot Lot, designated play areas, a soccer field, and the toddlers' pool adjacent to the main pool, as well as tennis courts and basketball hoops. These resources are provided for the use of residents and eliminate the need for any individual children's sandboxes, wading pools, soccer or hockey nets, basketball hoops, and similar structures. Children's toys must be stored indoors when not in use.

Owners are requested to obtain a request form and submit it online using senearthco.com. The link is [here](#) or can be accessed via senearthco.com > Association Business > Architectural Control.

5. Insurance

NWCC carries an "all risk" policy with a \$25,000 deductible. In the event of loss, this policy provides for restoration of the unit to its original state (as built; no upgrades). This includes walls, carpeting, etc. The Master Policy is available [here](#) for review.

In the event of a claim, Unit owners are responsible for paying the deductible and for obtaining their own insurance to cover the first \$25,000 of the claim (the Master Policy Deductible), their personal property, and any unit improvements. Investor owners should also have loss of rent and liability coverage, and obtain verification that their tenants have insurance coverage for their own personal property. Non-resident owners should look carefully at a Dwelling Policy in order to obtain the insurance needed to avoid gaps in coverage with the master policy.

Contact the Village Manager to confirm responsibility for any damage and to help process claims.

6. Safety and Security

There is a lockbox in the Management Office for storing keys of units that are not on the Master Key system. Keys are coded and a list of codes and unit numbers are maintained separately for security

reasons. Should you install a deadbolt lock, the office should be notified as to how the unit should be entered in an emergency.

Always lock doors and windows when leaving your unit. In addition to the locks on some windows and doors, residents may place metal rods in the door and window frames for some degree of protection and peace of mind. Alternatives to metal rods are wood dowels, which can be placed in the groove of the fixed side of a sliding door or window when it is closed and locked. Sliding doors may also have a lock or screws on the top track to prevent the door from being lifted out.

Vehicles should always be locked with windows in the up position. Items of value should not be left in plain sight. Any outdoor open flame devices are prohibited, including outdoor fireplaces or Tiki torches.

7. Trash Recycling

Trash and recyclables are collected by Nagog staff once each Tuesday and Friday mornings and must be put out between 4:00 am and 8:00 am, at the end of walkways, on trash days only. The Village uses single stream recycling that allows combining many recyclable items into one container. Acceptable items include all paper (e.g., cardboard, office paper/white or colored, magazines, newspapers, card stock paper, post-it notes, junk mail, envelopes with or without windows, file folders, and computer paper), food containers (empty and without food, made of glass, metal, plastic, aluminum, or cardboard), aluminum and tin cans, glass bottles and jars, water and soda plastic bottles, milk and detergent plastic containers.

General Trash: must be put in **opaque plastic trash bags** and tied. Barrels or any trash containers are not allowed.

Recyclables: must be put in **clear plastic or blue recycle bags**. Cardboard sheets and cardboard boxes that are broken down, flattened, and tied may also be put out for collection.

Hazardous materials: are not allowed to be disposed of at Nagog Woods. Acton has a hazardous waste program for their disposal.

Prohibited Items:

Village maintenance staff will not pick up some items, such as

- Construction materials (e.g. sheet rock, wood, insulation)
- Renovation materials (e.g. toilets, sinks, kitchen or bathroom cabinets, appliances, including refrigerators, microwaves, dishwashers, and ovens)
- Electronic equipment such as televisions, computers, printers
- Bicycles and fitness equipment
- Mattresses, futons, and box springs
- Tires and batteries
- Solvents (e.g. gasoline and oil)
- Fluorescent bulbs
- Propane tanks; note that Acton Ace Hardware will take tanks for a small fee

The disposal of prohibited items results in increased costs for their separate removal.

Consequently, the Board has directed management to assess fines in the amount of \$250.00 for each prohibited disposal violation, in addition to charging the owner for the cost of removal of the items.

