

Corey Colonial Condominium Association



**Corey
Colonial
Association**

**Rules and
Regulations**

**Revised
September 2024**

Corey Colonial Rules and Regulations.

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Dear residential deeded unit owner/s:

This booklet contains information that is important to you as a new or veteran condominium owner. Please read all the contents thoroughly, as this booklet includes Corey Colonial rules and regulations, and general guidelines to Corey Colonial living as a supplement to the By-Laws. The Board of Managers has carefully reviewed the enclosed material along with the condominiums Attorney. It is noted that these revised Rules and Regulations supersede all other Rules and Regulations previous to this printing.

It is essential that all residents, as members of the Corey Colonial Condominium Association, recognize their responsibilities. The purpose of the By-Laws and Rules and Regulations is to promote harmony and to protect the collective investment of all residents. Although one may find certain limitations to condominium living, the many benefits and positive aspects of our community lifestyle significantly outweigh such limitations. It is the sincere hope of the board that all residents will achieve much satisfaction and enjoy living at Corey Colonial Condominium. As always if you have any comments please let us know, through the Management Company, e-mails, Facebook or drop a letter in the Club House mailbox.

Best regards,
Corey Colonial Condominium Association

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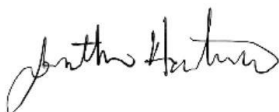
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Managing Structure

Board of Managers – A five-person Board of Managers is elected on a rotating basis at the annual meeting in June. The primary function of the Board of Managers is to administer all affairs of the Condominium which include:

1. Operation, care, and maintenance of the condominium.
2. Determination of budget and common fees.
3. Collection of common fees.
4. Employment of personnel.
5. Adoption and amendment of rules and regulations.
6. Control of bank accounts.
7. Obtaining insurance policies.
8. Any other activity, which is necessary and proper for the sound management of the Condominium.

Meeting Notice – In order to better communicate matters of our condominium community, the Board of Managers invites all Corey residents to attend the open Board meetings, which are held at the clubhouse.

Managing Agent – NAI Plotkin, Management Services, LLC is our contracted managing company.

Address: NAI Plotkin
1350 Main Street, Suite 1410
Springfield, MA 01103
413- 732-2158

NOTE:

The proper format for our mailing address is:

Example: John Doe
 161 Corey Colonial
 Agawam, MA 01001

Corey Colonial Rules and Regulations

1. **VIOLATIONS:** The Board of Managers has the power to levy fines against residential deeded owners for violations of the established Rules and Regulations and By-Laws. **WARNINGS** may be issued for first offenses. The board may fine without a warning if they determine the violation is **serious enough** where a warning is not warranted. **FINES** will be issued for continued violation of rules or regulations. Below is a list a common violations, **but not limited to these alone**. Violations of the By-laws could also result in fines.
2. **FINES:** Fines will be issued in amounts in accordance with the governing documents of CCA. The Board of Managers has established the following list of fines for violations of Rules and Regulations: **included but not limited to the following**,

<u>RULE REGULATION</u>	<u>FIRST</u>	<u>SECOND</u>	<u>THIRD OFFENSE</u>
WORK without an APPROVED Variance Form	\$25.00	\$35.00	\$100.00 Work removed/replaced additional legal costs accessed.
CREATING A DISTURBANCE/NOISE	WARNING	\$25.00	\$35.00 POLICE NOTIFIED
GENERAL NUISANCE / SPEEDING	WARNING	\$25.00	\$35.00 POLICE NOTIFIED
IMPROPER PARKING/ Guests	WARNING	\$25.00	Towed at owners' expense
VIOLATION OF RULES LITTERING/DUMPING/TRASH KEY FOB	\$25.00 per offense.	\$35.00	Loss of access to area Restriction POLICE NOTIFIED
POOL RULES / TENNIS / REC / DOG	WARNING	\$25.00	\$35.00 / Restriction. Board may restrict if it is determined serious.
RENTING or LEASING W/O PERMISSION	\$25.00/day first 30 days	\$35.00/day after 30 days	\$750.00/\$1050.00 /month additional legal costs accessed.
SNOW REMOVAL PARKING	WARNING	\$25.00	Towed on grounds only Unknown car off property
Unregistered / Uninspected or Rejected / Damaged Leaking Vehicles	WARNING	\$25.00/day	Towed at owners' expense POLICE NOTIFIED
All Service Vehicles Not Properly Parked where allowed	WARNING	\$25.00	Vehicle Towed at owners' expense
VIOLATION OF RULES CONCERNING PETS/ Registration	WARNING	\$25.00	\$10.00/day
COMMON CHARGE LATE FEE	\$10.00	\$15.00	\$15.00 each additional month \$5.00 postage fee for accounts over 60 days

3. These fines will be assessed for each violation and will be collected with all expenses, including attorney's fees incurred by the association in any proceeding brought to collect such unpaid charges. Along with CCA's collection and legal policies, unpaid fees/fines will be paid from common charges of a unit. (please see legal policy).
4. **APPEALS:** Request for an appeal of a fine **MUST BE SUBMITTED** in writing to the **Board of Managers** within **SEVEN DAYS** from the date notice of the fine was issued.
5. **ALL COMPLAINTS, REQUESTS FOR ACTION and/or NOTIFICATION OF VIOLATIONS MUST** be submitted to the Board of Managers **in writing**. The Board is responsible for reviewing each complaint, etc.

