

PACKET FOR RENTAL UNITS

REQUIREMENTS THAT MUST BE MET PRIOR TO A CHANGE IN OCCUPANCY

Dear Non-Resident Owner,

Enclosed you will find 3 forms that are your responsibility to have completed and returned to the office prior to a change in tenancy. It is strongly advised that you not rely on the person(s) renting your unit to accomplish this. **IT IS ALSO THE SOLE RESPONSIBILITY OF THE OWNER TO OBTAIN A RECEIPT FROM THE NORTHGATE OFFICE AS PROOF OF COMPLIANCE WITH RULE #13.**

1. OCCUPANCY SQ. FOOTAGE INFO.
2. MOVING IN / OUT INFORMATION
3. NEW RESIDENT INFORMATION- Must be furnished no later than ten days after move-in. Owner must sign this page.
4. TOP ALL-TIME PROBLEMS AND HELPFUL HINTS- Return copy signed by all adult occupants.
5. RULES AND REGULATIONS- Return copy signed by all adult occupants.

Please note that when any of the registered occupants change, new forms must be submitted prior to change. Also, pool passes and parking stickers must be returned to avoid a \$25 per pass/sticker charge. It is also the owner responsibility to inform NEW tenant(s) to visit the office to obtain a new resident sticker to be displayed on vehicle. Resident stickers are renewed every January and are given an end date when a new sticker needs to be displayed. Vehicle(s) are subject to be towed when failure to obtain a resident sticker.

Retain this packet for your file as your master copy. Reproduce as necessary for completion.

If additional copies are required, there will be a charge for them to cover the cost of reproduction, handling and postage etc.

*Failure to accomplish the above prior to move-in is a violation of the Rules and Regulations #13.

Northgate Gardens Condominium Trust

Attention Unit Owners

If you plan to rent your unit to tenants please be aware of the Massachusetts Department of Public Health code:

105 CMR: DEPARTMENT OF PUBLIC HEALTH 410.400: Minimum Square Footage (A) Every dwelling unit shall contain at least 150 square feet of floor space for its first occupant, and at least 100 square feet of floor space for each additional occupant, the floor space to be calculated on the basis of total habitable room area. (B) In a dwelling unit, every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor space; every room occupied for sleeping purposes by more than one occupant shall contain at least 50 square feet of floor space for each occupant. (C) In a rooming unit, every room occupied for sleeping purposes by one occupant shall contain at least 80 square feet of floor space; every room occupied for sleeping purposes by more than one occupant shall contain at least 60 square feet for each occupant.

Northgate Gardens

Moving in/Moving out information

Please take a moment to read the below reminders when moving into your new residence, or when moving out.

- We ask while transitioning in or out of your unit to please schedule your move accordingly and be respectful of the quiet hours which are between 9pm and 8am.
- If you will be using a “moving pod” please contact the main office to be directed where the pod can be placed.
- Vehicles such as moving trucks, moving vans, or cars are not permitted to be parked on any walkway or grass areas during the moving process.
- Be sure not to leave any egress door open unattended.

Thank you for your cooperation

Northgate Gardens Board of Trustees

NEW RESIDENT INFORMATION

UNIT ADDRESS: _____

DATE: _____

(E.G. 15-A-L, 64-12-J)

FIRST RESIDENT

NAME: _____

HOME PHONE: _____

Print

EMAIL: _____

WORK PHONE: _____

VEHICLE PLATE NUMBER _____

CELL PHONE: _____

SECOND RESIDENT

NAME: _____

HOME PHONE: _____

Print

EMAIL: _____

WORK PHONE: _____

VEHICLE PLATE NUMBER _____

CELL PHONE: _____

FILL OUT EMERGENCY DATA IF YOU WISH

WHO TO CONTACT: _____ PHONE: _____

.....
CHILDREN (IF APPLICABLE)

NAME: _____

AGE: _____

NAME: _____

AGE: _____

PETS: Y/N _____ If yes, an approved waiver must FIRST be obtained from Trust. No dogs allowed.
.....

