



REQUIREMENTS THAT MUST BE MET PRIOR TO ISSUANCE OF A 6D

FOR UNIT: _____

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

Dear Unit Owner (Seller):

Before we can issue you a 6D Certificate indicating there are no outstanding fees, we require the following:

1. All outstanding charges must be paid. If there are charges to be paid, there must be time for your check to clear the bank or the payment must be made by bank check or money order.
2. Any forms required to be filled out and signed by the new owner must be returned to the office:
 - **NEW OWNERS LETTER**
 - **OCCUPANCY SQUARE FOOTAGE INFORMATION**
 - **NEW OWNER INFORMATION**
 - **OWNER INSURANCE INFORMATION**
 - **NEW RESIDENT INFORMATION" (IF OWNER RESIDES IN UNIT)**
 - **TOP ALL-TIME PROBLEMS AND HELPFUL HINTS**
 - **MOVING IN / OUT INFORMATION**
 - **NORTHGATE GARDENS RULES AND REGULATIONS**
 - **NORTHGATE NO SMOKING POLICY**
 - **NORTHGATE PARKING RULES**
 - **NORTHGATE POOL RULES AND REGULATIONS**
 - **SNOW REMOVAL PROCEDURE**
 - **PARKING MAP**

IT IS THE SOLE RESPONSIBILITY OF THE OWNER (SELLER) TO OBTAIN A RECEIPT FROM THE NORTHGATE OFFICE AS PROOF OF COMPLIANCE.

NORTHGATE GARDENS CONDOMINIUM TRUST

Remember to return to the office all parking stickers and pool passes that have been issued to the unit.

NEW OWNER LETTER

Dear New Owner,

This letter and the attachments are being sent to you in order to provide you with a summary of information concerning Northgate. Our purpose in sending this is to ask that you assist us in making Northgate a better place to live for all who live here.

The Board of Trustees welcomes you to Northgate and wish you a long and happy relationship. They urge you to attend the Board meetings and to take an active part in the governing process. The Trustees wish to remind you that this is not an apartment complex, but rather a community of homeowners.

The Master Deed, the By-Laws and the Rules and Regulations contain detailed and legal descriptions of what you should expect the Trust to do for you and what you are expected to do for the Trust. Remember, the Trust is not some distant corporate body. It is the sum of all who own at Northgate. The provisions of each of the documents are in conformance with the Massachusetts General Laws which regulate condominiums. The documents protect the interest of all who own at Northgate. These are provisions by which the Master Deed and the By-Laws can be changed, but changes can only be made if a specified number of Unit Owners vote to make the changes. The Rules and Regulations govern only the common areas and can be changed unilaterally by the Board of Trustees. They provide the means in which the Common Areas are administered. There is a provision in the By-Laws which allows Unit Owners to override the Board by a majority of vote.

In all probability only a handful of you have taken the trouble to read through the mass of print that makes up the documents. **Whether you read them or not, you were bound to them by law at the time received your Unit Deed at closing.**

A number of problems concerning rights and responsibilities surface each time a Unit is resold or re-rented. The attachments to this letter address problems that have been encountered over the years. They are worth reading and digesting, but they do not cover everything. In order to do so, you must read Massachusetts General Laws, Chapter 183A, Your Master Deed and By-Laws, Trust Agreement, Rules and Regulations, and the amendments thereto.

Owners who do not live in their units have the same rights and same responsibilities as those owners who do. **However, if you rent your unit, you should keep in mind that it is solely your responsibility to inform your tenants of the provisions of the documents.** Your tenants are treated no differently than resident Unit Owners as far as the provisions of the documents go. They do not have the voting rights of a Unit Owner unless you provide them with your proxy.