6. **SALES:** A unit owner must notify the Board of Managers of intent to sell as per Article VIII of the By-Laws. A waiver form or 6D certificate is then given to the Unit Owner and is to be completed and signed by the Clerk/Secretary of the Condominium. This waiver form includes a copy of the Purchase and Sales Agreement, a verification to determine if all fines and common fees have been paid up to the date of the sale, and verification to determine if a copy of the By-Laws, rules and key fob has been given to the new Unit Owner. The fee for this service will be waived if a unit owner has lived at Corey for more than 24 months. If not, the fee can be no more than \$20.00 as per our by-laws, or what is reasonable. This fee will be \$25.00 for any owners living less than 24 months. **Owners key fobs must be returned to the board before a 6D will issue.**

7. **RECREATIONAL FACILITIES:** The use of the pool, tennis courts, dog area/trash and rec area are for residential deeded owners and their guests **when and ONLY accompanied by the residential deeded owner.** Owners must **NOT** lend key fobs out to **ANYONE**; **Fines will be imposed.** Owners must be paid in full in common fees or in good standing with no fees or fines owed to use common facilities per Sec 16 Rules of Conduct / Use of common elements. Violations of the rules of CCA can result in restricted access to facilities.

8. **USE OF UNIT**
 - a. Units are for single families only, or by no more than three (3) individuals unrelated by blood and marriage with owner living in said unit.
 - b. No part of a unit may be rented to accommodate transients.
 - c. No unit may be leased or rented without the written permission of the Board. No unit may be leased for more than six (6) months in a twelve (12) month period. (Article VI, Section 10-e). Units may be placed in a Trust only if original owner still resides in the Unit. Trusts **must** be approved by the Board of Managers.
 - d. No signs of any type may be placed on the exterior of any unit or displayed in a window. Exception: "Open House" signs for the sale of a unit are permissible only during the open house.
 - e. No nuisance shall be allowed on the property, which is a source of annoyance to residents. No large trucks maybe parked in the rear of the buildings or on lawns.

TRASH COMPACTOR and RECYCLE DUMPSTER: To access and use the compactor and recycle dumpster residential deeded owners must use their own key fob.

Residential deeded owners **must NOT** lend key fobs out to **ANYONE**.

Fines will be imposed.

The compactor is for trash only. **NO LIQUIDS.**

The use of BARRELS OR OTHER CONVEYANCE ARE PROHIBITED in the common areas of CCA. You may keep a barrel in your back patio area.

This includes bringing barrels to the gate.

NO large items or any of the following: No oils, or grease, car battery's, flammable material, no lit cigarettes, tires, paint, TV's, computers, Wood products, Toxic chemicals, electronic items. The association will rent a dumpster for large bulk items in the spring. **Only 3 bags per unit a week.**

DO NOT SLAM THE COMPACTOR DOOR!

Please only place Glass, Cans and Cardboard in the recycling dumpster. NO Plastic Bags.

9. **SEWAGE AND DISPOSAL**: DO NOT dispose of **KITCHEN GREASE**, paper wrappers, paper towels, and napkins, **DISPOSABLE DIAPERS**, feminine hygiene products, cigarette butts, rags, bones, coffee grounds, corn husks, banana peels, fruit stones, pantyhose, eggshells, condoms, etc. or any other similar objects in the disposal or toilets. Most of these items may be placed in the trash **except for grease**. Grease must be brought to the DPW 1000 Suffield St, for disposal as CCA has no way to dispose of it.

THIS IS VERY IMPORTANT SINCE COREY-OWNED MECHANICAL PUMPS ARE USED FOR THE TRANSMISSION OF ALL SEWAGE TO THE CITY SEWER LINES. NON-COMPLIANCE WITH THIS POLICY CAN RESULT IN UNPLEASANT SEWER BACKUPS AND COSTLY SEWER MAINTENANCE.

Everyone's support in this matter is greatly appreciated.

11. **PARKING**: Residential deeded owners will please park in their numbered spots and leave non- numbered spots open for guests and second cars. **This will be enforced with fines.** It is unfair for owners who live in the middle of buildings to park away from their units because their neighbor refuses to park in their allotted numbered spot. Owners will leave the guest spot open at the end of the end units for end units' guests. Many owners have several cars, and it is unfair to others when their guests visit.

Parking outside parallel lines causes inconvenience to other Unit Owners and is not permitted. Unit owners must register their cars with Corey and Plotkin Property Management. If you do not have an Owners sticker, please call the Management Co. **A.S.A.P.**

Parking or storage of boats, motor homes, trailers and unregistered/uninspected or rejected inspection stickers, leaking or disabled vehicles is **prohibited**. All vehicles will be fully legal and properly registered and inspected and legal to be driven. All service vehicles will park in the designated overflow lot. Only two vehicles should be parked in the owner and guest spots. If there is more than one guest, please use the overflow parking lots.