OWNER TO FILL OUT IF UNIT IS RENTED

Lease start date _____

Lease end date _____

Tenant Oks repairs up to \$ _____

Move-in date _____

Issue Recreation Passes (Y/N)? _____

Sticker / Passes returned (Y/N) _____

OWNERS SIGNATURE: _____ DATE: _____

TOP ALL-TIME PROBLEMS AND HELPFUL HITS

When moving in or out, please note that you may not drive on either the lawns or sidewalks. This causes damage to the areas and a costly amount to repair.

Parking: Violations of the parking restrictions are subject to towing without notice, as well as being subject to the fine schedule. Please review the Rules and Regulations covering this subject.

Pets: Housebound pets such as cats and fish are allowed but only once a pet waiver has been applied for and granted by the Trust prior to move-in. No pet is allowed on the common areas. Dogs are not allowed under any circumstances either as resident dogs, temporary dogs, or visiting dogs. Violations of the pet restrictions will result in an immediate request to the Trust's counsel to pursue legal channels to have the pet removed from the property. Fines will be imposed. If the violator is a tenant, the Trust will request that the landlord initiate eviction proceedings.

Access to Units: The documents authorize the Trust to have access to Units upon reasonable notice. In the case of an emergency, the Trust has the right of immediate access. We suggest that unit owner's keep a copy of unit keys with the office in case of when an emergency arises and we need to enter without damaging the door. If we are forced to do damage to enter the unit under emergency conditions, the cost of repair will fall to the unit owner. Work in a unit or inspections of a unit are done only during the work week. Emergency calls are handled during non-business hours.

Storage: The storage area assigned to each unit has the unit number posted on the storage locker door. Do not use any other locker. Do not store anything valuable or anything that can be damaged by water. Heating pipes and valves are located above and have sprung leaks on occasion. Be aware our staff will need access to storage units in the event of a leaking pipe or other work to the heating lines.

Balconies & Patios: These areas cannot be used for storage. Only appropriate items such as patio furniture can be left on these areas. No alterations including painting of the walls, ceiling, or floor is permitted. Rugs are not allowed to be installed or used on the flooring of balconies and patios.

Floor Covering Regarding Interiors: It is a requirement that adequate floor covering (Master Deed, sec. 10. Parg. C, item K) be in place to help with noise control. For the record, floor covering is defined as carpets or carpeting (with padding) covering all walking areas with the exception of the kitchen and bathrooms. Furthermore; in the living/dining room area and bedrooms the covering must come within 12" of all walls. In the hallway it must be within 3" of all walls.

Delivery Packages: The office does not accept or sign for any delivery packages. Be sure to make the proper arrangements when having items delivered to your home.

Other Restrictions: Visit the office to talk with us about condominium living. There are restrictions within the Master Deed and By-Laws that are not covered in the page or the Rules and Regulations. Owners should take the time to read the documents and if they are renting their unit should review the documents with their renter(s) so that the resident become familiar with them.

SIGN & RETURN

NEW OWNERS SIGNATURE

DATE

ADDITIONAL RESIDENT SIGNATURE

DATE

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS

REGISTRY OF DEEDS

CLERK'S CERTIFICATE OF VOTE

BOARD OF TRUSTEES MONTHLY MEETING

NORTHGATE GARDENS CONDOMINIUM TRUST

Pursuant to Article IV, subsection 4.1.4(e) and subsection 4.1.9, and after notice duly given of the time, place and purpose of the meeting and a quorum of Trustees being present at the meeting on June 23, 2016 at 6 Jacqueline Road at 6:30 PM, the following Rules and Regulations were amended unanimously:

VOTED: To amend the Rules and Regulations of the Northgate Gardens Condominium Trust so they now state:

NORTHGATE GARDENS RULES AND REGULATIONS

INTRODUCTION. The following rules and regulations have been established for the benefit of all owners of condominium units in the Northgate Gardens Condominium. They are intended to contribute to the quality of life within the community, to ensure the peaceful enjoyment of the common areas and facilities, and to protect and enhance the value of the property.

These rules and regulations do not encompass all of the restrictions which affect owners, owners' families and guests, renters, and renters' families and guests. Other restrictions are contained in the Master Deed and in the By-Laws of the Declaration of Trust. Any questions regarding restrictions should be directed to the Trust office.