The restrictions apply to owners, occupants, renters, and guests. **It is important to note that the ultimate responsibility for adherence to these restrictions by renters, occupants or guest rests with the Unit Owner. The payment of fines or other charges relating to violations of the restrictions levied against renters, occupants and guests is also the ultimate responsibility of the Unit Owner.**

NEW OWNER INFORMATION

Fill out the appropriate section and return (please print)

Address of Unit to be purchased _____ Date _____

E.G. 15-A Lionel Ave. = 15-A L

IF PURCHASED AS A PRIMARY RESIDENCE

New Owner's Name (print legibly) _____

Then use: "New Resident Information" form to provide additional information. Sign and return, "Northgate Gardens Rules and Regulations" and "Top All-Time Problems and Helpful Hints"

Mortgage Holder _____

Address _____

IF PURCHASED TO RENT TO OTHERS

New Owners Name _____

Address _____

City _____ State _____ ZIP _____

Home Phone _____ Cell _____

Mortgage Holder _____

Address _____

Sign and return, "Northgate Gardens Rules and Regulations" and "Top All-Time Problems and Helpful Hints". Then obtain from and office "PACKET FOR RENTAL UNITS" as stated in "NEW OWNER LETTER". This must be used for future tenants.

PARTY RESPONSIBLE FOR REPAIR/MAINTENANCE FOR UNIT

NAME _____ PHONE _____

(same if already provided)

ADDRESS _____

The Trust office handles only problems pertaining to the areas outside of the unit – “common areas.” With a few exceptions, problems inside the unit are the responsibility of the owner. However, the Trust does offer some inside services for the unit owner, for which there is a charge. Mandated by state law, the Trust must provide you with the name, address and phone number of the party responsible for the repair/maintenance of the common areas. Therefore:

NORTHGATE GARDENS CONDOMINIUM TRUST

6-D JACQUELINE ROAD

WALTHAM, MA 02542

781-894-8322

Also mandated by state law, the owner must provide and keep current the Trust:

The name, address and phone number of the owner as well as the responsible party for the repair/maintenance of the unit, the name and address of the mortgage holder.

If you fail to provide the required information and the Trust incurs any expenses in obtaining this, those costs will be assessed to you and a lien placed on the unit.

Please keep a copy of this letter and the attachments for your records. The originals must be filled out, signed and returned to the seller or their agent. If you purchased your unit for the purpose of renting to others, you will not need to fill out the ‘NEW RESIDENT INFORMATION’ form. However, you must obtain from the office the ‘PACKET for rental units which is used to notify (SEE Rules and Regulations #13) the office of any change in occupants.

Sincerely yours,

The Board of Trustees

SIGN AND RETURN

NEW OWNER'S SIGNATURE

DATE



Since 1898

February 12, 2020

TO: Unit owners of Northgate Gardens Condominium
RE: Important HO-6 Unit Owner Policy Information

The board and management have placed a policy of Master Insurance through Arbella Insurance Company effective 02/15/2020 - 02/15/2021. This letter is designed to provide you with contact information to secure certificates of insurance and information on how to coordinate your unit owner coverage with the condominium master insurance policy.

To request a certificate of master condominium insurance please visit us online at wtphelan.com or email condocert@wtphelan.com

MASTER POLICY DEFINITION OF COVERED PROPERTY:

The master insurance policy is written on an 'ALL IN/WALLS IN' format. This format essentially amends the definition of covered property to include all common and limited common elements, installed fixtures, interior walls and permanent additions/alterations in units.

MASTER POLICY DEDUCTIBLE:

With the Master Policy deductible at \$25,000 PER UNIT we strongly recommend you purchase a minimum of \$30,000 Dwelling (Coverage A) on your HO-6 and include the HO 17 32 endorsement which broadens the perils insured against from "named perils" to "special perils" and Loss Assessment. Additionally, you may also need to include the HO 17 31 endorsement depending on your carrier. You should discuss this very important issue with your personal agent.

IMPORTANT: Should you choose not to purchase the HO-6 policy you will be self-insuring your claim expense.

HO 6 INDIVIDUAL UNIT OWNERS POLICY:

It is the sole responsibility of each unit owner to insure building items required by the condominium by-laws (Coverage A), their own personal effects (Coverage C), additional living expenses (Coverage D) and personal liability (Coverage E) as these are not covered under the master policy. **All unit owners should purchase unit owners or HO-6 Policy.**

There are some important policy exclusions or limitations that should be reviewed when unit owners are analyzing their own personal insurance requirements (i.e. Jewelry, Fine Arts, Business Property, etc.). In many instances these exclusions or limitations can be modified or changed. **Please note coverages and endorsements must be arranged through your personal agent!**

To request a unit owner's quote, call us today at 877-977-1898 or visit us online at wtphelan.com.

