

CODMAN HILL CONDOMINIUM ASSOCIATION

C/O ELN Management Co.
P. O. Box 798, Sudbury, MA 01776
(978) 440-8330 Fax (978) 440-8334

Dear Unit Owners and Residents:

In an effort to familiarize new owners and tenants (and as a reminder to existing owners and tenants), the Board of Governors has updated the information package to reflect changes and upgrades to the Condominium Community here at Codman Hill.

First and foremost, this is a family friendly residential community. The rules are designed to ensure the residents have a clean, safe and enjoyable life here. This document provides an overview of the most common concerns. Please refer to the recorded rules for complete details.

MAXIMUM OCCUPANCY

Our recorded rules state that there shall be no more than 2 people per bedroom living in a unit. This is strictly enforced!

FIRE ALARMS

THE FIRE ALARMS IN THIS BUILDING ARE NOT TIED DIRECTLY INTO THE FIRE DEPARTMENT. IF THE ALARMS RING YOU MUST MAKE A CALL TO THE FIRE DEPARTMENT TO REPORT THE PROBLEM. CALL 911 TO REPORT THE ALARMS.

RESIDENT LOCK OUTS:

The maintenance office has emergency access keys to most of the units. During business hours you may call the management office and have someone paged for access. After 4 PM you will need to call a locksmith. We recommend A & P Locks at 978-263-6489

ATTIC STORAGE

There are individual bins in the attic (accessed by pull down stairs on the 3rd floor). Bins must be clearly marked with your unit number. **NO** flammable items, chemicals, tires, paints etc. should ever be stored in the attic!

VEHICLES

- a) Please see the maintenance superintendent to fill out a vehicle information form, so that we know who a vehicle belongs to in case it needs to be moved for snow removal.
- b) Larger commercial vehicles (i.e. trucks with lettering and visible signs of equipment related to the company) must park in the area near D building. After a warning letter, a daily fine will be assessed until the vehicle is removed.

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- c) Cars parked in front of dumpster – we have contracted with a towing company to remove cars blocking access to dumpsters at owner’s expense.
- d) Misuse of Common Areas such as; parking in fire lanes, or any area that is not a designated space will be considered a violation of the Rules.
- e) There are to be no vehicles on or blocking the walkways at any time!
- f) No maintenance or repairs of vehicles allowed in the parking lot.

SNOW PROCEDURES

- a) The contractor should be keeping the road open during the storm (the purpose is for access to emergency vehicles). In general, contractors have 24 hours after the snow stops to remove snow from individual parking spaces.
- a) Once the plows are there to remove snow from spaces you will be expected to move your car out of your current space and place it into a cleared area.
- b) We request that ALL cars be moved in each storm - cars that remain in spaces cannot be cleared and affect spaces on either side. In this case, vehicles that are not moved may be towed at the vehicle owner’s expense. We will attempt to move the car to another space within the property, but if space is not available it will be removed from the premises to a storage area, again, at the vehicle owner’s expense.
- c) If necessary, we will bring in a loader to move piles of snow so that they don’t obstruct vision and will also create space for future storms. Again, vehicles that are not moved may be towed at the vehicle owner’s expense.
- d) We have provided buckets of sand and ice melt for your use as you exit either entrance.
- e) Please feel free to use these items when needed, but do not use them to block open the door.
- f) Please leave these items outside so that they are readily available for snow removal personnel.
- g) If you are traveling and will be away anytime during the winter please see the superintendent to find a place to park your vehicle so that it will not impact snow removal and other spaces.

COMMON AREAS

- a) There shall be no playing or parking of baby carriages or playpens, bicycles, wagons, toys, vehicles, benches or chairs, on any part of the Common Elements (such as entranceways, hallways, laundry rooms, etc.) except in recreational (such as center lawn area or playground) or storage areas, for safety reasons.
- b) Misuse of common areas such as leaving door mats, boots, shoes, sneakers, boxes, bicycles etc. in hall ways will not be tolerated. Hallways and landings shall be kept free of any obstructions. This is a Fire Ordinance, and the Town of Boxborough will inspect the premises and enforce.
- c) Trash and rubbish left in hallways for any length of time is not allowed. A warning will be issued and subsequent violations will result in daily fines.