1. **RESPONSIBILITIES.** Unit owners will be held responsible for the actions of their guests, family members, tenants. Fines will be levied on residents but payment of fines or other charges levied on the above will be the ultimate responsibility of the owner of the unit.
2. **NOISE.** Noise levels will be expected to be reduced between the hours of 9:00 PM and 8:00 AM so that neighbors are not disturbed. At no time are musical instruments, radios, phonographs, or television sets to be so loud as to become a nuisance to neighbors.
3. **COMMON AREA ACTIVITIES.** There shall be no use of the common areas (including the common areas within the buildings) which increases the maintenance thereof. No group may congregate, nor can there be organized activities, sports, or picnicking on the common areas. Skateboarding, roller blading, roller skating and like activities are prohibited on the common areas.
4. **OUTDOOR EQUIPMENT.** Sporting goods, lawn furniture, and other personal articles and equipment shall not be left outside, and when in use outside shall be maintained and used in such a fashion as to meet the standards established by the Trustees or Manager from time to time.
5. **COOKING EQUIPMENT.** Per the state of Massachusetts Office of Fire Prevention, no hibachi, grill or other propane or charcoal similar devices used for cooking shall be used or stored on any balcony or patio. Electric grills are acceptable.
6. **COMMON AREA MAINTENANCE.** Residents are not allowed to make any modifications or any improvements without prior written permission of the Trust (e.g. plantings, watering of grass areas, use of common area water, the use of common area utilities, improvements or any changes to interior and exterior common areas of buildings,).
7. **STORAGE IN COMMON AREAS.** Trash must be taken directly to the dumpster from a Unit. It may not be stored even temporarily anywhere outside of a Unit. Nothing may be stored or kept (even temporarily) outside of a Unit, in the hallways, entries, laundry rooms, furnace rooms, sidewalks, lawns, gardens, parking areas, drives, or roadways, nor may any of the preceding areas be obstructed or encumbered for any purpose other than normal passage. There will be no littering. Paper, cans, bottles, cigarette butts, and other trash are to be disposed only in trash containers. The disposal of any construction debris into the dumpsters will result in fines being levied against offending unit. If you have a question regarding what is acceptable to dispose of in the dumpster, please give the main office a call.

***The trustees may issue waivers for the storage of bicycles in specific locations. Such permits are subject to revocation for any reason at any time.**

***The trustees may issue waivers for the installation of window air conditioners subject to specific conditions. Such waivers will go to an individual and not to a Unit. Once given to an individual, the waiver may not be modified by the Trust, but the trustees are not required to pass on the waiver to a new owner.**

8. OPERATION OF MOTORIZED VEHICLES. Vehicles to be regularly parked at Northgate must be registered with the Trust office and must display a current parking sticker. A vehicle regularly parked at Northgate is defined as any vehicle that is parked overnight. All vehicles to be driven or parked at Northgate must conform to Massachusetts' requirements for being driven on the roads of the Commonwealth, and be one of the following: a passenger automobile, a passenger van, a pickup truck, a motorcycle or a motor home licensed to be driven on the roads of the Commonwealth. Pickups must have clean beds with nothing stored above the sidewalls. The tops of vans and motor homes must be clear. Absolutely no boats, trailers, or vehicles larger than 21 ft. in length, a 1 ton chassis and/or a gross vehicle weight exceeding 10,500 pounds may be parked either temporarily or regularly at Northgate. This does not apply to vehicles that are delivering goods or services to Northgate residents. Vehicles parked in violation of the above are subject to towing at the owner's expense.

No vehicle may be driven or parked on any part of the common area (e.g. lawns or sidewalks) other than the streets and designated parking areas. Handicap parking areas are only for vehicles so designated. Violators are subject to a fifty (\$50) fine and/or towing for each offense. Parking at the upper end of Jacqueline Road is restricted as indicated by signs so placed in this area. Motor homes are restricted to the parking spaces directly behind building 81/85 Lionel Ave., which are available on a first come first served basis. At any future date, the Trustees may rescind the current approval of vehicles that are not in compliance with the restriction of the Master Deed. Vehicles in violation of this restriction are subject to towing at the owner's expense.