Disposal Options:

- Town of Acton – 978.264.9634
- 1.800.GOT.JUNK
- Household Goods – 978.635.1710 x4 or www.householdgoods.org
- Trash Can Willys – 617.804.2801
- Good Will or drop box locations for clothing

Accepted Items:

Village maintenance may be able to assist with the removal of certain items (e.g. couches, tables, chairs, area rugs) with advance notice to the management office for a fee of \$25 per item/piece. However,

If residents leave these types of items at the maintenance building or at curbside on trash days without notifying the office in advance, a fine of \$250 in addition to the disposal fee of \$25.00 will be assessed.

Use of receptacles near the maintenance building: residents may dispose of trash and recycling items near the maintenance building. The brown compactor is for trash; the red containers are for recycling materials. This area is under video surveillance at all times to ensure its proper use.

8. Rental Guidance / Moving In and Out

Unit owners who rent out their units are required to provide current tenant information and a copy of their signed lease to the Property Manager. Tenant information and leases must be updated with each new tenant and when a lease expires. Unit and vehicle information forms are available from this Guide and the senearthco.com website, and should be kept current. Changes to vehicle information must also be submitted by unit owners to the office.

Unit owners are responsible for any and all condominium fees, fines, sewer bills, etc. that result from their ownership of Village property. Fines incurred by tenants will be charged to the unit owner's account and payment is the unit owner's responsibility.

Rental arrangements are the sole responsibility of the unit's owner. The Village community does not coordinate payment of fees between owners and their tenants, nor any other rental services, such as, finding tenants, advertising, background checks, etc. All unit owners are required to give a copy of the Village of Nagog Woods Guide to their tenants and share with their tenants any communications from Village Property Managers or elected Boards relating to their property use.

Unit owners are required to state in their leases that tenants will abide by all Nagog Woods Policies. Specifically, tenants must be made aware that they are allowed only two parking spaces and that these may be in only in certain locations.

Owners should collect clubhouse access cards, exercise room keys, and parking stickers from their tenants before they move out to avoid a \$25.00 replacement fee for keys and cards.

Use of Storage/Shipping Containers/Dumpsters: Unit owners and tenants moving in or out and who would like to use PODs, shipping storage containers, and dumpsters are bound by the [Policy for POD/Storage/Shipping Containers/Dumpsters](#). This information is included in a usage form that they are required to complete and submit to the Village Manager with a \$100.00 security deposit check. Unit owners and tenants will need to confirm with the Village Manager where to place the containers.

9. Resale, Refinancing and Closing Procedures

There are specific documents that sellers need for their property closing, whether they are selling or refinancing. These include:

- Certificate of No Lien (Section 6(d) Certificate
- Certificate of Architectural Compliance
- Certificate of Insurance

The following information must be provided to the Village Manager to prepare for a resale transaction. Approximately three weeks prior to the closing date, seller need to provide:

- Name(s) of the person(s) purchasing the unit
- Full name and address of bank
- Date of closing

Section 6(d) Certificate: Sellers need to notify the Village Manager in writing ten days before the 6(d) certificate has to be completed and picked up from the Management Office, and set up a time for this pickup. Section 6(d) certificates are required by the Massachusetts Condominium Act, General Laws, Chapter 183A.

In order to have a clean certificate, sellers need to pay in full any outstanding common fees, maintenance bills, and a \$100 documentation preparation fee to the Nagog Woods Community Corporation.

Owners need to contact the Acton Water District at 978-263-9107 to arrange to have their water meter read on the day before the closing. Once the Water Department reads the meter, a final bill will be issued by the Water District indicating the number of cubic feet used from the previous reading. This bill must be delivered to the Village Manager without delay so that sewage charges may be determined. There is a \$5.00 administrative fee for this work. This sewer charge must be paid in full before a clean 6(d) certificate can be released. Timing should be planned in advance with the Village Manager, since all accounts must be considered before the 6(d) certificate is prepared and notarized. The sewage bill may be paid when the 6(d) certificate is picked up from the Management Office, only by money order/bank check or personal check.