PLEASE OBEY THE POSTED SPEED LIMIT OF 15 MPH

12. **PAYMENT OF COMMON CHARGES**: The Monthly common charges are due the first of each month. The amount of the common charge is fixed by vote of the Board of Managers. Before January 1 of each year the Management Co. will mail each owner a booklet of coupons. Each payment should be mailed with the appropriate coupon. Checks should be made out to **Corey Colonial Association** and mailed to:

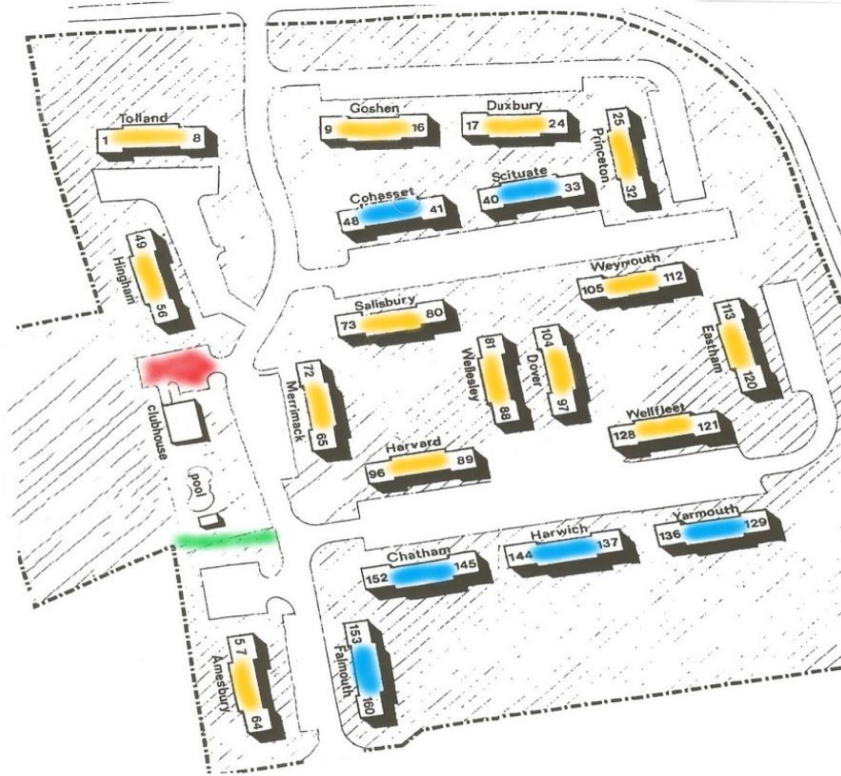
NAI Plotkin Management Services, LLC
1350 Main Street, Suite 1410
Springfield, MA 01103

Note: you may now pay your common fees through ACH with the bank, ask the Management Company for details. A late charge of \$5.00 will be added to any common charges that is unpaid by the Fifteenth day of the month. Owners who have balances past fifty-five (55) days will incur additional fines and are subjected to current interest charges, court costs and postage, attorney fees and be subject to CCA's collection policy and loss of amenities. **Please also see CCA's Legal Policy 06/2024.**

13. SNOW REMOVAL PROCEDURES:

- a. Snow removal operations will generally begin after an accumulation of two or more inches; however, depending upon weather forecasts, the Management Co., in consultation with the Board this may vary. Such a decision will be based upon forecasts for conditions that will not result in freezing or that will melt precipitation within 12 hours of snowfall. If a storm starts or continues after 5pm, owners will not be expected to move cars until the following morning no later than 9am.
- b. Snow removal contractors will clear the main roadways and clubhouse parking areas first. **Please do not park in Clubhouse parking area.**
- c. Residential deeded owners **must** relocate their cars from parking spaces to a previously cleared, designated area. Owners are responsible to move their cars and their guests' vehicles. Unit owners will be warned then **fined**. A third violation will result in the car being **towed on property**, at owners' expense. In an emergency, warnings and fines will be bypassed for the safety of our owners. If you will be on vacation during the winter months, please ask Management to park in Long term parking. This is the area behind the pool pump house, **please get permission first.**
- d. **There will be no parking on the main road through Corey to the rotary.** This is a safety issue; emergency vehicles may need to gain access during a storm. The only exception will be the Merrimack building (units 72-65) after they are instructed to do so.
- e. When the parking spaces are cleared of snow, unit owners must move their automobiles back to the parking area when notified by the snow contractor via horn or any method that the Board directs.
- f. Residential deeded owners should follow the instructions of the snow removal equipment operators and/or the Board or the Management designee. No vehicles will be asked to move after 5PM until the following morning.
- g. The following excuses **will not** be accepted as valid in a request to rescind any fine imposed against a unit owner for failure to move automobile(s) for snow removal:
"It was a guest's car" "I was sleeping and did not hear the snowplows/horn"
"I was not home" "I was unaware of the procedures" "My neighbor did not move his/her car(s)" "My neighbor/friend/relative failed to move my car for me"
- h. A container of Ice Melt will be available to residential deeded owners at the front door of the clubhouse. Owners are **encouraged** to help themselves to a small container full (such as a coffee can) and keep it inside your door. The Condominium contracts for shoveling and sanding of walks and stoops, but due to thaw and refreezing conditions, it is impossible to be certain that all ice hazards have been eliminated.