No more than one vehicle per licensed resident with a maximum of two vehicles per Unit may be parked at Northgate, nor will more than two parking permits be issued per Unit. **(This does not waive the rights of the Trustees to enforce the provisions of the Master Deed which limits the assignment of a parking space to one per unit).** Motorcycles owned by a resident must be registered at the office. Motorcycles are to be parked at the tennis court area located on Lionel Avenue. Failure to abide by these rules will result in the appropriate fine structure for each offense, and towing of vehicle off property at the vehicle owners expense.

***Speed limit for all vehicles within Northgate is a maximum of 15 mph.**

There will be no washing or major repairing of vehicles within Northgate.

9. CANVASSING, PEDDLING, OR SOLICITING. There shall be no canvassing, peddling, distribution of material (except for newspapers which have been subscribed-to by residents), or solicitation for any purpose within Northgate Gardens by any person, including a resident, without prior written permission from the Trust office.

10. TENNIS COURTS AND SWIMMING POOL. These are for the use of residents or accompanied guests only. Rules for each are posted at the pool and tennis court. No more than two adult recreation passes will be issued per Unit, unless a minor that resides in the unit becomes of age for an adult recreation pass to be issued. Failure to abide by the rules can lead to loss of privileges for a predetermined amount of time (as determined by the board).

11. BALCONIES AND PATIOS. The Unit Owner is responsible for cleanliness and snow removal. The owner is also responsible for the routine maintenance of the light, light fixture, railing, and surface of the walls and floor. No clothes, linens, or similar materials may be hung on patios or balconies. Storage is limited to that which is usual to the use of a patio or balcony.

12. SIGNS. No signs, advertising, notices or any other lettering shall be painted, attached, affixed, installed or exposed on or at any window or on any part of the building except: (1) small signs identifying the location of medical and dental offices, if any, and then only with the prior written approval of the Trustees and (2) signs placed by management to facilitate the business of the Trust. Open House signs or signs of that intent that are displayed on, or are in view from, the Common Elements are subject to a \$50 fine for each occurrence

6D CERTIFICATES: Prior to the issuance of a "Statement of Charges" (6D Certificate) certifying that there are no unpaid due the Trust, it will be necessary for the current Unit Owner to provide the following to the office of the Trust:

- a) Acknowledgment by the signature of the prospective buyer(s) that they are aware of the contents of the ‘OWNER LETTER’, ‘RULES AND REGULATIONS’, and ‘THE TOP ALL TIME PROBLEMS’.
- b) Copies of the “NEW OWNER INFORMATION” and “NEW RESIDENT INFORMATION” completely filled out by the prospective buyer(s) with the exception of the Northgate home telephone number which must be supplied within ten days of move-in.

13. OCCUPANCY CHANGE. Prior to any change in occupants of a unit, items in par. a & b must be provided to the office of the Trust by the Unit Owner. Any change in an owner’s information, par. c must be provided to the office of the Trust by the Unit Owner. Unit owners are required to obtain all passes from tenants and to be returned to the main office during a change in occupancy. Failure to do so will result in a \$25.00 charge for each pass not returned.

- a) Acknowledgment by the signature of all prospective adult occupants that they are aware of the contents of “THE TOP ALL TIME PROBLEMS” and “RULES AND REGULATIONS”.
- b) A completely filled out copy of “NEW RESIDENT INFORMATION” with the exception of the Northgate home telephone number which must be supplied within ten days of move-in. Any subsequent changes to this information must be provided to the office within 10 days.
- c) If the owner is a Northgate resident, a completely filled out copy of “NEW RESIDENT INFORMATION”. If not a resident, a completely filled out copy of “NEW OWNER INFORMATION”. Any change must be supplied within 10 days.

14. INTERFERENCE. No resident, owner and/or guest shall direct, instruct, or unreasonably interfere (either directly or indirectly) with any individuals, including employees of the Condominium Trust or independent contractors, who are working at or performing services on the areas of the condominium and/or for the Condominium Association.

15. FINE SCHEDULE. The fine schedule is \$25 for the first offense, \$50 for the second, and \$100 for the third offense. Subsequent violations after \$100.00 will consist of another added \$25.00 for each fine.

