

Seville Condominium Information Package

Seville Condominium Trust

**40-44 Main Street
Stoneham, Massachusetts 02180
2011**

Updated April 12, 2011

INTRODUCTION

This Handbook has been prepared by your Board of Trustees and Churchill/Barrington Management to provide you with general information concerning the operation of THE SEVILLE CONDOMINIUM and the rules and regulations for the condominium.

Please read your Seville Condominium Documents for additional information.

Should you have any questions concerning any of the information in this Handbook, please contact any member of the Board of Trustees or Churchill/Barrington Management.

Send written, e-mail inquiries or suggestions to the following:

Churchill/Barrington Management
376 Mass. Ave.
Arlington, MA, 02474
Phone #781-648-9600
Fax #781-648-9601

Purpose of Manual

The purpose of this Owner's Manual is to establish some guidelines for successful community living at Seville Condominium. By observing these guidelines, unit owners and residents can enjoy both privacy of their individual units and the shared use of common areas. The guidelines also protect Seville unit owners and residents and their property from conduct that may be considered unreasonable or unethical. In honoring these guidelines each unit owner or resident gives up some of the freedoms of sole proprietorship but gains instead the satisfaction of a safe and harmonious community life.

The guidelines contained in the Manual have been summarized from the Rules and Regulations in the By-Laws, which appears in owners' condominium documents, and are not meant to supersede or replace the aforementioned By-Laws. They also include important rules which have been adopted from time to time by the Board of Trustees. For further information unit owners should refer to the condominium documents and/or to the individual notices from the Trustees. As additional information and instructions are received from the Trustees, unit owners should insert them into the appropriate section of the Manual.

I. **General Description of Condominium & Fees**

Seville Condominium is located at 40-44 Main Street in Stoneham, Massachusetts. The Condominium consists of 2 – five story brick buildings which are complimented by landscaped grounds, a pool and 2 recreational rooms. Each building has a common entrance and every condominium has one private entrance.

Please be advised that the condominium fees are due monthly on the 1st day of the month. They are considered late after the 15th day of the month and are subject to a \$25.00 late charge. Please make your check payable to: Seville Condominium Trust.

II. **Amenities**

- A. Laundry Room** - The laundry rooms are located in each building. A lease arrangement has been negotiated with an outside service company who maintains the laundry equipment. If there is a problem with the laundry equipment, please call Mac Gray at 1-800-622-4729. Please turn off the lights in the laundry room after use. All who use the laundry rooms are requested to kindly remove their articles from the machines at the end of the cycle, and to help maintain the cleanliness of the room. No machine is to be used for the purpose of dyeing any article. When using these machines, be certain to push the coin chute all the way in to activate the times. Due to the noise factor, please do not use the laundry facilities before 8:30 A.M. and after 10:00 P.M.
- B. Swimming Pool** – The swimming pool is located behind 40 Main Street. The pool is generally opened on Memorial Day weekend and usually closes on Labor Day weekend. The pool is to be used by residents and guests of residents only. Pool hours are posted at the pool and the pool rules and regulations are contained in Section VII. Residents must always accompany guests.
- C. Parking** – Each condominium has a deeded parking space which is numbered. The number does not coincide with the number of the Unit. In addition, designated visitor parking areas are located along the perimeter area of the parking lot by 44 Main Street. Any vehicle parked in your deeded space may be towed by the deeded parking space owner only. Illegally parked cars will be towed at owner's expense. The owner/resident should call the management company to any car towed.
- D. Intercom System** - Each condominium is equipped with an intercom system. The intercom will allow a resident to speak to a visitor who is at the front common entrance to the building. Also, the door can be opened from inside the condominium to allow someone to enter the building. If a resident experiences problems with intercom system, he/she should call Churchill/Barrington Management immediately at 1-781-648-9600.

IMPORTANT: Please do not let anyone enter prior to identifying them through the use of the intercom system. If you have questions regarding the use of your intercom, please call Churchill/Barrington Management.

- E. Fire Alarm System** - Each condominium is equipped with an individual smoke detector which is hardwired into the unit's fuse box. This detector is the unit owner's responsibility and should be tested twice a year by the unit owner. In the event that the detector does not work then the unit should be repaired immediately. If it sounds and will not shut off, it may be turned off at the breaker panel located in the unit. Please remember to switch the breaker back on when the unit is repaired.