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BARBEQUE/PICNIC AREAS

In order to comply with the Fire Code, our rules have always been that no propane grill is allowed on the property and no wood or charcoal (open flames) grills are allowed on the balconies or patios to avoid building fires. The only grill allowed on a balcony or patio is an electric grill. This rule will be strictly enforced, especially now that we have provided you with safe alternative grilling areas.

The grills are located in the center courtyard of the property. We invite every resident to please feel free to use them.

We request the following considerations for the use of the common grills:

- a) The only fuel to use on these grills are charcoal and wood
- b) Take care if you are using any lighter fluid – many accidents have happened with spraying fluid on an open flame – **DON'T DO THAT!**
- c) We will provide small containers to place the ashes. If you can't remove the hot coals in the same evening you use the grill then please come back later and clean out the ashes.
- d) Pick up any food or trash that you have dropped in the area and dispose of it in the proper dumpsters, not in the ash cans. We don't want to attract pests and vermin.
- e) Remove all of your belongings and leave the grill area better then you found it!
- f) Use of grills is on a first come first serve basis. There is no "reserving" of grills or tables.
- g) We welcome you to use your own grills in the open grill areas.
- h) **PLEASE REMEMBER THAT NO PROPANE GRILLS ARE ALLOWED.** We have received the OK for 1 lb canisters but they must be used 10 feet away from building structure!

NOISE

- a) Owners, guests and lessees will be expected to reduce noise levels after 9:00 p.m. so that neighbors are not disturbed.
- b) At no time are musical instruments, radios, or televisions to be so loud to become a nuisance.
- c) No person shall do anything that will interfere with the rights, comforts or convenience of other residents.

PLAY GROUNDS/ BICYCLES

- a) There is a fenced playground in the right rear of the complex for young children to play on the toys and such without fear of being in the way of traffic.

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- b) Young children should be supervised at all times.
- c) There are lawn chairs for the convenience of parents.
- d) The open lawn areas may be enjoyed by all for games, relaxing, family picnics, etc.
- e) Just remember, **NO PERSON** shall do anything that will interfere with the rights, comforts or convenience of other residents.
- f) Bicycles should be stored in the bike sheds, not abandoned on the lawn area. Bicycles left in areas other than the bike sheds will be confiscated and if unclaimed, will be thrown out. After first claim on your bicycle, repeated violations will result in a daily fine.

LAUNDRY FACILITIES

- a) Laundry room hours are from 8:00 A.M. through 10:00 P.M.
- b) Please be considerate by keeping it clean and adhering to the hours of operation.
- c) Please remove clothing promptly.
- d) Items left for more than 24 hours shall be removed and held for 7 days and then disposed of. Repeat violations of this nature will be subject to a daily fine.
- e) Do not use tints or dyes.
- f) Please refer to posters in the laundry rooms for pertinent information.
- g) Call Mac-Gray for machine issues 1-800-622-4729.

DUMPSTERS

The old recycling receptacles have been replaced with one large "Single Stream" container that will accept all recyclables together.

There will be 1 Trash dumpster and 1 large recycling container at each dumpster location on the property ((behind building A and next to the new waste water treatment building).

Attached is a sheet provided by Waste Management that explains exactly what should be recycled.

- a) Please remember to rinse all food and beverage containers and flatten or cut all cardboard boxes.
- b) **DO NOT LEAVE ANYTHING OUTSIDE OR NEXT TO THE DUMPSTERS**
- c) The dumpsters are for Codman Hill Condominium residents' household trash only.
- d) **TIRES, COMPUTER MONITERS, TELEVISIONS, AIR CONDITIONERS AND APPLIANCES CAN NOT GO IN THE DUMPSTERS.** Some of these items are considered hazardous and must be disposed of properly. Please dispose of these items with the local appliance center, automotive service station (tires) that you do business with or a recycling center that accepts hazardous materials or appliances as we cannot. We are charged extra for these items, and these charges will be passed on to those individuals responsible.

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- e) If you need to discard a Mattress, Construction debris from your own unit or a large piece of furniture, please contact Scott Dowden or Myra Miller at ELN Management before putting it out to the dumpsters.
- f) In an effort to keep the dumpster areas neat, please use the dumpster on the other side of the property if the dumpster you usually use is full. Also, please do not put trash in the recycling containers at any time.
- g) Please see the superintendent for the disposal of large items (mattresses, box springs, dressers) as there is an extra charge for them.