Architectural Compliance Certificate: A \$100 documentation fee is charged for preparation of the 6 (d) Certificate and the Architectural Compliance Certificate. The documentation fee must be paid before receiving the documents. An appointment must be made with the Management Office to determine compliance status that will be documented and notarized. This certificate must be signed by seller and buyer before release of 6(d) Certificate.

Insurance Information for Binders: Information should include the name of the unit owner, address, loan number, mortgage clause, and a phone number for contact purposes. Owners should forward the request to HUB International: condocerts@hubinternational.com (FAX- 866-475-7959)

Open House Signs

Open house signs may only be in place from one hour prior to one hour after the open house event. Only standard size real estate signs may be used. A directional sign is allowed at each intersection to direct prospective buyers to a location. Each violation of these policies is subject to a \$100.00 fine. The fine is assessed against the unit owner, whether the rule was violated by the owner or real estate broker.

10. Water Shut-off Locations

Association I

- Building numbers 11, 12, 13, 14, 15,16, & 17
- Master shut off for Building # 11 for units 110,111, and 112 is located in the crawl space under unit 110 on the back wall. There is also a gate valve behind unit 110.
- For units 113, 114, 115, and 116 the shut off is located in the crawl space under 116 on the back wall. There is a gate valve behind unit 116.
- Individual shut offs are located in the closet of the back bedroom downstairs and has a yellow handle.
- Master shut off for Building #12 for units 120,121,122, and 123 are located in crawl space under unit123 at front of the unit. Master shut off for units 124 and 125 are located in the crawl space under unit 125.

- Individual shut offs are located in the laundry closet or front bedroom closet.
- Building #13 master shut off for building must be done at the water pit located in 1st parking lot on right of Butternut Hollow. Individual shut offs are located in the front bedroom closets.
- Building #14 Master shut off located in water pit in 1" lot on right in Butternut Hollow. Individual unit shut offs are located under the front landing.
- Building #15 master shut off is located in the water meter pit located in 1" right parking lot in Butternut Hollow. Individual shut offs for 150 & 151 are located in unit 151. Units 152, 153, and 154 have individual shut offs located in their own basements.
- Building #16 master shut off is in the water pit located between buildings 16 & 17. The individual shut offs are located in the laundry closet under the stairway.
- Building #17 master shut off is located in water pit between buildings 16 & 17. Individual shut offs are located in the basement back walls.

Association II

- Building #60, 61, 62, 64, and 66.
- Building 60 master shut off is in unit 601 for units 601,602,603, and 604. The gate valve is located outside unit 601 facing the parking lot. The individual shut off is over the hot water heater in the basement.
- Units 605, 606 and 607 master shut off is located in the basement of 606 near the water heater. Individual shut offs are located above hot water heaters in basements.
- Building # 62 the master shut off is located in the basement of #621. The individual shut offs are located over the hot water tanks.
- Building #64 there are three main shut offs located in the basement of #641. Individual shut offs are located in the laundry room. The shut off for #648 is located behind a wall panel in the front closet near the hot water tank.
- Building #66 there are two shut offs located in the basement of #661. Individual shut offs are located over the hot water tanks.

Association III

- Building # 53 the main is located in the basement of #535 with unit shut offs located near hot water tank.
- Building #54 has two mains and one is located in the entrance closet and controls Units #541-545. Units #546-549 are controlled from #549 entrance closet. Unit shut offs are in the laundry closet. There is a water meter pit located in the lawn and is between building #53 & #54 by Old Stonebrook that will shut off both buildings.
- Building #55 the water main is located in #553 basement.
- Building #57 the main is located in Unit #575 under the front stairs.
- Building #59 the main is located in Unit #592 laundry closet.
- Building #51 the main is located in Unit #514 on the back wall of the basement.
- Building #50 the main is located in Unit #502 by the hot water heater.
- Building #52 the main is located in Unit #528.
- Building #20 the main is located in Unit #202 under the front stairs.
- Building #21 the main is located in the basement of Unit #213 on the back wall.
- Building #22 the main is located in Unit #221 in the basement by the bulkhead.