Each building is equipped with a fire alarm system consisting of heat detectors in each unit, in the laundry rooms and utility rooms, as well as smoke detectors on each floor. The condominium checks these yearly.

IMPORTANT If the building alarms go off, residents **MUST** leave the building. Always feel the door before opening to check for heat. The fire department must be called whether or not a fire has occurred. The fire department will shut off the alarm and determine if it is safe to return to the building.

The common area fire alarm system is checked and serviced on a regular basis to minimize the possibility of failure. If, however, you feel that there may be a problem with a smoke detector, please call Churchill Management right away.

If you paint your ceiling, make sure you do not get paint on the smoke alarm or the heat detector, as this may cause malfunction.

- F. Emergency Light System** - Each hallway of every building is equipped with an emergency light system. In the event of power failure, the lights, which are powered by batteries, will be activated. As in the case of a fire alarm system, the emergency light system is maintained and serviced on a regular basis. The lights will only stay on for a brief period of time to allow residents to evacuate the building. **THEY DO NOT STAY ON INDEFINITELY.**
- G. At the Annual Meeting, May 2004,** it was required for insurance purposes that owners add a floodmaster or other water feed alarm that will shut off the water to the hot water tank, in the event of a leak. Also, under Maintenance and Repair of Units of the Master Deed, line 15, water damage caused by water leakage or overflow due to neglect or due care, is the responsibility, of the Unit Owners that caused the damage.
- H. Hot Water** - Hot water is provided by an electric hot water heater in each unit, which the unit owners own and are responsible for maintaining. They should be serviced on a regular basis. If you experience problems with the hot water system, please call a plumber.

- I. Heat and Air Conditioning** - Each condominium is provided with a HVAC unit. Each owner is responsible for their air conditioning unit.
- J. Domestic Water** - Water is provided to each condominium and is paid by the Condominium as part of the operating budget. Stoneham Water and Sewer Service is provided by the MWRA and as you may be aware, the MWRA Water/Sewer rates are rising astronomically each year due in part, to the Boston Harbor clean-up. This is our largest budget item and will have the greatest impact on the future increases in common area fees and rents. Therefore it is extremely important that everyone be conscientious about conserving water. Any leaks in faucets, running toilets, etc. should be repaired immediately.
- K. Interior Maintenance** - Interior maintenance, such as appliances, HVAC units, etc. are the responsibility of the unit owner. If you are a tenant, you must contact your Landlord for repairs inside your unit.
- L. Plumbing Repairs**
1. In the event of blocked drain lines, call the management office first. If the block is located in the unit's plumbing, it is the owner's responsibility to call their own plumber. If the block is in the common area plumbing, the bill may be submitted to Management, but the servicemen must state on the bill where the block was found.
 2. In the event of plumbing repairs, it will be necessary to shut off the water supply in an entire building. Therefore, the Management office must be notified, Monday to Friday, 24 hours in advance of the work. Plumbing work which requires that the water be shut off is not permitted after 4:00 P.M. or on weekends, unless an emergency.
- M. Lock-out Procedures** - Call your own locksmith. Management does not have keys to individual units.
- N. Common Area Light** - Churchill/Barrington Management cannot check the lights daily. If you notice a light out, either inside or outside in the Common Area, please call the Management office and leave a message. Be sure to specify Building Number and location of light. All lights are checked once per week by the cleaning staff.

O. Unit Owners Renting to Tenants

1. Unit owners are responsible for informing the Management office of their intent to rent their unit and supplying contact names and numbers for their tenants.
2. Unit owners are responsible for providing a copy of this booklet, and any other information required, to their tenants. Tenants should contact the Management office to arrange for their names to be put on the outside intercom.
3. Unit Owners are responsible for the actions of their tenants, visitors, workers, etc. All issues that the tenants have should be referred to the unit owner and not to management.

P. Structural Changes - Any proposed changes to the units must be submitted in writing to the Management office to obtain prior approval from the Board of Trustees.