16. COMPLAINTS. Reports of violations of these rules and regulations, as well as violations of the documents should be reported to the Trust office. Such report must include the name of the person reporting the violation, the nature of the violation, and the time, date and place of the violation. Reports may be verbal or written. Any fine may be appealed to the Board of Trustees by requesting a hearing in writing and providing specific reasons why the fine should not be imposed. No hearing will be held or fine imposed unless the violations is reported in writing.

17. MANAGEMENT. These rules and regulations and any amendments thereof shall not restrict or prohibit activities of management in carrying out the duties of the Trust

18. CONSENT REVOCABLE. Any consent or approval of the Trustees or the Manager given under these rules and regulations shall be revocable at any time.

19. DESIGNATION OF USE. The Board of Trustees may, from time to time, designate common areas for a particular purpose as deemed necessary.

PLEASE SIGN AND DATE TO ACKNOWLEDGE YOU HAVE READ AND UNDERSTAND THE NORTHGATE GARDENS RULES AND REGULATIONS.

Signature

Date

Signature

Date

NORTHGATE POOL RULES AND REGULATIONS

The Northgate Gardens Condominium Pool Rules and Regulations were carefully considered by the Trustees and are intended to make the pool a safer, more enjoyable place for all.

IDENTIFICATION: Passes will be collected from all users of the pool without exception upon entering the pool area. Residents and their guest(s) must sign in. A maximum of two adult picture ID resident passes will be issued per unit. If a minor residing in a unit becomes of age for an adult picture ID, one will be issued to the minor. If only one adult occupies a unit, the second pass will be a guest pass. **The guest pass may only be used in the company of the corresponding resident pass holder.** There is no charge for the guest using the guest pass. A non-adult pass holder must be accompanied by an adult resident pass holder while at the pool. **For safety reasons, a maximum of 3 non-adults (pass holders or guests) can be admitted with one adult. PASSES ARE NONTRANSFERRABLE. Passes being misused will be terminated and not reissued during the season. There is a \$25 charge for replacement passes.**

GUESTS: Weekdays and weekends the cost to enter the pool is \$5 per guest. During the weekday's a maximum of 3 guests per unit, and weekends and holidays a maximum 2 guests per unit. Guests are any person who is not a resident including toddlers and younger children. **An adult resident pass holder must accompany guest(s) at all times at the pool.**

POOL HOURS: Daily 10am-8pm weather permitting. Adult swim time: 10am-11am and 6pm-7pm weekdays. **Pool is closed and will be off limits if no lifeguard or pool attendant is on duty.**

SANITATION: Shower before entering pool. **Bathing suits must be worn while in the pool (no cutoffs or clothing).** In the interest of saving water please limit the duration of showers. Persons with a communicable condition/illness or wearing bandages may not use the pool. Children who are not toilet trained are allowed **only in the small pool.** Soiled diapers must be removed before using the small pool. When necessary, restrooms must be used by residents and guests, children included.

SAFETY: Non-swimmers allowed only in the shallow end of the large pool. An adult swimmer must be in the large pool with a non-adult, non-swimmer. The lifeguard or pool attendant has the right to request that a non-adult be removed from the large pool if he/she is a non-swimmer and is not accompanied by an adult swimmer. **PLEASE BE AWARE OF THE SIGNAGE POSTED DURING HOURS WHEN ONLY POOL ATTENEDENTS ARE ON DUTY.** During the times that a pool attendant is staffed be aware you are swimming at your own risk. **No DIVING, RUNNING, JUMPING, HORSEPLAY SPLASHING, CANNON BALLING, OR BALL PLAYING** in the pool area. **No FLOATS OR RAFTS ALLOWED** in either pool. U.S. Coast Guard approved personal flotation devices may be used. If used by non-adult, accompanying adult must be in pool supervising.

CLEANLINESS: If eating or cooking in the pool area be considerate and clean up, do not throw trash around the pool area. Leave the area cleaner than you found it.

RADIOS, ETC.: Earphones must be used with all audio equipment.

SMOKING: Please extinguish smoking materials in the provided ashtrays, not on carpet, pool edge, or grass.