- Building #23 the main is located in Unit #237 in the basement by the bulkhead.
- Building #24 the main is located in Unit #247 in the basement by the bulkhead.
- Building #25 the main is located in Unit #257 under the front stairs.

Association IV

- Building #26 the main shut off is located in Unit #264 under the stair landing.
- Building #27 the main shut off is located in Unit #273 under the stair landing.
- Building #28 the main shut off is located in #283 utility closet.
- Building #29 the main shut off is located in #296 utility closet.
- Building #30 the main shut off is located in the basement of #301.
- Building #37 the main shut off is located under the stair landing in Unit #376.
- Building #38 the main shut off is located under the stair landing in Unit #384.
- Building #39 the main shut off is located under the stair landing in Unit #394.
- Building #40 the main shut off is located in the master bedroom closet of #401.
- Building #42 the main shut off is located under the stair landing of Unit #425.
- Building #43 the main shut off is located in the basement of Unit #434.

Building #44 the main shut off is located in the basement of Unit #442.

11. General Maintenance Best Practices

Eversource: A “budget” payment plan for electric customers is available.

Circuit Breakers: Switches are in each unit, either in the front entryway, in the closet of the front entry, or in the basement. Sometimes these switches do not return to their “off” position. Should this occur, turn the switch to “off” then to the full “on” position. If the circuit breaker trips repeatedly, check the room or appliance location for an overload. If the problem cannot be resolved, notify an electrician for service.

Electricity: If the electricity is turned off in a unit, the unit owner is completely responsible for any resulting damage.

Escape Route: Have escape routes planned and rehearsed; a rope ladder is a recommended investment.

Faucets (outside): In the fall of each year, residents should shut off outside faucets. Follow the pipe from the silcock (if possible) to locate the shut-off valve. Turn it clockwise until tight. On the outside, open the silcock all the way. Return inside and turn off the valve. There will be a bleeder screw on the side of the valve; turn it counterclockwise until all water drains out; then tighten the bleeder screw.

Filters: Heating and A/C systems contain a filter which should be cleaned and/or replaced at least once a year.

Fire Extinguishers: A small fire extinguisher for kitchens is a recommended investment. Insurance companies may offer discounts for H06 policies when households own a fire extinguisher.

Fireplace: Unit Owners are responsible for the cleaning and maintenance of chimneys. In units where fireplaces are not used, fiberglass insulation packed around the damper may eliminate drafts and loss of heat. In units where fireplaces are used, care should be taken to close the damper after each use. Chimneys should be cleaned once a year if frequently used; wood stoves are required to comply with the building code and should be cleaned twice a year. Firewood must be stored away from the buildings, to

prevent problems with carpenter ants and termites. No more than one quarter of a cord may be stored on decks, due to structural overload.

Frozen Pipes: To prevent pipes from freezing, doors to bathrooms should be left open, since most baths have no heat source other than that of an adjacent room. Any “suspect” pipes should be thawed immediately; if in doubt, or if additional help is needed; notify a plumber for service. If your unit will be vacant for several days, keep the heat on low to avoid frozen pipes. If by any chance you hear running water for an extended period in an adjacent unit, please call the Village Manager. Residents are responsible for all repair costs in the event of damage to units caused by frozen pipes.

Garage Doors: Since water pipes may freeze if doors are left open, garage doors should be closed in the winter when not used for access.

Garbage Disposals: To prolong the life of your disposal, turn the cold water on full force BEFORE turning on the wall switch. After the waste is gone, wait at least 10 seconds before switching off the disposal, then continue to run cold water for another 10 seconds to clear the drains. Running a lemon or orange rind through the disposal helps to clear away undesirable odors. Do NOT use any dye or harsh chemicals in your disposal.