INVESTOR UNITS:

If you rent your unit(s) to other individuals, keep in mind that personal liability coverage and the deductible remain the responsibility of the unit owner, as does any loss of rental income. In addition, we strongly recommend requiring your tenants to purchase an HO-4 tenant policy, a stipulation that can be written into your standard lease.

Feel free to give us a call to discuss coverage for Investor Units, to make sure there are no gaps and/or unforeseen surprises!

NORTHGATE GARDENS CONDOMINIUM TRUST

6-D Jacqueline Road Waltham, MA 02452

Telephone (781) 894-8322

To all unit owners,

Just a friendly reminder for any new tenant residing here at Northgate Gardens. Please have them go to the Northgate Gardens office as soon as possible to pick up their vehicle parking sticker(s) and any necessary paperwork that is needed.

Please let them know if they do not get their parking sticker(s) they have the possibility of having their cars towed at their expense as we do not reimburse for this.

The office number is 781-894-8322 and email address is manager@northategardens.com if they have any questions or issues.

Thank you for your cooperation,
Northgate Gardens Management

OCCUPANCY SQUARE FOOTAGE INFORMATION

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.

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.**
- **Be sure to return your parking passes, pool passes and tennis court keys to the office.**

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: _____

Print

HOME PHONE: _____

EMAIL: _____

WORK PHONE: _____

VEHICLE PLATE NUMBER _____

CELL PHONE: _____

SECOND RESIDENT

NAME: _____

Print

HOME PHONE: _____

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 HINTS

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. Gas or charcoal grills are not permitted to be used per the Waltham Fire Department. Electric grills are permitted to be used.

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

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. Motorcycles must be removed from Northgate property by November 1. 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.

The parking spaces within the Common Elements tended to be used for the parking of currently registered, licensed private passenger cars, in operating condition.

NO DEALER PLATES ALLOWED TO BE PARKED ON PROPERTY AS YOU WILL BE TOWED.

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 for basic fines: \$10 for the first offense, \$25 for the second, and \$50 for the third offense. Subsequent violations after \$50.00 will consist of another added \$25.00 for each fine. Smoking fines: first offense, written warning, \$100 for second offense and \$250.00 for third offense and subsequent.

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 GARDENS CONDOMINIUM TRUST

6-D Jacqueline Road Waltham, MA 02452

Telephone (781) 846-3322

NO SMOKING POLICY

August 16, 2022

Dear Unit Owners, tenants and all individuals at Northgate Gardens Condominium.

Effective immediately, smoking is prohibited within all units and within the buildings and grounds comprising the Northgate Gardens Condominiums, including but not limited to: in the Individual units, in all buildings, in any indoor exclusive use areas and within the parking areas and all condominium grounds as well as on any decks or balconies appurtenant to units or inside automobiles.

No owner shall smoke, or permit smoking by any occupant, agent, tenant, invitee, guest, friend, or family member anywhere in or upon the condominium property. Smoking shall include the inhaling, exhaling, vaping, breathing, carrying, or possession of any lighted cigarette, cigar, pipe, other product containing any amount of tobacco, marijuana, or other heated or lit product.

Smoking fines are as follows: first offense, written warning, \$100 for second offense and \$250.00 for third and subsequent offenses.

Sincerely,

The Board of Trustees
Northgate Gardens Condominiums

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

Signature

Date

Signature

Date

NORTHGATE GARDENS CONDOMINIUM

C/O Crowninshield Management Corporation
9 Atlantic Avenue
Marblehead, MA 01945
(978-532-4800)

PARKING APPLICATION

STICKERS MUST BE PLACED ON THE TOP OF THE DRIVERS SIDE BACK WINDSHIELD. IF YOU FAIL TO DO SO, YOUR VEHICLE WILL BE TOWED.