CHAIRS: The chairs that are provided are available on the first-come, first-serve basis, one per person. **(Chairs are not intended to be used as footrests).**

ENFORCEMENT: THE LIFEGUARDS AND POOL ATTENDANTS ARE AUTHORIZED TO ENFORCE THESE RULES, AS WELL AS OTHER POSTED RULES AND TO PROHIBIT ANY OTHER ACTIVITIES WHICH THEY FEEL ARE UNSAFE OR UNWARRANTED. VIOLATION OF THE POOL RULES AND REGULATIONS ARE SUBJECT TO THE FINE SCHEDULE AS DETAILED IN THE "NORTHGATE GARDENS RULES AND REGULATIONS" AND/OR THE REVOCATION OF POOL PRIVILEGES.

NO GLASS CONTAINER OF ANY KIND ALLOWED IN POOL AREA.

NORTHGATE GARDENS CONDOMINIUM TRUST

6-D Jacqueline Road Waltham, MA 02452

Telephone (781) 894-8322

AMENDED- EFFECTIVE JULY 22, 2013

The Board of Trustees has amended the parking policy. These amendments are in response to Unit Owner suggestions during hearing presentations at monthly meetings. **There will be no towing of vehicles between the hours of 8:30 A.M and 4:30 P.M. every day of the week, including holidays, unless directed by the Property Manager.** Your vehicle is at risk of removal during these hours for parking violations in fire zones, in front of hydrants or dumpsters, illegally parking in a handicapped space, or other violations of posted parking regulations.

1. **RESIDENT REGISTERED VEHICLES: Vehicles that are parked at Northgate Gardens longer than three (3) consecutive nights must be registered as a resident of the unit.**
 - A. Residents are permitted to register one vehicle per licensed driver, with a maximum of two vehicles registered to the unit. If you purchase a new vehicle, you must remove the sticker from your previous vehicle (if still valid) and return it to the office. You will not receive a new sticker until we receive your old sticker.
 - B. Resident Information packets must be updated to include new residents of your unit if the registration does not have a Northgate Gardens address. For units that are not occupied by the owner: the owner of the unit must approve any changes to the Resident Information packet before stickers are issued to additional vehicles.
 - C. **RESIDENTS SHOULD PARK IN RESIDENT SPACES IF AVAILABLE.**
2. **RESIDENT TEMPORARY/RENTAL VEHICLES: Vehicles that are registered with the office in place of a currently registered vehicle.**
 - A. If you are using a rental or temporary vehicle in place of a registered vehicle, the office will issue a temporary pass for the vehicle to park in any location.
 - B. **Temporary passes are available at the Northgate office during normal business hours only. If the office is closed when you arrive with a temporary vehicle, the vehicle must be parked in a guest space until a temporary pass is provided.**
 - C. If it is determined that both the registered vehicle and the vehicle using the temporary pass are parked on the property at the same time, the registered vehicle will be removed at the owner's expense.
3. **SHORT-TERM OVERNIGHT GUEST VEHICLES: Guest vehicles that are parked in guest areas between 2AM-6AM for no longer than three consecutive nights.**
 - A. **ONLY permitted to park in the designated GUEST SPACES (MARKED WITH YELLOW PARKING LINES).**
 - B. Guest vehicle will be removed from the property after the third night if extended parking rights are not requested.
 - C. Guest parking is first-come, first served. There are 40 guest parking spaces available in 8 locations at Northgate Gardens. Please see the maps highlighting the location of the guest parking areas, which are posted at the front entrances of each building.
4. **LONG-TERM OVERNIGHT GUEST VEHICLE: Guest vehicles with a valid temporary parking pass issued by the Northgate office permitting the vehicle to park more than 3 consecutive nights.**
 - A. **Vehicles are ONLY permitted to park in the designated GUEST SPACES (MARKED WITH YELLOW PARKING LINES).**
 - B. Any requests for extended parking rights must be submitted in writing and approved by the Property Manager prior to your guest's arrival.

IT IS THE RESPONSIBILITY OF THE RESIDENT TO MAKE SURE YOUR GUEST COMPLIES WITH THIS POLICY

If you have any questions regarding the parking policy amendments, please contact
the Northgate Gardens office.