Heat (Fire) Detectors: Originally installed in each room of every unit (round ceramic/metal units mounted on ceilings), these detectors may no longer be functional. Current requirements for smoke and carbon monoxide detection may be found [here](#).

12. Landscaping

Resident Gardening: As a courtesy to residents, and at their own expense, the Village permits cared for plants on decks and patios and, to a limited extent, in common areas at the entrances to certain buildings and directly surrounding patios and under decks. The Village is not responsible for maintenance of resident gardens or care of plants planted by residents. In the event landscaping needs impact resident gardens or plants, the Village's landscaping needs will take precedence. Residents may only plant flowers in the mulched beds near their unit. The following information has been developed specifically to help Villagers make wise selections:

[Full Sun](#) | [Part Sun](#) | [Full Shade](#)

Prior notice is given when pesticides will be applied and residents may ‘opt out’ of pesticide applications in areas where resident gardening is permitted. Any questions about the extent of permissible resident gardening should be directed to Village Management. Residents must direct all comments and complaints about groundskeeping to Village Management, and they may seek specific exceptions to this policy from the NWCC Board of Directors.

Landscaping: Village employees and outside vendors are responsible for landscaping in the Village. Vendor landscaping contracts are reviewed and approved by the Board of Directors after thorough review utilizing a bid system and with input from Village Management. Landscaping decisions are made in the best interests of the Village as a whole and for the collective benefit of all residents. Landscaping vendors are responsible to the Board and supervised by Village Management.

Following are general expectations for Village landscaping:

LAWN CARE

1. Regular grass cutting during the growing season.

2. 2. Trimming and edging as necessary.
3. 3. Application of weed and feed chemicals as necessary.
4. 4. Thatching of all grassed areas and reseeding where necessary.
5. 5. Spring raking and cleanup of all areas.

TREES AND SHRUBS

1. A tree whose trunk is 3 feet or less from a unit is deemed as “too close”.
2. A tree that is “too close” will be tagged for removal by the Village with no unit owner appeal.
3. Any tree that is too close, has rotted roots, serious disease, rotted trunk, or poses any danger will be removed with no unit owner appeal.
4. A tree whose trunk is between 3 feet and 6 feet from a unit will be removed at a unit owners’ request with no abutter input required. (Based on time and budgetary constraints).
5. A tree whose trunk is more than 6 feet from a unit may be requested for removal through the existing EQC Modification Request process.
6. No trees or branches should overhang any roof line.
7. Branches will be removed, and trees up branched as necessary to minimize gutter cleaning, fire hazards, and to allow for air circulation between buildings and plantings.
8. Regular pruning will be used to manage growth of trees and shrubs.

MULCH AREAS

1. Application of bark mulch will occur at a minimum of once every two years.
2. Weed mulched areas at least twice a year.
3. Deep edge mulch beds once every two years.
4. Apply a pre-emergent weed control in early spring on large beds.
5. Apply a post-emergent weed control as necessary.

GUIDELINES FOR FUTURE PLANTINGS

No trees or shrubs shall be planted any closer than 3 feet from a building, walk, road, parking lot, deck or patio measured from the planting’s maximum growth drip edge. No trees or shrubs will be allowed to block access to any courtyard. No trees or shrubs will be allowed to cause the loss of any grassed area or create the total blockage of sunlight.

Residents may only plant flowers in the mulched beds near their unit. The following information has been developed specifically to help Villagers make wise selections:

[Full Sun](#) | [Part Sun](#) | [Full Shade](#)

13. Vegetable Gardening

There are garden plots behind the maintenance building where vegetables may be cultivated. These plots are assigned on a first come, first served basis. Residents interested in obtaining a plot should contact the Village’s Property Manager for more information.