Q. Windows, Sliding Doors, and Screens - These are the responsibility of the unit owner.

R. Exterior Entrance Building Doors – Please be security conscious. If a door is not closing or locking properly, call the Management office immediately. **DO NOT BUZZ STRANGERS INTO THE BUILDING.**

S. Snow Storms – In order to effectively and efficiently remove snow from the property please note the following policy effective January 15, 2009.

1) Throughout each snowstorm the plowing contractor will keep all fire lanes and driveways cleared. This will be done every 2-3 inches, so that cars and safety vehicles can access the property as needed.

2) Please do not park any vehicles on either side of the dumpster. Road cones will be used to delineate these areas, to stack snow.

3) Our contract has trucks returning the morning after the storm has ended at 10:00 AM to clean the parking spaces. The amount of snow as well as the duration of the storm will dictate clean-up of the parking area. If the storm ends during the week days (Monday- Friday) the clean-up will be the next morning at 11:00 AM. If the storm ends during the morning on either Saturday or Sunday listen for the truck horn. There will be a 3-4 hour delay after the storm on the weekend for the clean-up to begin. Flexibility and preparedness are the key terms for weekend storms

4) Residents are responsible for moving their own cars, if you are unavailable please make arrangements to have your car moved for you by a trusted neighbor or make arrangements to store it off the property. Please be considerate of your neighbors.

5) Penalties for residents who do not move their cars are as follows:

- 1st offense: \$25.00
- 2nd offense: \$50.00
- 3rd offense: \$100.00
- 4th offense: TOW

Please note that fines, under condominium law can be attached as a lien on the owner/resident condo monthly fee and any towing will be done at the owners' expense. It is our hope you will comply with these rules and make the snow removal procedure a smooth process. If you have any questions call Churchill/Barrington Management at 781-648-9600

- T. Exterminating** - All exterminating, inside units, is the owner's responsibility unless it is deemed by the Manager that the problem is originating from a Common Area. Monthly exterminating for the common areas is contracted out by Management.
- U. Damage Resulting From Other Units, or Common Area, to Your Unit**
 - 1. Contact your insurance company.
 - 2. Contact management office in the event of a flood or other similar problem. Management will act quickly to secure area regardless of responsibility.
- V. Insurance** - The Board of Trustees maintains fire and extended coverage insurance on the entire buildings, as well as liability insurance for injuries occurring within the common areas. The premium for this insurance is included in the annual maintenance costs. It is possible that, from time to time, the insurance "package" will be modified by the Board. If you have not already done so, you should consult with your agent to obtain insurance for your personal property as well as liability coverage to protect you from possible accidents in your apartment. The management will notify owners who the insurance agent is.

To order a Certificate of Insurance please call Water Street Insurance at 781-245-0888.

III. Board of Trustees

- A. Duties and Responsibilities** - The responsibility of the Trustees are identified in the Condominium Documents. Basically, the Board is responsible for managing the affairs of the Condominium. The Seville condo deed requires that we have a management company. The Trustees will meet with the management representative on a regular basis (usually monthly) to discuss all aspects of Condominium. The Board will also conduct an Annual Meeting for the general purpose of informing the Unit Owners of Condominium business.

The Board of Trustees is responsible for reviewing and approving an annual operating budget for the property. The current financial status is then reviewed with the Manager to determine if there are any problem areas. The Trustees are also responsible for collecting Common Ares fees from each condominium owner through its management agent. Delinquencies are reviewed, and the appropriate collection activity is authorized.

The common fee paid by each unit owner contributes toward the cost of maintaining the common elements of the property. The common elements include landscaping, swimming pool, building exteriors, and the cleaning of the interior hallways. In addition, a specific portion of your common fee is placed in a capital reserve fund so that large capital repairs such as roofs, roadways, balconies, etc. can be paid for in the future.

The Trustees are also responsible for acquiring the property insurance coverage for the property. The Trustees will entertain proposals from qualified insurance agents, and choose one that best suits the need of the Condominium.

The Board of Trustees has the power to amend the Rules and Regulations of the Condominium as warranted by the needs of the Condominium. The Board reviews the performance of the Management company and all other contractors that provide service to the Condominium. The Board of Trustees will also recommend revisions of the By-Laws of the Condominium as they deem necessary and ask the Unit Owners to vote on such matters.