UNIT UPKEEP

- a) Each Unit Owner shall keep his Unit in good state of preservation and cleanliness and shall not sweep or throw or permit to be thrown there from, or from any doors, windows, patios, or balconies thereof, any dirt or other substance.
- b) Balconies and patios – inappropriate or unsafe items such as trash, insecurely attached planters, etc., will result in a letter requesting you to remove items or clean up your balcony.
- c) If there is an unsatisfactory response, then a daily fine will be levied until the situation is in an acceptable condition.

PETS:

NO DOGS ARE ALLOWED.

SMOKING NOTICE

Be respectful of your neighbors and our property. Keep our property safe and clean. We have received many complaints regarding this issue. We would appreciate everyone's cooperation. All of the items listed below are subject to fines per occurrence!

- a) There is no smoking inside the buildings common hallways, laundry rooms, entry ways and vestibules
- b) There is no smoking outside at the entrance stairs or within 25 feet of the building structure.
- c) We are creating smoking areas in the outside common areas. Currently you may smoke at the 2 areas that are for barbecuing in the summer. You may smoke at the benches in the center field.
- d) There is no smoking in the playground area or within 25 feet of the playground.
- e) Use an ashtray when you smoke.
- f) Do not use our walks, stairs, lawns and parking areas as an ashtray.
- g) Do not throw your cigarette butts off the balconies or out of windows onto the lawn or mulch as this is a fire hazard. This is no different than littering.

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- h) Please be considerate when entering and exiting buildings and when smoking outdoors, and remain far enough away from any open windows and doors so that smoke does not blow inside the buildings, or into someone else's home.
- i) You do have the right to smoke in your own home, but if there is excess smoke coming from your home and affecting common areas or other residential units, you will be asked to cease your smoking inside your unit. In order to avoid such an issue, we suggest you invest in special air cleaning ash trays to use inside your home to make sure the smoke does not travel beyond your home.
- j) Any situation that results in smoke coming back into the building and bothering residents will result in fines and a demand that you cease smoking in your unit (such as smoking out an open window, or smoking on your balcony)

SEWERAGE INFORMATION —IMPORTANT—PLEASE SEE ATTACHMENTS AT THE END OF THIS NOTICE

Codman Hill Condominiums are not on public sewer, but are on a private septic system. This was totally updated just last year. Please take time to familiarize yourself with the following information on exactly what a septic system can handle.

We have, in the past, experienced major backups of the septic system that services all of the buildings. The result of a backup is one or more units taking waste water into their units and flooding. We had nothing to indicate that there was a problem with the lines or the system itself. The blockages appear to be a direct result of improper usage by residents.

In order to avoid this unpleasant situation we want to remind you to please, do not throw anything down the toilet that was not meant to be flushed into a SEPTIC SYSTEM.

Many items marked "flushable" are only flushable in a municipal sewer system.

- a) Only human waste and toilet paper are the items the system was intended for.
- b) Please don't throw tissues, paper towels, cloth rags, kitty litter, hair, tampons and their wrappers, sanitary napkins, condoms, etc. into the toilet.
- c) Also don't use the toilet as a waste basket.
- d) Please inform your guests and cleaning services about this information.

Also please be aware that many kitchen food wastes can also create blockages.

- a) Please try not to use your disposal for any fibrous materials (lettuce, corn husks etc.) or put excess grease and fat down the drain.
- b) Homes on septic systems generally do not have disposals in them.
- c) Any food waste was thrown out with the trash or composted.
- d) We ask that if you have a waste disposer, please try to not use it or limit its use and when the time comes that it breaks we ask that you not install another disposal, rather have it removed and have a drain pipe with a trap installed in its place.
- e) For any problems, please contact your landlord first (if you are a renter) and they will contact ELN Management. If you are an owner, please contact ELN Management directly (NOT the superintendent). The Management office is covered 24/7 and will contact the

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proper source of help. This is important in those cases where a problem may affect more than just your unit.

VIOLATIONS OF THESE RULES:

If any of these rules and regulations are violated, please be aware that you will receive one warning letter. If the violation happens again the first offense will result in a \$50 fine to the account, the 2nd offense will be \$100 and the 3rd and future fines will be \$150 each occurrence.

RENOVATION RULES

We have created a renovation guideline for all owners. We do allow renovation work be held on weekends and holidays to protect the common areas as well as provide quiet on a weekend for the residents.