Corey Colonial Condominium Association



Snow Parking Map 2019		<p><u>Park in your colored area Pre-storm</u></p> <p><u>Do not move back</u> until instructed.</p> <p>Snow vender will sound horn <u>after</u> lots are salted.</p> <p><u>PLEASE MOVE CARS THE NIGHT OF THE STORM, NOT DAYS BEFORE.</u></p> <p>Please be a good neighbor.</p>
	- Move across	
	- Stay in Spot	
	- Long Term	
	- No Parking	

14. OUTDOOR ACTIVITIES:

- a. Repair of motor vehicles (changing oil, draining radiators, etc) on Corey property is prohibited. Any vehicle leaking anything in the common element will be towed. Vehicles need to be free from leaks, any damage to common element will be charged to owner of vehicle or their guest.
- b. Open hoses are prohibited: self-closing nozzles are to be used while washing cars in order to conserve water. Cars may be washed in the parking lot to the right of the clubhouse, a hose is provided. Cars must be washed in clubhouse parking lot.
- c. Nothing should be left in the front area/rear common area or hung on the patio fences. Towels, bathing suits, rugs, etc. should not be hung over the patio fence.
- d. Patio areas are to be kept clean and clear of trash and clutter. Patios are not to be used for storage other than outdoor furniture. Pet droppings must be removed daily. Contact the Board for a price for weeding.
- e. Motor scooters, bicycles, or skateboards may not be operated on the sidewalks.
- f. Stereos, radios, etc., should be used with consideration of neighbors. Any work in your unit must stop at 5pm and no work on weekends as it may cause annoyance to neighbors in this quite community.
- g. The area immediately in **back of patios/fence** is a common area and is **NOT** to be used for the storage of trash, or garden tools, toys etc.
- h. Growing of Marijuana or any THC product in the rear of units or in the common area are prohibited by law. MGL c.94G.
- i. Residential deeded owners are encouraged to utilize the established athletic facilities for their outdoor recreation. Corey Colonial Condominium maintains a tennis court, a picnic area and a wonderful 75' pool with a shower, lounge chairs and a half-acre lawn area. In order to prevent damage to lawns and shrubbery and to allow the quiet enjoyment of the common grounds for all Unit Owners and residents, the common grounds are **NOT** to be used for sports activities such as (but not limited to): baseball, croquet, football, Frisbee, hockey, kickball, or soccer. Those Residents who wish to participate in such activities are strongly encouraged to use playgrounds on the other side of the pool (rec area).
- j. Patio Grills may be used. Please use them away from building at least 10 feet from all structures. No open flames near the fence or building.
- k. If parties are held outdoors, they are to be confined to the patio area. Party activities in the common areas and the front lawn areas of units are prohibited.

- l. The driveways and walkways shall be used for no other purpose than of a normal transit through them. Sidewalks must be kept clear of toys, bicycles, strollers, etc., at all times. Sidewalks are to be used for pedestrian use only. Bicycles and skateboards are not to be operated on sidewalks or lawn areas. Lawn furniture may not be used or left in front of a unit or outside an enclosed patio area.
- m. Wind Chimes or Bird feeders are not allowed on patios, wild animals are not to be given food at any time. **This will be enforced with fines.**
- n. Clinging vines are not allowed on patio fences. Patios must be kept clear of overgrowth, and weeds. There will be a charge to clean your patio by CCA.
- o. Hanging potted plants may be hung from the main vertical supports of the patio fences only. Nothing else should be attached to or hung from the fences.
- p. The use of Bug “Zappers” is limited to those times when the patio is occupied. Use on a continuous basis is prohibited.
- q. The use of in window **air conditioners in front windows is prohibited** at Corey; Portable air conditioners may be used in the front windows with a small vent. Please ask the Board for permission if you need to use one in the rear window.
- r. Hot Tubs are permitted, as long as the owner follows the Hot Tub policy. Please ask for a copy from the Management company and Board approval and variance form.
- s. Security cameras are permitted by law; however, they are not to be attached to anything in the common area that the association owns. Doorbells, door peep holes and in your windows are an example of acceptable areas.
- t. No personal generators are to be used. This causes annoyance to other owners and the risk of carbon monoxide into the building .
- u. No one is allowed to open carry or display a firearm on CCA property.

15. **GROUNDS AND ARCHITECTURE**

- a. The Board will consider only written requests for changes. The residential deeded owners will submit his/her requests to the Board of Managers, who will approve or deny the residential deeded owners’ request. All changes must be submitted to CCA.
- b. Outside holiday decorations will be limited to the individual residential deeded owners’ door, windows, and flower bed. Any other holiday decorations must be requested in writing and approved by the Board of Managers. Year-round decorations (any decoration not for a specific holiday), such as figurines, birdbaths and the like, are prohibited in common areas.

- c. **Building and Alterations and Additions: no unit owner** shall make any structural addition, alteration, or improvement to the **unit** or alter common areas including patios without the prior written consent of the Board of Managers. This includes but is not limited to plumbing and electrical.

Under sec 13 of the Bylaws. Additions, alterations, or Improvements by Unit owners must be approved by the Board.

A variance form **MUST** be completed and permits from the town must be submitted. Owners who are in arrears or fees or fines must become current or be in good standing for the board to approve a variance.

There may be ground water under buildings at Corey Colonial. Residential deeded owners are encouraged to submit a variance form for permission to install a sump pump if the owner's cellar has water. This is your home; therefore, a sump pump is an owner's expense and responsibility to maintain power, service, and proper operation.