IV. EMERGENCY AND GENERAL OPERATING PROCEDURES

A. What is an Emergency?

An emergency is an event that threatens the safety of residents and/or the property itself (i.e. flood, fire, loss or lack of hot water, loss or lack of domestic water etc.)

Emergencies for Seville Condominiums fall within one of four categories

1. MEDICAL
2. WATER – FLOOD
3. ELECTRICAL
4. FIRE & SMOKE

1. **Medical** - If a medical emergency occurs, Dial 911, Stoneham Police or Operator. Identify your name, address and apartment number. State the nature of your illness or accident. They will respond quickly with First Aid, emergency ambulance or Fire Department as appropriate.
2. **Water – Flood –**
 - A. Kitchen – Shut off valves for hot and cold water exist under each sink. Also, the water shut-off to the dishwasher is easily accessible. Turn shut-off handles to the right.
 - B. Bath – Shut-off valves to the sink and toilet are readily available. Contact the Manager upon shutting off water in buildings. Turn shut-off handles to the right. Shower mixing valve should be left in “OFF” position after use.
 - C. Hot Water Tank - Shut-off valve to the hot water tank is located in the cold water feed line at the top of the tank. Be sure the Electrical Circuit Breaker controlling the hot water heater is first switched to “OFF”.
 - D. Master - Unit – Master cold water input shut-off for your unit is located in the utility (washer-dryer) closet and should be used only after the Electrical Circuit Breaker controlling the hot water heater is switched “OFF”.

3. Electrical

- A. Black-outs – (Total loss of Electricity) In the event of a black-out, you should have a supply of candles and flashlights. Do not use the elevator during electrical interruptions. The Seville Condominium Buildings have emergency lights that operate in the halls and stair-wells during black-outs. Call N-Star to report a power outage at 1-800-592-2000; do not call the management company.
- B. Call the Manager if the electric outage is only in your apartment.

4. Fire and Smoke

- A. General Information – It is important that the building enforce the fire regulations of keeping all items, however temporary, from the stairwells, hallways and exit doors. The Stoneham Fire Department responds to apartment building alarms with a heavy complement of men and equipment experienced in rescue and fire control operations. Upon arrival, the fire dept. will promptly effect necessary rescues and assume full control of the buildings. It should be understood, however, that you should try not to panic.
- B. Fire and Smoke in Your Apartment – Notify the Stoneham Fire Department immediately. Dial 911 or Operator. Identify your name, your address and your apartment number. Fire Extinguishers are located on the stairwell of each floor. They may be used on rubbish and upholstered material types fires. For electric type fire, throw all switches on your circuit panel (fuse box) to the “OFF” position. Should the fire within you apartment be beyond your ability to extinguish it, leave the apartment without further delay. Be sure to close the door behind you, BUT DO NOT LOCK IT. Alert your neighbors and descend to the lobby via the staircase. Request anyone to call the Fire Department.
- C. Fire or Smoke Near Your Apartment – Follow the procedures outlined below.

Immediately report your findings to the Stoneham Fire Department. Dial 911. Do not assume that anyone else has called. State your name, address and apartment number.

Emergency Numbers

Police Emergency -	911 or 781-438-1212
Fire Department -	911 or 781-438-0127
City Hall (Town Clerk)	781-438-0137

In the event that an owner sees something on the property that demands the immediate attention of Management, please call Churchill/Barrington Management at 781-648-9600.

If an emergency occurs after 5:00 P.M. during the week, on holidays, or on the weekends call Churchill/Barrington Management at 617-441-1139. This telephone number is monitored 24 hours a day, 7 days a week, and your call will be dispatched immediately to the appropriate person on call.

If you do call Churchill/Barrington Management to report an emergency situation, please remember to state the property name (Seville), your name, unit number, telephone number, and the problem.

If this information is not provided, it may not be possible to obtain a response.

- B. Maintenance** - Churchill/Barrington Management is responsible for Common Area maintenance and repair only. As a courtesy, Churchill/Barrington Management will offer advice if a resident has a plumbing problem in his/her unit, etc.

At the end of this welcome package, you will find a summary of Maintenance and Emergency procedures which you may post inside your unit.