Thank you for your cooperation. As always, please contact us with any questions, concerns or suggestions.

Myra Finn Miller
Property Manager

ATTACHMENTS:
Sewerage Treatment Notice
Waste Management Recycle Notice

BY/LAWS, RULES AND REGULATIONS

OF

**CODMAN HILL CONDOMINIUM ASSOCIATION, INC.
274 CODMAN HILL ROAD
BOXBORO, MA 01719**

(Schedule A)

1. USE OF PROPERTY

No part of the Property shall be used for any purpose except housing and the common recreational purposes for which the Property was designed. Each Unit shall be used as a residence for a single family, and guests. The maximum number of inhabitants may not exceed two per bedroom. No portion of any Unit may be used as a business office whether or not accessory to a residential use.

2. COMMON ELEMENTS

There shall be no obstruction of the Common Elements nor shall anything be stored in the Common Elements without the prior consent of the Board of Governors except, as herein or in the By/Laws expressly provided. Each Unit Owner shall be obligated to maintain and keep in good order and repair his own Unit in accordance with the provisions of the By/Laws. The Common Elements shall be kept free and clear of rubbish;, debris and other unsightly materials. No rubbish containers shall be placed in any common area except in the designated collection area. Objects stored in the common areas are subject to removal and disposal. Misuse of common areas such as leaving door mats, boots, shoes, sneakers, boxes, bicycles etc. in hall ways will not be tolerated. Hallways and landings shall be kept free of any obstructions. Trash and rubbish left in hallways for any length of time is not allowed. A warning will be issued and subsequent violations will result in daily fines.

3. BUILDING INSURANCE

Nothing shall be done or kept in any Unit or in the Common Elements which will increase the rate of insurance of any of the Buildings, or contents thereof, applicable for residential use, without the prior written consent of the Board of Governors. No Unit Owner shall permit anything to be done, or kept in his Unit, or in the Common Elements, which will result in the cancellation of insurance on any of the Buildings, or contents thereof, or which would be in violation of any law. No waste shall be placed in the Common Elements except where provision was made.

4. ANTENNAS, AWNINGS, SIGNS, ETC.

Unit Owners shall not cause or permit anything to be hung or displayed on the outside windows or placed on the outside walls or doors of a building and no sign, awning, canopy, shutter, radio or television antenna (except for master antenna system), satellite dish etc. shall be affixed to or placed upon the exterior walls or doors, roof, lawns or any part thereof or exposed on or at any window, without the prior consent of the Board of Governors.

5. PETS

No Unit Owner may keep any type of pet or animal within any Unit of the Condominium without first obtaining the written consent of the Board of Governors, which consent may be given at the sole discretion of the Board of Governors, and such consent, if given, shall not permit the keeping of any such pet shall be subject

to the Rules and Regulations adopted by the Board of Governors and in the event that any such pet, in the sole discretion of the Board of Governors, causes or creates a nuisance, such pet shall be removed from the property upon three (3) days notice at the expense of the Owner. No other animals are allowed, and no pet shall be allowed in any common area.

6. NOISE

Owners, guests and lessees will be expected to reduce noise levels after 9:00 p.m. so that neighbors are not disturbed. At no time are musical instruments, radios, or televisions to be so loud to become a nuisance. No person shall do anything that will interfere with the rights, comforts or convenience of other residents.

7. LOITERING

No persons shall be allowed inside a building unless they live in that building, or are visiting someone who lives in that building. Also, no one shall be permitted to loiter in the halls or laundry rooms, as this could be disturbing to other tenants.

8. STRUCTURE

Nothing shall be done in any Unit or in, on, or to the Common Elements which will impair the structural integrity of any Building or which would structurally change any of the Buildings.

9. HANGING ITEMS, DEBRIS, ETC

No clothes, sheets, blankets, tarps, laundry or any kind of other articles shall be hung out of a Unit or exposed on any part of the Common Elements.

10. RECREATION

except in recreational (such as center lawn area) or storage areas designated as such by the Board of Governors, there shall be no playing, lounging, or parking of baby carriages or playpens, bicycles, wagons, toys, vehicles, benches or chairs, on any part of the Common Elements (such as entranceways, hallways, laundry rooms, etc..) Bicycles abandoned on the lawn area will be confiscated and if unclaimed, will be thrown out. After first claim on your bicycle, repeated violations will result in \$25/day fine. Remember there are 2 bicycle sheds on the property for bicycle storage

11. STORAGE

Storage by Unit Owners in areas designated by the Board of Governors shall be at one's own risk. Such objects are subject to removal and disposal.