- d. **Domestic Water Policy.** Residential deeded owners assume all liability for all domestic water problems. This includes, but is not limited to water heaters, toilets, sinks dishwashers and pipes of the unit. The association is only responsible for the water/sewer bill and main line which may have outside faucets on selected units.

Note: Patio awnings are approved for use. Any interested residential deeded owners should contact the Board of Managers to receive an indemnification agreement which details approved installation and responsibilities of the unit owner.

16. Beautification

1. Planting inside individual patios is left to the discretion of the residential deeded owner. Any new plantings over 6', or which the unit owner does not intend to keep pruned to under 6', must be approved by the Board of Managers.
2. No shrubbery in front of or along the side of the buildings may be replaced or removed without the approval of the Board of Managers.
3. The addition of flowers or small plants to the already existing beds of shrubbery in front of an owner's unit cannot extend onto the lawn. The sculptured edge of the lawn cannot be altered. Residential deeded owners who wish to plant flowers or bulbs in their beds are requested to mark their beds to prevent accidental damage by landscapers. Markers are available through the building and grounds committee.
4. The use of decorative stones is prohibited in the common area garden beds since they are easily picked up and thrown by lawn mowers and can cause serious injury.

17. **Pets**

- a. **Dog owners are required** to register their pets with the Secretary of the Board of Managers. This registration must include the owners name, the unit number and breed of dog, (or size and color of dog). Please have a copy of shots and dog license to give to the board as well. If possible a picture of the dog can be emailed to the board.
- b. Each unit may have **ONLY ONE DOG. Failure** to register pets will result in fines. Please visit our website for the proper paperwork. All dogs according to a city ordinance are required to be on a leash not to exceed six feet in length at all times outside of the owner's unit or patio.

Running leashes or retractable leashes over 6 feet are prohibited.
Patios MUST be regularly cleared of dog droppings.

- c. To prevent dog(s) from relieving themselves on any common element (Lawns, Sidewalks, and flower beds), owners are asked to walk their dogs(s):
 1. **In the parking lots, not along the inside of the sidewalks.**
 2. **Along the split rail fence along Corey Street.**
 3. **Along the perimeter of the wooded areas along Corey Street.**

The "Pooper Scooper" rule is in effect. Residential deeded owners are responsible for removing their pets' fecal matter anywhere in Corey or out on the street. **This includes the dog area.** No dogs are allowed in the recreation area next to the dog walk area or in the Pool area. **No dogs will be allowed to roam on unit owners' front lawns.**

- d. **No pet, dog, or cat** shall create any disturbance or be a source of annoyance or irritation to any other Unit owner. Such disturbances or source of annoyance shall include, but not be limited to:
 1. Growling, barking or any other bothersome noise.
 2. Odor.
 3. Damage to lawn or landscape area.
 4. Defecation or urination in unauthorized common areas. (**Refer to map on page 14.**)
 5. **Cats** are not to roam around the common areas, please keep cats inside or on a leash when outside.
 6. **No animals will be left unattended in the Patio areas.**
 7. Window shades/blinds must be closed if owner is not home.

18. **Key Fobs:** All Residential deeded owners receive a key fob, which opens the gates to the tennis courts, rec area, dog/trash areas and swimming pool. Key fobs cannot be duplicated.

THEY ARE NOT LOANED TO ANYONE. Residential deeded owners who need to replace lost key fobs may purchase them for **\$100.00** each from the management company. When the unit is sold the Master key fob must be delivered to the board. **A 6D certificate will not be provided without the key fob. The selling owner will be charged for missing key fob.**

19. Tennis Court Rules

- a. Only those people actually playing tennis are permitted on court.
- b. Tennis court gates are to be locked upon entering and leaving.
- c. Residential deeded owners are to be present at all times with their guests.
- d. Only tennis shoes must be worn on the courts at all times.
- e. No animals are allowed on the tennis court.
- f. No bikes, roller blades or skates or any other recreational devices are allowed on the tennis courts.