IV. General Rules

The rules are set up at Seville Condominium for the safety and comfort of all the residents. These rules must be adhered to by everyone to assure the comfort and safety of all residents at Seville Condominiums. When rules are not adhered to by individuals, it is the obligation of the Management company and the Trustees to see that they are enforced. Therefore, fines will be imposed on those individuals who are violating the rules and regulations of the Condominium. Fines are assessed directly to the Common Area charges of the owners of the unit. All rules will be strictly enforced. If you see a rule being broken, please report it immediately to the Management company.

VI. Seville Condominium Trust Rules and Regulations

- A.1** Except as hereinafter expressly provided otherwise, there shall be no obstruction of the common areas or facilities of the Condominium, nor shall anything be stored in the common areas or facilities without the prior written approval of the Trustees.
- A.2** Nothing shall be hung from the windows, or placed upon the window sills, nor shall any rugs or mops be shaken or hung from or on any of the windows or doors. No clothes, sheets, blankets, laundry or any kind of articles shall be hung out of a Unit or exposed on the common areas or facilities of the Condominium. No accumulation of rubbish, debris or unsightly material will be permitted in common areas or facilities of the common areas or facilities be used for the general storage of personal property. No clothes shall be hung or dried outside of the Units no the common areas or facilities of the Condominium.
- A.3** Each Unit Owner shall keep his Unit in a good state of preservation and cleanliness.
- A.4** No Residential Unit Owner shall make or permit any noxious or offensive activity or disturbing noises in the units or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Unit Owners. No Residential Unit Owner shall play upon or suffer to be played upon radio or television loud speaker or other such devices in such unit between the hours of one o'clock A.M. and the following nine o'clock A.M., if the same shall disturb or annoy other occupants of the Units, and in no event, shall any Residential Unit Owner practice or suffer to be practice whether vocal or instrumental music for more than two hours in any day or between the hours of six o'clock P.M. and the following nine o'clock A.M. No Residential Unit Owner shall give vocal or instrumental instruction at any time.
- A.5** Nothing shall be done or kept in any Unit or in the Common areas and facilities which will increase the rate of insurance of any of the Buildings or contents thereof, without the prior written consent of the Trust. No Residential Unit Owners shall permit anything to be done, or kept in his Unit, or in the common areas and facilities which will result in the cancellation of insurance or increase in premiums therefore on the holding, or contents thereof, or which would be in violation of any law.
- A.6** All Unit Owners shall comply with the rules and regulations of the New England Fire Rating Association or other insurance inspection or rating bureau having jurisdiction and with the rules and regulations contained in any fire insurance policy upon any building of the Condominium or the property contained therein.

- A.7** Damage by fire or accident affecting any Unit, or the common areas and facilities, or the liability of the Unit Owners or the Condominium Trust shall be promptly reported to the Trustees immediately following the occurrence thereof.
- A.8** No exterior shades, awnings, window guards or ventilators will be used in or about the Units except such as shall have been approved by the Trust.
- A.9** No sign, notice or advertisement including for sale or for rent signs shall be inscribed or displayed by the Unit Owners except such as shall have been approved in writing by the Trust; nor shall anything be projected out of any windows of the units without similar approval.
- A.10** Garbage and refuse from the units shall be disposed of only at such times and in such manner as the Trust may direct.
- A.11** No Unit Owner shall employ any employee of the Trust or the Managing Agent, if any, or any private business of a Unit Owner without permission of the Trust or Managing Agent, respectively.
- A.12** No dogs or other animals, birds or pets shall be kept in or about the Units without the Trust's written consent and consent so given may be revoked at any time.
- A.13** No radio or television aerial shall be attached to or hung from the exterior of the Units without the written approval of the Trust.
- A.14** No vehicle belonging to a Unit Owner or to a member of the family or guests, tenants or employees of a Unit Owner shall be parked in such manner as to impeded or prevent ready access to and from the parking areas.
- A.15** No use shall be made of common areas and facilities except such as shall be permitted by the Trust. Except in areas designated as such by the Trust, there shall be no playing, lounging, or parking of baby carriages or Playpens, sand boxes, bicycles, wagons, toys, vehicles, benches, chairs or any other items of personal property on any part of the common areas and facilities.
- A.16** Consent or approval given under these rules by the Trust shall be revocable at time.
- A.17** All drapes or other windows coverings in the units must be white and uniform, except with the prior written consent of the Trustees.
- A.18** Effective March 1, 2011 an administrative late fee in the amount of Twenty-five (\$25.00) Dollars shall be posted to the Unit account whenever payment of the monthly common area assessment is not received by the 15th day of the month. This fee may be posted in addition to any other interest charge which may be assessed. This Rule shall supersede and replace any other Rule governing administrative late fees.