12. CONDUCTING OF PRIVATE BUSINESSES, ETC.

No industry, business, trade, occupation or profession of any kind, commercial religious, educational or otherwise, designated for profit, altruism, or otherwise, shall be conducted, or permitted on any part of the Property, nor shall any "For Sale", "For Rent" or "For Lease" signs or other window displays or advertising be maintained or permitted on any part of the Property or in any Unit therein, nor shall any Unit be used or rented for transient, hotel or motel purposes. The right is reserved by the Board of Governors or its agent, to place such signs on any unsold or unoccupied Units.

13. OWNER PAYMENT OF COMMON CHARGES

Each Unit Owner is responsible for paying his common charges (condo fees) on the first day of the month in advance. Fines and legal action (if necessary) will be imposed on Unit Owners as described under Article 8, Section 3 of the By/Laws.

14. ALTERATIONS, CONTRUCTIONS

Nothing shall be altered or constructed in or removed from the Common Elements,

except upon the written consent of the Board of Governors.

15. UNIT UPKEEP

Each Unit Owner shall keep his Unit in good state of preservation and cleanliness and shall not sweep or throw or permit to be thrown therefrom, or from any doors, windows, patios, or balconies thereof, any dirt or other substance.

16. DAMAGES

Any costs due to damages done to the Common Elements by an owner, tenant, member of tenant's family, or visitor of the owner or tenant, shall be the responsibility of the owner. Any damages caused by a Unit Owner element (such as individual plumbing fixtures) leaking into a unit below will be the responsibility of the owner whose unit leaked.

17. TV, RADIO INSTALLATION, SATELLITE DISHES

All radio, television or other electrical equipment of any kind or nature installed or used in each Unit shall fully comply with all rules, regulations, requirements or recommendations of the Board of Fire Underwriters and the public authorities having jurisdiction, and the Unit Owner shall be liable for any damage or injury caused by any radio, television or other electrical equipment in such Unit or any other unit or common area.

18. INSPECTION OF UNITS

The agents of the Board of Governors or the managing agent, and any contractor or workman authorized by the Board of Governors or the managing agent, may enter any room or Unit in the Buildings at any reasonable hour of the day after notification (except in case of emergency) for the purpose of inspecting such Unit for health purposes.

19. RESOLUTION OF RULES

Any consent or approval given under these Rules and Regulations may be added to, amended or repealed at any time by resolution of the Board of Governors.

20. PATIOS, BALCONIES

No rubbish containers shall be placed nor shall anything be hung from the windows, patios, or balconies. No patio or balcony shall be enclosed or covered by any awning, tarp, or otherwise without the consent in writing of the Board of Governors.

21. VEHICLES/PARKING

Parking of vehicles is allowed in marked (lined) spaces only. Parking spaces shall be used to park passenger vehicles only. Trailers, boats, RV's, etc. are not allowed to be parked on the property. Temporarily, commercial vehicles, defined as trucks lettered with company name/advertisement and displaying obvious equipment to the business may be parked only in a specifically designated area, the lot next to Building D. Unregistered vehicles are subject to removal at the owner's expense. Misuse of Common Areas such as; parking in fire lanes, or any area that is not a designated space will be considered a violation of the Rules.

22. COMBUSTIBLES

No Unit Owner or occupant or any of his agents, servants, employees, licensees or visitors shall at any time, bring into or keep in this Unit any flammable, combustible or explosive fluid, material, chemical or substance, except such lighting and cleaning fluids as are customary for residential use. As per the fire regulations, gas or charcoal grills are not allowed on balconies or patios.

23. KEYS

If any key or keys are entrusted by a Unit Owner or occupant or by any member of his

family or by his agent, servant, employee, licensee or visitor to an employee of the Board of Governors, whether for such Unit or an automobile, truck or other item of personal property, the acceptance of the key shall be at the sole risk of such Unit Owner or occupant, and the Board of Governors shall not be liable for injury, loss or damage of any nature whatsoever directly or indirectly resulting therefrom or connected therewith.