20. Clubhouse Rules

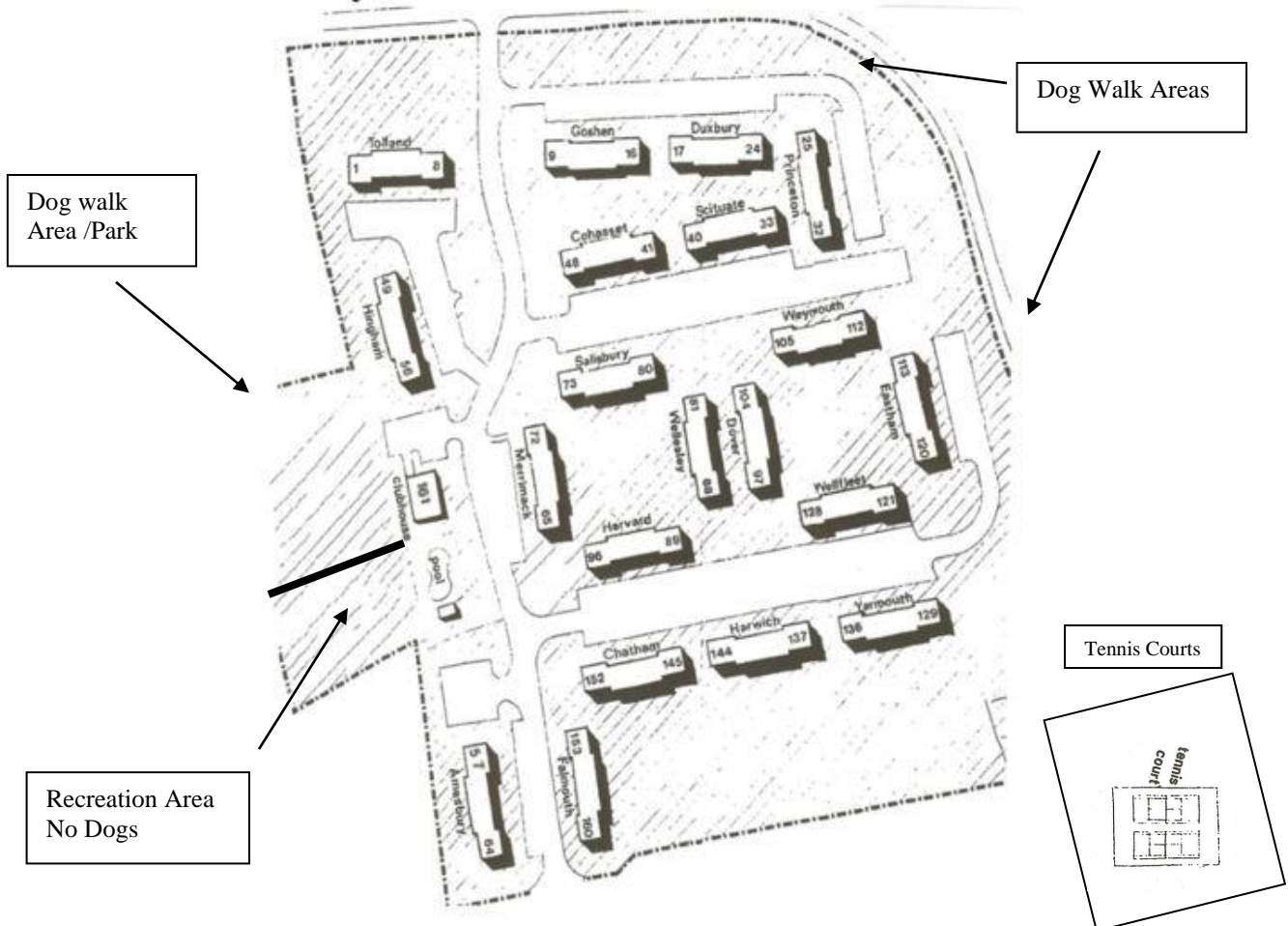
Rental of the Clubhouse includes use of the Clubhouse only. Use of the pool with the Clubhouse rental is **NOT** permitted; Reservations are made through the Recording secretary. A key /code will be provided by a member of the Clubhouse committee. The Clubhouse is intended exclusively for the use of Corey Colonial Residential deeded owners and their guests. Residential deeded owners must be in good standing and owe no fines or fees.

The rental is **free** to residential deeded owners, once a year; (excluding Holidays), however, a \$100.00 check deposit is needed to ensure cleaning and any damages that may occur. Additional rentals will be \$25.00 each. All rentals are on a first come basis. The Board secretary will keep a calendar.

Residential deeded owners who rent the clubhouse shall be responsible for the removal of trash from and general clean up of the clubhouse after the rental.

A copy of the rental contact can be seen online or requested from the Property Mgt Co.

Corey Colonial Condominium Association



21. **Pool Rules**: All persons using the pool and pool facilities do so at their own risk. There is no lifeguard on duty. Pool hours: **8:00 A.M to 9:00 P.M./ 9:00 P.M. to 10:00 P.M. for adult swim**. All residential deeded owners are required to **SIGN IN** themselves and their guests; limit of 2.
- a. Diving from the shallow end of the pool is **NOT PERMITTED**.
 - b. All residential deeded owners **must sign in** and register their guests. The pool area is available to Unit owners and their guests only. – Limited to **(2) guests** per unit. Unit residential deeded owners are responsible for the conduct of their guests and **MUST accompany** their guests **at all times**. Due to the limited seats, owners will provide chairs for their guests if the pool area is occupied by other owners.
 - c. Bathing suits are to be worn at all times. – No cutoffs or shorts with frayed ends.
 - d. No children under **18** years of age are allowed in the pool area unless an adult owner accompanies them.
 - e. No children under 2 years of age are allowed in the pool.
 - f. **Diapers or rubber pants** dependent people are not allowed in the pool.
 - g. **Refreshments**: Food or beverages are allowed. Please use receptacles for trash. No glass containers of any kind in the pool area (plastic is ok).
 - h. **NO SMOKING**. (Per MGL Chapter 270: Section 22 a. IV, Outdoor space).
 - i. To prevent accidents – running, wrestling and horseplay are not allowed in the pool area. Report all accidents to the Property Manager or Board of Managers.
 - j. No Frisbees or ball playing in pool area. Please play in the rec area behind pool.
 - k. Flotation devices are not allowed. This includes but is not limited to water wings, large blow-up floats, devices, or toys. Noodles are allowed but must not be left.
 - l. Persons with open sores or communicable diseases are not permitted in the pool.
 - m. Radios may only be used with earphones or at a very low tone.
 - n. State law requires all people to shower before entering the pool.