NORTHGATE GARDENS CONDOMINIUM TRUST

6-D Jacqueline Road Waltham, MA 02452

Telephone (781) 894-8322

UPDATED 2015 Snow removal procedure – SAVE THIS FOR FUTURE REFERENCE

Due to the number of winter storms we have experienced this winter season, we feel it is important for residents that the current **SNOW REMOVAL PROCEDURE** is updated. As a reminder, it is important to recognize that New England winter storms are not all the same. The following is general information and guidelines for parking that are to be followed *in the event of ANY storm*.

On the reverse side and on the bulletin board posted in the laundry areas, you will find a map of Northgate Gardens which has yellow highlighted areas. These areas must be cleared of vehicles when signs are posted and/or at the beginning of the **WINTER STORM WARNING**. A **WSW** is broadcasted over the radio, TV, and can also be alerted through most cell phones. You are responsible for knowing when a **WSW** is in effect or when signs are posted, which is 24 hours before a storm hits.

IT IS IMPORTANT THAT YOU TAKE NOTICE OF THE RESTRICTED (hi-lighted) PARKING AREAS.

Roads/parking lots: The plowing of streets and access to parking areas will commence when there are two inches of snow on the pavement. The results of the plowing will be to give access to and from the parking areas. There is no intent during this plowing operation to clear out parking spaces. Once the snowfall has stopped and the roads are adequately clear, the clearing of parking spaces will commence. At this point in time please be prepared to move your vehicle.

- A REVERSE CALL WILL BE SENT OUT TO RESIDENTS WITHIN A FOUR HOUR TIMEFRAME AFTER A STORM HAS PASSED INSTRUCTING RESIDENTS TO BEGIN WITH THE SNOW CLEAN UP OF THEIR VEHICLES. ONCE YOU HAVE RECEIVED THIS CALL, YOU WILL THEN HAVE TWO HOURS TO HAVE YOUR VEHICLE READY TO BE MOVED TO AN ALREADY CLEARED OFF AREA, SO WE CAN REMOVE SNOW FROM THOSE AREAS. ONCE THE EXISTING AREAS HAVE BEEN CLEARED, RESIDENTS CAN MOVE THEIR VEHICLES BACK INTO THE ORIGINAL PARKING AREA.
- AT THE REAR OF 76-82 LIONEL AVENUE, VEHICLES ARE EXPECTED TO PARK ALONG THE EDGE OF THE PAVEMENT CLOSEST TO THE BUILDING ONCE SIGNS ARE POSTED AND NOT BEFORE. ONCE SIGNS ARE REMOVED, RESIDENTS ARE TO MOVE BACK TO THE WOODED SIDE ASAP.
- ANY VEHICLE LEFT AT NORTHGATE DURING A SNOW STORM SHOULD BE PARKED IN THE AREAS NOT HI-LIGHTED WHICH ARE REGULAR PARKING AREAS.
- DURING WINTER MONTHS, IF YOU WILL BE AWAY FOR ANY AMOUNT OF TIME, AND PLAN TO LEAVE YOUR VEHICLE ON PROPERTY YOU MUST LET THE OFFICE KNOW AND YOUR VEHICLE MUST BE PARKED IN LONGTERM PARKING ALSO SHOWN ON THE MAP HIGHLIGHTED IN GREEN. IF YOU ARE AWAY AND LEAVE YOUR VEHICLE PARKED IN A COMMON SPACE DURING A SNOW STORM, AND THE VEHICLE CANNOT BE MOVED BY ANYONE ELSE, THE VEHICLE WILL BE TOWED OFF PROPERTY AT OWNERS EXPENSE.

STAIRS/WALKWAYS: If a light to moderate snowfall is predicted, the clearing of the stairs and walks will be done at the storm's end. If a large accumulation is predicted or freezing of existing snowfall may occur, clearing will take place during the storm. Our goal is to get the sidewalks and steps clear so there will be no remaining snow to freeze and turn to ice. Stairs and walkways are done on a rotational basis so no one is always first or last.