24. PASS KEY

The Board of Governors, or its designated agent, may retain a pass key to each Unit. In case an additional or substitute lock is installed the Unit Owner shall provide the Board of Governors, or its agent, with an additional key pursuant to its right of access to the Unit.

25. DUMPSTERS

There are dumpsters conveniently located throughout the Property for residential trash only. Please place your trash in the dumpster, not beside it. Trash left in the common area (i.e. halls) shall be subject to fines. Boxes must be broken down before placing them in dumpsters. Common area dumpsters are not to be used for construction debris (ie. sheetrock, old padding and carpeting etc. You must have your contractor remove and dispose of the debris from your unit.

26. LAUNDRY ROOM

Laundry room hours are from 8:00 A.M. through 9:00 P.M. Please be considerate by keeping it clean and adhering to the hours of operation. Please remove clothing promptly. Items left for more then 24 hours shall be removed and held for 7 days and then disposed of. Repeat violations of this nature will be subject to \$25.00 per day fines. Do not use tints or dyes.

27. ATTIC/STORAGE UNDER STAIRS

Items left in the attic (not in bins) will be removed and disposed of. Storage areas under stair landings are for the Condominium Association not for personal storage. Items found in these areas will be removed and disposed of.

28. SPEED LIMIT

The speed limit throughout the complex shall be 10 MPH.

Taking Care of YOUR Treatment Facility...Do These Now or Pay More Later!

Educating individual residents by providing tips on best household management practices is the quickest, least expensive and most effective first step in managing you Wastewater Treatment facility (WWTF). To keep your WWTF in proper working order, please keep the following in mind:

YES	NO	ITEM	REASON or METHOD
X		Reduce water use around the home	Reducing the amount of water entering the WWTF will increase its life span. Ways to reduce water use around the house include: Reduce water pressure, limit shower time, install low-flow showerheads, turn off faucets while shaving or brushing teeth, run washing machines and dishwashers only when full, fix leaking or dripping faucets and running toilets. 65% of all water introduced to the WWTF is from toilets, showers and faucets. Excessive water may be a cause of system failure and you can easily work to reduce the chance of it happening.
	X	DO NOT put fats, grease, oils or meat scraps down your sink.	Grease is the number one cause of sewer stoppages. Grease can clog both sewer pipes in your home and the pipes located at the WWTF. Cleaner pipes lead to fewer maintenance calls, which will save you money. In addition, fats oils and greases cause the most odors at the WWTF.
	X	DO NOT flush coffee grounds, kitty litter, cigarette butts, bandages, sanitary napkins, condoms, diaper wipes, disposable diapers, tampons, gauze, match sticks, paper towels or napkins.	These items can overtax the WWTF and could possible lead to a costly blockage or pump failure. These items also fill up the WWTF trash trap tank leading to more frequent tank pumping, costing you more money. These items should be disposed in the regular trash.
	X	DO NOT connect a garbage disposal to your system.	A garbage disposal will only grind the waste into smaller particles and they will eventually settle out in the trash trap leading to the issues noted above.
	X	DO NOT flush or pour down the drain strong medicines, particularly antibiotics.	These items can adversely affect the microorganisms used to treat your waste. A “kill” or “die-off” of these organisms requires a costly re-seed of the facility.
	X	DO NOT connect a sump pump to your drain.	A sump pump can introduce large amounts of water into the system and can lead a hydraulic overload of the system. If the WWTF is hydraulically overloaded, treatment efficiency decreases leading to partially treated wastewater being discharged.



Mix all recyclables here

Revuelva todos los reciclables aqui



Cans

Latas

- **Aluminum cans**
Latas de aluminio
- **Tin, steel, bi-metal cans**
Latas de aluminio, metal, y derivados de metal
- **Lids from jars**
Tapaderas de envases



Paper

Papel

- **Newspaper**
Periodicos
- **Cardboard**
Carton (aplastar todas las cajas)
- **Junk mail & other paper products**
(anything that tears)
Correspondencia variada
- **Paperback & phone books**
Directorios y cobertura blanda
- **Frozen food packages**
Empaques de comida congelada
- **Magazines**
Revistas

- **Cartonboard such as cereal boxes & shoe boxes**
(flatten all boxes, remove plastic bags)
Carton como cajas de cereal y zapatos (Aplastar todas las cajas y remover bolsas de plastico)
- **Paper grocery bags**
Bolsas de papel