- o. Towels are not to be draped over the fence or used to reserve chairs unless owner is swimming. The pool furniture is for the use of all owners.
- p. Parking in overflow parking spaces only. No parallel parking by the pool area.
- q. Bicycles are not to be left on the entrance sidewalk or adjacent grass.
- r. No animals are allowed in the pool area.
- s. The Pool will close in September depending on the weather. It may remain open if the season permits it however, the first Monday after the 21st, of September will be the target close date.
- t. An owner may lose their pool/amenities privileges if the Board votes to restrict access for fines/fees or bad behavior, by the owner or their guests.

21. **Description of the Common Elements**

The common elements consist of the entire property, including all parts of the building and improvements thereon other than the Units, and include without limitation, the following:

- a. The land on which the buildings are erected.
- b. All foundations, columns, girders, beams, supports, those portions of the exterior walls beyond the exposed face of the interior dry wall, those portions of the basement walls and floors beyond the exposed face of concrete, those portions of the partitions dividing the Units from one another between the exposed faces of dry walls, those portions of the ceilings from the exposed face or the ceiling of the second story to the upper face of the attic floor above, the outside surfaces of the windows and doors of the unit, and all attics and roofs;
- c. All land, lawn, gardens, tennis courts, roads, parking and other improved or unimproved areas not within the units.
- d. All installations outside the units for services such as power/lights, telephone and water; All sewer and drainage pipes.

- e. All patios, provided, however that each Unit owner shall have an easement for the exclusive use of the patio area which extends approximately 10-12 feet perpendicularly from the building line, to which his Unit has direct access as shown on the plans recorded herewith.
- f. All other apparatus and installations existing in the buildings or on the Property for common use or necessary or convenient to the existence, maintained or safety of the buildings or of the Property.
- g. All other items listed as such in Chapter 183a (Massachusetts Condominium law) and located on the property. – Exhibit F. Section 4. By – laws.

The Board shall be required to obtain and maintain, to the extent obtainable, the following insurance: fire insurance with extended coverage insuring the buildings containing the Units (Including all of the Units and the bathroom and kitchen fixtures initially installed therein by the Sponsor, but NOT including flooring, carpeting, drapes, wallcoverings, fixtures, furniture, furnishings, or other personal property supplied by or installed by Unit Owners). Please review the Domestic Water Policy as it relates to the individual owner.

22. Unit Owners should carry insurance

For their own benefit insuring their carpeting, drapes, fixtures, furnishings, plumbing, water heaters and personal property provided that all such policies shall contain waivers of subrogation and further provided that the liability or the reason of any such additional insurance carried by any Unit owner.

23. Voting Procedures for Owners to run for the Board of Managers.

Residential deeded owners may run for the board of Managers at Corey Colonial, provided the following criteria are met. The following is the Voting Procedure for elections and criteria for the board of managers.

- a. The sitting Board of Managers will instruct the Management Company to send a letter to residential deeded owners in April of any given year, explaining that the Annual Meeting is in June and if owners are interested to serve as a manager on

the Board (if a position is open), please submit your Name, Unit number and a Personal Biography to share with all owners, as to why you feel you would make a good Manager. Unit owners will follow the following rules to run.

- b. Owners may be nominated by other owners but must seek the nominated owner's signature for approval to run.
- c. Nomination papers must be returned no later than May 20th , of any given year.
- d. Election of officers will be the first item on the agenda at the Annual meeting, which will be held no later than the third week of June, in any given year.
- e. Proxy forms will be mailed to unit owners that cannot attend. All proxy forms must be returned by June 8th of any given year. The forms will be verified by the management company to determine ownership and residential qualification.
- f. Only Unit Owners residing at Corey Colonial are allowed to run for the board of Managers.
- g. Residential deeded owners must have established residence at Corey Colonial for three years prior to running for the board. This is to ensure that owners fully understand the workings of our property and Trust at Corey Colonial. Owners should take advantage of the committees from the board to become equated with the workings of Corey Colonial and to gain experience. The board positions require significant time and effort from an owner to be done correctly.
- h. Effective July 01, 2018, any unit owner that has been removed from the board may not run for the board again unless the removed owner secures a bond in accordance with the Corey Colonial by laws. (Article II Section 2, item K). This is to protect the financial Trust of Corey Colonial. If a unit owner was removed, this will serve as verification that the owner removed has failed to abide by Corey Colonial rules, regulations and or by-laws.

24. **Hot Tub or spa policy.**

**Policy re: Installation of Hot Tubs or Spas
Adopted by Corey Colonial Board of Directors
February 2019**

The Board of Directors of the Corey Colonial Condominium Association being empowered to govern the affairs of the Corey Colonial Condominium Association pursuant to Exhibit H Article II Section 2, recognizes the need to adopt specific rules/policies regarding the installation by any owner of an external “Jacuzzi”-style hot tub or spa. These rules/policies shall be applicable to all residential deeded owners, and shall remain in effect until otherwise modified, or amended by a majority of the Board of Directors.

Therefore, the following rules/policies are hereby adopted by the Board of Directors:

Description

An external hot tub or spa may only be installed within the Limited Patio Area of a Unit, as defined in the By-laws of the Corey Colonial. A residential deeded owner must submit an Variance/ Maintenance Request, following procedures in place at the time, seeking permission of the Board of Directors for installation. Such application shall include:

- Description of the hot tub or spa, including volume of water it holds; maximum capacity for number of persons it can hold; size; and decibel noise level of device’s motor.
- Drawings of the hot tub or spa proposed location.
- Anticipated Unit alterations that may be needed for electrical, water service, or structural improvements.
- Copies of any applicable permits or applications for permits if the permits have not been obtained at the time the Request is submitted.
- Statement that the hot tub or spa will include a locking cover which will always be locked when an adult is not present.