THE NORTHGATE STAFF THANKS YOU IN ADVANCE FOR YOUR COOPERATION

NORTHGATE GARDENS CONDOMINIUMS



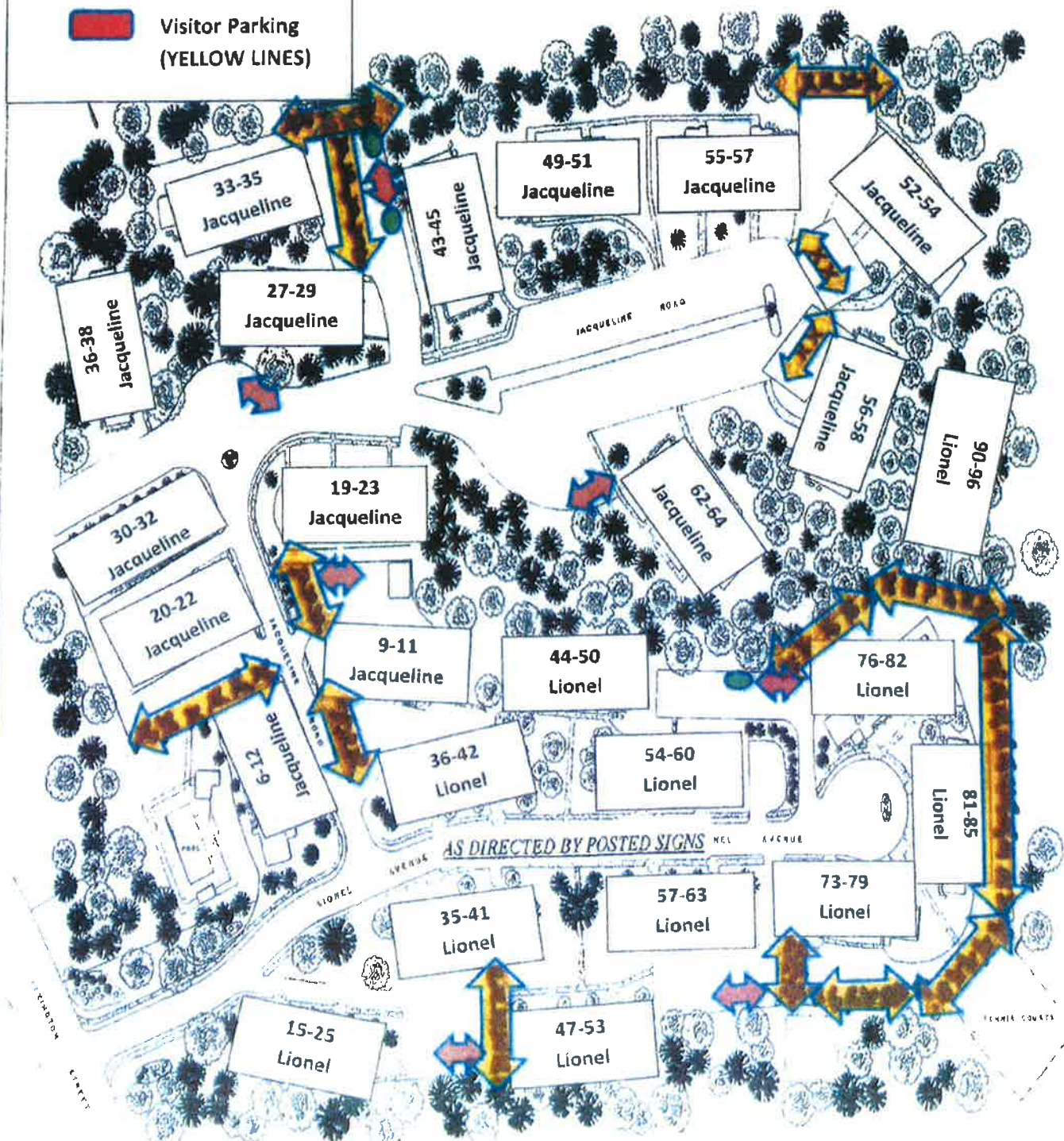
No parking during
snow storm while
signs are posted



Long term vacation
parking



Visitor Parking
(YELLOW LINES)



AS DIRECTED BY POSTED SIGNS