VII. Seville Condominium Swimming Pool Rules and Regulations

The following rules and regulations have been developed for the safety and enjoyment of everyone using and residing near the pool. The use of the swimming pool is a privilege that may be revoked at the discretion of the Board of Trustees and the Management Company for failure to observe the rules and regulations as outlined below.

1. The use of the pool is restricted to residents and their guests. Each unit has a limit of six (6) people, which includes guests and residents, unless granted permission by a request to the Board of Trustees.
2. Food is prohibited in the pool area. Beverages are permitted only if non-glass containers. State and Town law.
3. Before leaving the pool area residents are responsible for cleaning the area, they have occupied.
4. Any music should be kept at a reasonable level, so as not to disturb others in the pool area and in units overlooking the pool area.
5. Personal poolside furniture may be used in the pool area, but must be removed upon leaving the pool area.
6. Pets, leashed or unleashed, are not permitted in pool area.
7. Pushing, running or general horseplay and noise at the pool are prohibited. Improper conduct or behavior will result in suspension of all pool privileges. This includes loud or offensive language.
8. Floats, tubes and other flotation devices are not allowed.
9. Ball playing, splashing, and diving are not allowed.
10. Children under age of sixteen (16) are not permitted in the pool without an adult in attendance.

Anyone violating any of the above will be asked to immediately leave the pool area. Please remember to be courteous and respectful of the rights of all individuals.

The pool rules may be revised at any time by the Board of Trustees.

Warning No Lifeguard on Duty

Seville Condominium Association

Moving Policy - Effective June 1, 2004

The process of moving in our out of the building is hard on our common areas. Large articles of furniture cause scrapes and dents in out walls, door jambs and elevator. The hallway carpets are often scraped and/or stained. Unfortunately, these things often happen even when moving is done in a careful and responsible fashion. Therefore, in and effort to maintain our common areas, we have developed the following policy regarding moving. Moving must be scheduled with Churchill/Barrington Management at least seven days in advance.

1. Moving hours are 9:00 A.M. – 5:00 P.M. Monday through Friday. No moving is allowed on weekends. If these hours are not feasible, please ask Management if special arrangements can be made to accommodate your move.
2. Moving trucks are not allowed to block the front entranceway.
3. Unit Owners are required to provide a moving deposit of \$250.00 payable to Seville Condominium Association prior to the move. This fee is charged to reimburse the Association for repairs of any damage caused. The deposit will be reimbursed in full immediately upon completion of move and inspection provided there has been no damage. If damage is found the amount to repair it will be deducted from the deposit before it is returned.
4. Management will monitor the move. The cost is \$75.00 payable to Churchill/Barrington Management prior to the move.
5. After the move is complete the person(s) moving will clean the hallways from their unit to the front door so that it is left in the same condition that it was prior to the move.
6. Trash and boxes are not to be left behind. These items must be broken down as small as possible and placed in the recycle dumpster.
7. In the event that a tenant moves without scheduling the move and does not follow this policy, the OWNER of record for that unit will be fined \$250.00

Rules and Use of the Social Room Agreement

1. Room may be reserved by condominium unit owners only.
2. Never leave outer locked front door open. A bell has been provided to announce guests. Recognizable admittance only.
3. The owner or their assignee reserving the room must be present during the function.
4. The room is for social purposes only. No commercial usage is allowed.
5. Reservations must be made through a Trustee in the respective building.
6. Children's parties must be supervised by an adult resident, who must be present at all times.
7. All functions must be over by 11:00 P.M. in order to not disturb other residents (unless prior arrangements for a later time are approved by the Board of Trustees).
8. Cleaning the social room is as follows:
 - A. All rubbish is to be bagged and placed in the barrel provided.
 - B. The floor is to be vacuumed.
 - C. The chairs are to be stacked in the designated area and all furniture must be left in original condition.
 - D. The cleaning is to be done immediately following the function.
 - E. All doors and windows are to be closed and locked.
 - F. The heat or A.C. must be shut off.
 - G. Shut down exhaust fan.
9. No professional music is allowed. This includes live entertainment as well as disk jockey entertainment.
10. We have abandoned the practice of accepting security deposits and have made the unit owner liable for any damages by a charge to the units common fees when such costs are incurred.