Installation

An external hot tub or spa must be installed in accordance with the State of Massachusetts Codes, specifically the applicable terms of that (**Appendix as stated in Section AG101 and subsequent related Sections. Particular attention must be paid to Section AG104.2 regarding design and construction standards and Section AG105 regarding safety.**)

- A residential deeded owners s written Request to the Board of Directors for permission to install a hot tub or spa must demonstrate evidence that the terms of **Appendix G** are understood, accepted.
- If the size of a desired hot tub or spa, also electrical and building permits from the Town of Agawam, the Unit owner is responsible for assuring that all permits are pulled, and Town codes are met. Any permit fees are the responsibility of the Unit owner.
- A hot tub or spa must be installed on a Unit’s deck, patio, or on a concrete pad specifically placed for this purpose. It must be 10’ from the building to comply with the Town of Agawam. No extension of a deck, porch or patio beyond an existing configuration will be permitted if such extension would exceed the defined fenced Area of the Unit.
- If a hot tub or spa is installed on a deck, or patio such that it is located under a roofline or gutter, it may pose a safety hazard from falling snow or ice. The Unit owner is responsible for any and all damages or liabilities resulting from placement, operation and use of a hot tub or spa.
- If any structural work to the Unit is required to accommodate the weight of the hot tub or spa, the Unit owner shall obtain a written statement from the contractor doing the structural work assuring that the completed work will safely and securely support the weight.

- All electrical wiring and any outlets or receptacles must comply with Town of Agawam codes.
- An external hot tub or spa should not be visible by neighbors or by normal walking or automotive traffic patterns. It can be shielded by its location within the Unit's Limited Common Area or by shrubbery.

Maintenance: An external hot tub or spa must conform with the following maintenance rules:

- The Unit owner must follow manufacturer's installation instructions.
- The Unit owner is responsible for following manufacturer's care guidelines to ensure that water changes do not exceed three (3) times per year.
- The Unit owner must maintain proper sanitization procedures, following manufacturer's list of recommended chemicals or additives to be used in the hot tub/spa. Corey Colonial Condominium Association encourages the use of organic additives, if possible. The list of chemicals must be submitted to Premier Property Management.
- The Unit owner must state in writing to Premier how treated water will be disposed.
- Water drained from a hot tub/spa must not run onto another Unit's Limited Common Area. Draining the hot tub/spa should be staggered in order not to degrade existing flora.
- An owner must be mindful of the noise level when a hot tub or spa is operated and used. The hours a hot tub or spa is used, and the number of persons using it, should be respectful of a neighbor's proximity and desire for lack of intrusive experiences. If any complaints related to the use of a hot tub or spa come to the Board of Directors, the owner of the hot tub or spa will be advised of that, and an inquiry will be made by the Board. Such an inquiry, and all resulting decisions, will be fully transparent to all parties involved.

Hot tub Insurance

- A Unit owner who owns or maintains a hot tub or spa on the Unit's Limited patio Area is advised to maintain an in-force unit owner's general liability policy in addition to the liability of the owner's homeowner's insurance policy. This should provide coverage against any claim(s) for damage and/or injury resulting from the installation, maintenance and/or use of the hot tub or spa.
- Unit owner must sign, prior to beginning installation of the hot tub or spa, a letter holding Corey Colonial Condominium Association harmless against any and all liability associated with the installation, maintenance and/or use of the hot tub or spa.
- Before a hot tub or spa may be used, its installation will be inspected by the Neighborhood Standards Review Committee (NSRC) to be sure it complies with all details contained in the approved Alteration/Maintenance Request and with the rules/policies stated herein.

25. Board accountability.

1. The board will not spend any money outside the approved budget unless a bona-fide emergency happens. At which time the board will take its direction from approved vendors and the Associations Insurance carrier and advice from the property manager or Attorney.
2. No capitol expense will be completed without minimum 60-day ' notice to all residential deeded owners. Expenses beyond 10% of the approved budget shall not be spent without notification of the 60 days.

Finally, all resident unit owners are encouraged to participate fully in the operation and governance of Corey Colonial, all members can and should contribute their time and talents to enrich and improve life in our Condominium as well as to increase the value of our investment in it. All resident owners are urged to consider submitting their names for committees at Corey.

The Board of Managers encourages and solicits ideas and suggestions as well as criticism from all members of the association.

We have several active committees, which are constantly seeking new recruits,

Finance Committee, Grounds and Maintenance Committee and Pool Committee.

Each committee is chaired by a board member and each standing committee will operate under Roberts Rules. Committees report back to the board.

The board of Managers feels that there are dozens of ways that owners can join in and do their part to make life at Corey even better. We urge all association members to volunteer for Committee work.

If you have an E-mail address that you would like to receive mailings at, please contact Plotkin Property Management or the secretary through email or website, with your information or drop a letter in the Clubhouse mailbox.

Thank you for your time.

The Board of Managers of Corey Colonial