Do not include:

No incluye:

- **No food contaminated paper**
No papel contaminado de comida
- **No hardcover books**
No libros de cobertura dura
- **No photos**
No fotografias
- **No tissue paper, hand towels, or toilet paper**
No pañuelos, toallas de papel o papel de baño



Plastics

Plastico

- **All containers**
Todo tipo de envases
- **Recycle codes 1 thru 7**
(typically marked on the bottom of container)
Reciclar los códigos de 1 a 7 (usualmente son marcados en la parte inferior de los envases)

Do not include:

No incluye:

- **No plastic bags**
No bolsas de plastico
- **No styrofoam**
No empaques de espuma



Glass

Vidrio

- **Food containers**
Envases de comida
- **Beverage containers**
Envases de bebidas

Do not include:

No incluye:

- **No window glass or mirrors**
No vidrios de ventanas o espejos
- **No ceramics**
No ceramicas
- **No light bulbs**
No focos de luz

Important:

Importante:

- **Empty containers only**
Solamente envases vacios
- **Rinse all food & beverage containers**
Vaciar todos los envases de comidas y bebidas
- **Flatten or cut cardboard boxes**
Aplastar o cortar cajas de carton
- **All recyclables must be placed in the cart, bin, or stacked neatly to side**
Todos los reciclables deben ser depositados en el contenedor y acomodados a un lado
- **Set out your cart at least 2 feet away from other carts or objects**
Coloque su contenedor a 2 pies de distancia de los otros contenedores u otros objetos

No hazardous materials including automotive fluids, garden chemicals, paint products, cleaners and fluorescent lamps. Ningun material peligroso/contaminante incluyendo liquidos de automoviles, quimicos de jardin, productos de pintura, liquidos de limpieza y lamparas de focos fluorescentes.

From everyday collection to environmental protection. Desde la colecta diaria a la protección del medio ambiente

Think green think "Waste Management" Piense verde piense "Waste Management"

This cart is partially made from your recycled plastic milk containers
Este contenedor es parcialmente hecho del envase de leche reciclable.



**CODMAN HILL CONDOMINIUM ASSOCIATION
C/O ELN MANAGEMENT CO.
P. O. BOX 798
SUDBURY, MA 01776
978-440-8330
FAX 978-440-8334**

Dear Unit Owners and Residents,

The Board of Governors has received many complaints about smoking at Codman Hill. We have been working on revising our current smoking policy for a while and presented a draft at our Annual Meeting in December. We listened to the discussions and incorporated the suggestions of those present into the policy and below is the final policy. **Please share this with your tenants.** This policy goes into effect immediately. We hope all residents at Codman Hill can be cooperative and considerate of their neighbors!

SMOKING NOTICE

Be respectful of your neighbors and our property. Keep our property safe and clean. We have received many complaints regarding this issue. We would appreciate everyone's cooperation. All of the items listed below are subject to fines per occurrence!

- a) **There is no smoking inside the buildings common hallways, laundry rooms, entry ways and vestibules**
- b) **There is no smoking outside at the entrance stairs or within 25 feet of the building structure.**
- c) **We are creating smoking areas in the outside common areas. Currently you may smoke at the 2 areas that are for barbecuing in the summer. You may smoke at the benches in the center field.**
- d) **There is no smoking in the playground area and within 25 feet of the playground.**
- e) **Use an ashtray when you smoke. Do not use our walks, stairs, lawns and parking areas as an ashtray. Do not throw your cigarette butts off the balconies or out of windows onto the lawn or mulch as this is a fire hazard. This is no different than littering.**
- f) **Please be considerate when entering and exiting buildings and when smoking outdoors, and remain far enough away from any open windows and doors so that smoke does not blow inside the buildings, or into someone else's home.**
- g) **Any situation that results in smoke coming back into the building and bothering residents will result in fines (such as smoking out an open window, or smoking on your balcony).**

**CODMAN HILL CONDOMINIUM ASSOCIATION
ELN MANAGEMENT CO.
P.O. Box 798, Sudbury, MA. 01776
978-440-8330**

April, 2019

Dear Unit Owners and Residents

With the warmer, Spring weather approaching we would like to take this opportunity to remind you of a few important items that relate to the Rules and Regulations at Codman Hill Condominiums. Your cooperation with these matters is greatly appreciated and if you ever have any questions regarding the condominiums please don't hesitate to call the management office at 978-440-8330.