G.L.C. 183A makes a unit owner responsible for the damages caused by, among others, his/her tenants and their guests. Before we will permit your tenants to use the social room, we request that you execute this letter in the space below and return it to this office.

11. The key to the function room must be returned to the Trustees the following day.
12. The Board of Trustees have the right to deny use of the social room if they decide that a request would have a negative impact on the community for any reason.
13. The undersigned verifies the inventory list of the social room furnishings, condition of furniture and all equipment, and takes full responsibility if any of these items are determined missing or damaged immediately after the function.
14. You have use of the Recreation Room ONLY, not the pool area or the balcony connected to the Recreation Room. Your guests are asked to stay inside the Recreation Room and children should not be allowed to wander through the halls.
15. You will be liable for any damage done to appliances or furnishings in the Recreation Room.
16. You are NOT allowed to use a gas or charcoal grill inside or outside the Recreation Room.
17. The window blinds should not be opened and closed as to be damaged.

BOARD OF TRUSTEES REPRESENTATIVE:
Seville Condominium Trust

By: _____
DATE: _____

UNIT OWNER:

By: _____
DATE: _____

Name: _____

The Seville Condominium Resolution Antenna Restrictions

We, the undersigned, being a majority of the Board of Trustees of the Seville Condominium Trust, under declarations of Trust recorded with the Middlesex South Registry of Deeds in book 14695, Page 092 pursuant to Article V, Section 5.10 of said Declaration of Trust do hereby adopt the following resolution relating to antennas:

1) Definitions

(a) Reception Antenna means an antenna, satellite dish, or other structure used to receive video programming services intended for reception in the viewing area. Examples of video programming services include direct broadcast satellite services, multipoint distribution services, and television broadcast signals. The mast or pole supporting the reception Antenna, cabling, supports, guy wires, conduits, wiring, fasteners, bolts or other accessories for the reception antenna or similar structure are part of the Reception Antenna. A Reception Antenna that has limited transmission capability designed for the viewer to select or use video programming is a Reception Antenna provided that it meets Federal Communications Commission standards for radio frequency radiation. Structures similar to Reception Antennas are any structure, device, or equipment that is similar in size, weight, appearance to Reception Antennas.

(b) Transmission antennas mean any antenna, satellite dishes or structure used to transmit radio, television, cellular, or other signals other than reception antennas. A Transmission Antenna which is used solely in conjunction with a Reception Antenna shall be considered a Reception Antenna for the purpose of these rules.

2) Antennas

a) No resident shall install a Reception Antenna on any portion of a common area and facilities unless the area is a limited common area (exclusive use area) appurtenant to the unit where the resident lives as provided in the Master Deed of the Condominium.

b) A Reception Antenna which encroaches on the air space of another owner's unit or limited common area onto the general common areas does not comply with this rule.

3) If a Reception Antenna is installed in a limited common area as defined in the Master Deed, such installation shall be subject to the following:

- a) Reception Antenna shall be no larger than necessary for reception of an acceptable quality signal; provided that under no circumstances shall Reception Antennas for direct broadcast satellite services are larger than one meter in diameter.
- b) Due to safety concerns relating to wind loads and the risk of falling structures, masts supports and other structures more than twelve feet in height must receive the prior written approval of the Board. The owner must submit an application including detailed drawings of the structure and methods of anchorage.
- c) Reception Antennas must be placed in areas that are shielded from view from outside the project or from other units to extent possible; provided that nothing in this rule shall require an Antenna to be placed where it precludes reception or transmission of an acceptable quality signal unless no acceptable reception is available in any limited common area or exclusive use area. In no event may Antennas be installed on roofs or other common area. Residents must first attempt to install the Antennas with the units. If an acceptable signal is not possible, residents must attempt to install the Antennas with the units. If an acceptable signal is not possible, or patio area, storage bin or parking space. Connections of wiring must be through the glass of the nearest window or sliding glass door of the unit owner and may not be connected through general common areas.
- d) Antennas or similar structures shall not be placed in areas where they block fire exits, walkways, ingress or egress from an area, fire lanes fire hoses, for extinguishers, safety equipment, electrical panels or other areas necessary for the safe operation of the project. The purpose of this rule is to permit evacuations of the units and project and to provide clear access for emergency personnel.
- e) Antennas or similar structures shall not be placed within two feet of electric power lines and in no event shall they be placed within an area where they can be reached by the play in the electric power lines. The purpose of this rule is to prevent injury or damage resulting from contact with power lines.
- f) If Antennas are allowed to be placed outside the building, they must be painted to match, or be compatible with, the color of the building. In addition, the Board may require a resident to install and maintain inexpensive screens or plants to shield the Antenna from view provided that the screens or plants will not preclude reception of an acceptable quality signal.
- g) Any resident installing or maintaining, or using a Reception Antenna shall do so in such a way that it does not materially damage the general common elements or the units, void any warranties of the Association or other owners, or impair the watertight integrity of the buildings.

h) The residents who own or use Reception Antennas are responsible for all costs associated with their Antenna including, but not limited to: (a) repair, maintain, remove, and replace the Antennas; (b) repair damage to the common elements, the unit, other units, and other property caused by the installation, existence, or use of Antennas; (c) pay for medical expenses incurred by any persons injured by installation, existence of use of the Antennas; and (d) reimburse residents or the Association for damages caused by the installation, existence, or use of the Antennas.

i) Residents shall defend, indemnify and hold harmless the Board of Trustees, the Association and its members from all claims, demands or liability arising out of or in connection with the Antenna whether such claims, demands or liability are caused by the Resident. Resident's agents, employees, contractors or subcontractors employed in connections with the installation, repair, maintenance or use of the Antennas.

j) Due to safety concerns relating to the falling of structures, all Antennas shall be securely attached to the building or ground and shall have guy wired securing the device to the building or ground, but only if said building, or ground area is limited common element. Otherwise, guy wires and the like may not be attached to the common areas or facilities.

k) Residents shall not permit their Antennas to fall into disrepair or to become a safety hazard.

l) Reception Antennas which have limited transmission capabilities are required to be installed by a professional installer to minimize the possibility that they will be placed in a location that is likely to expose people to the transmit signals at close proximity and for an extend period of time.

m) Reception Antennas which have limited transmission capability must be installed on such a manner that people are not easily able to venture into and interrupt the transmit beams. The purpose of this rule is to protect users and the public from radio frequency exposure in excess of the FCC's limits.

n) In order to ensure compliance with Reception Antennas which have limited trans mission capability must contain the ANSI-specified warning symbol for radio frequency exposure as required by the FCC and must contain labels which reference the FCC's applicable radio frequency exposure.

4) Process and Procedures

In the event of a violation of these rules, the Board may bring an action for declaratory relief with the Federal Communication Commission (FCC) or any court having jurisdiction over this matter. To the extent permitted by the FCC, the Association shall be entitled to fines, reasonable attorney's fees and costs and expenses if the regulation is v validated and the violation of the regulation is not corrected within twenty-one days after the validation. In additional the Association may seek injective relief.

- 5) Fourteen (14) days after the completion of any installation, the residents are requested to provide a copy of the Notification Form attached hereto the Board. All installers employed to install Antennas must carry liability insurance.
- 6) The resident is responsible for the immediate removal of the Antenna if it must be removed in order for the Association to repair, paint or maintain the area where it is installed.
- 7) If any of these provisions are ruled to be invalid, the remainder of these rules shall remain in full force and effect.
- 8) The Board may amend this Resolution from time to time as it deems necessary.

Seville Condominium
General Calendar of Events

January 1	New Operating Budget Year
April	Spring Clean-up Begins
Second Monday in May	Annual Meeting of Unit Owners
Memorial Day Weekend	Pools Opens
Labor Day Weekend	Pool Closes
November	Fall Clean-up Begins