- 1) No Gas Grills with 20LB propane tanks are allowed on the property. With the exception of Electric Grills, No Grills of any kind are allowed on the 1st floor decks or the 2nd and 3rd floor balconies. This is per order of the Boxborough Fire Department and the Codman Hill Condominium association. We have received the OK for grills that run off of 1 LB gas canisters. They must be used 10 feet away from the building structure.
- 2) Our Annual inspection of the attics, with the Fire Dept., takes place in the spring. Please remember that all items must be stored neatly in your bins and not out in the attic common areas. Also, no flammable items are allowed in the attic. Any items outside the bins will be removed and disposed of.
- 3) Please keep the hallway and landings free of obstructions. Door mats, boots, shoes, sneakers, boxes, bicycles, Toys, etc. Left in the hallways will be confiscated and disposed of if not claimed after 7 days
- 4) Bicycles must not be placed on balconies- only appropriate patio/balcony furniture is allowed. Bicycles may not be locked to the railings, front walkways etc. Or placed in common area hallways. There are two sheds on the property for your use of Bicycle storage.
- 5) Parents, please watch your children while they are out in the yard playing. Do not allow them to dig holes in the lawn areas or leave rocks in the lawns. Also, please pick up all toys when kids are done playing with them. Any toys left on the lawn or parking areas will be confiscated and disposed of if unclaimed after 7 days. Also the road way and walks are not play areas. And above all obey the posted speed limit of 10 MPH while driving through the complex.
- 6) Please remember that you use the bike sheds and play area at your own risk.

We wish you a very happy and safe Spring and Summer.
Thank you for your attention to the above matters.

Sincerely,
CODMAN HILL CONDOMINIUM ASSOCIATION
ELN MANAGEMENT CO.

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CODMAN HILL RENOVATIONS RULE

Dear Unit Owners,

The Town of Boxborough now requires a letter from the condominium association approving the work proposed by the Unit Owner at the time the Unit Owner applies for a building permit. The Board of Governors of Codman Hill Condominium Association discussed this matter and voted unanimously to incorporate this change into our policy on unit renovations. To that end, these procedures must be followed for the Condominium Trust to issue that letter for the Town.

Owners may make changes to their units in the form of improvements or renovations under the following conditions:

- 1) Work must not affect any load-bearing walls.
- 2) A building permit must be obtained if required by law. Compliance with all building codes is required. A copy of the permit should be sent to the Codman Hill management office for their files along with a certificate of occupancy if one is issued at the completion of your project.
- 3) For any renovation that attaches to or modifies the building systems such as plumbing, ventilation and electrical work, plans must be submitted via the Management company to the Board of Governors for approval in advance of any work being performed. Plans should be as detailed a description as possible, including specifics as to how the work will be done.
- 4) All electrical , plumbing and ventilation work must be performed by licensed workmen. A copy of the license and insurance coverage (a certificate of insurance from the contractor) must be provided to the Management company/superintendent in advance of any work being performed.
- 5) Work requiring access to a building area or system (such as a drain or water stack or building water shut down) must be scheduled with the Superintendent in advance of the work so that notification can be sent to all affected. Plumbing work shall be inspected by the superintendent before walls are replaced.
- 6) All work must be performed between 8 AM and 5 PM Monday through Friday not including Monday holidays. The purpose of this requirement is to ensure that residents are not disturbed during evenings and weekend hours. A fine (\$50) may be issued if work is performed outside the stated hours. Variances to these hours may be granted by written request to the Board of Governors.

- 7) A unit owner is responsible for the protection of hallway floors, walls and carpeting from construction materials.**
- 8) Construction debris should be removed from the property daily. The trash dumpsters may not be used for disposal of construction debris. It is reserved for residential trash.**
- 9) The common hallway to the left and right of the door to your unit and down the stairs to the front door should be vacuumed at the end of each day during which work is performed to assure the removal of dust and debris that may have accumulated during the work day. Failure to follow the rules will result in \$50 fines posted to your account daily.**
- 10) A deposit of \$500 in the form of a money order or certified check must be received by the office or on site superintendent before work commences to cover any possible common area damages by your contractor. After your renovation is completed an inspection will be made and if there are no damages your check will be returned to you.**