Unit Owner Name: _____

Instructions

- If you are non-resident owner, please have your tenants complete the vehicle information section of this form and check the appropriate boxes (tenant).
- If you are a recorded unit owner, please fill in your vehicle information and check the owner box.
- If you are a unit owner or tenant that does not live with another licensed resident (only one vehicle associated with the unit), please check the appropriate box in place of vehicle 2's information.
- ***Do not forget to bring a copy of your valid registrations to the office.** Your registration must have a Northgate Gardens address on it. If your registration does not show a Northgate address, you will have to contact the registry to have your address changed.
- The parking spaces within the Common Elements tended to be used for the parking of currently registered, licensed private passenger cars, **in operating condition.**
- **NO DEALER PLATES ALLOWED TO BE PARKED ON PROPERTY AS YOU WILL BE TOWED.**

Building Number: _____ Unit Number: _____

Vehicle 1	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	* Phone Number _____ <small>REQUIRED</small>
_____			* Email _____
(First Name)		(Last Name)	
_____	_____	_____	_____
(Make)	(Model)	(Color)	(Plate Number & State)
<input type="checkbox"/> I am the only licensed resident to this unit, and do not need a second parking sticker.			
Vehicle 2	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	* Phone Number _____ <small>REQUIRED</small>
_____			* Email _____
(First Name)		(Last Name)	
_____	_____	_____	_____
(Make)	(Model)	(Color)	(Plate Number & State)

NORTHGATE GARDENS CONDOMINIUM TRUST

6-D Jacqueline Road, Waltham, MA 02452

Telephone (781) 894-8322

PARKING POLICY

The Northgate Gardens Condominium Parking Rules are strictly enforced. Please be sure to read this policy thoroughly. 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..
 - D. The parking spaces within the Common Elements tended to be used for the parking of currently registered, licensed private passenger cars, in operating condition.
 - E. **NO DEALER PLATES ALLOWED TO BE PARKED ON PROPERTY AS YOU WILL BE TOWED.**
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 towed 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 towed 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.
 - C. Residents planning a vacation should park vehicle in the designated "long term parking" areas adjacent to 54-60 Lionel Ave. There is a 30 day limit for "long term parking". No vehicle storage is allowed.

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 office.

NORTHGATE GARDENS CONDOMINIUM

6D Jacqueline Road, Waltham, MA 02452
(781) 894-8322

POOL APPLICATION

Unit Owner: _____ Building Number: _____ Unit Number: _____
(Name)

**Northgate Gardens Condos' Pool
is open from Memorial Day until Labor Day.**

REPLACEMENT OF LOST PICTURE ID'S WILL COST \$25.00

Instructions

- If you are a unit owner who does not live on the property, please have your tenants complete the rest of this application, or fill in your tenant's information.
- If you are new to Northgate or need a replacement pass, complete this form, give it to the lifeguard or drop the form in the mailbos slot at 6D Jacqueline Road, or bring it to the office. Take a picture of yourself, e-mail it with your name and your unit address to bookkeeper@northategardens.com. You will be contacted when your new pool pass is complete.
- Each unit is allowed no more than two adult passes, and no more than three minor's passes.
- Minor passes must be for residents of Northgate Gardens only and be picked up at the office by the adult/guardian living in the unit.
- If there are two adults who need passes and a child is 16 or over and will require a 3rd adult pass, please bring a letter from the guardian or unit owner requesting this pass.

Please complete the required information exactly as it will appear on your pass for the number of passes you need, and bring this form with you to the office. Any tampering or giving false information will result in the forfeiture of your pool pass or passes.

- If there is only one adult/person living in your unit, you are entitled to one guest pass in addition to your adult pass. Please check the box to the left if this applies to you.

Adult Pass 1:	Owner <input type="checkbox"/>	Tenant <input type="checkbox"/>	* Phone Number _____ <i>REQUIRED</i>
_____	_____	_____	_____
(First Name)	(Last Name)		
_____	_____	_____	
(Sex)	(Hair Color)	(Height)	

Adult Pass 2:	Owner <input type="checkbox"/>	Tenant <input type="checkbox"/>	* Phone Number _____ <i>REQUIRED</i>
_____	_____	_____	_____
(First Name)	(Last Name)		
_____	_____	_____	
(Sex)	(Hair Color)	(Height)	

2023 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 Lifeguards or Pool Attendants are 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.

ALWAYS KEEP AN EYE ON CHILDREN: Do not assume the Lifeguard or Pool Attendant will be monitoring your children's activity outside of the water.

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: Smoking is not allowed in the pool area or in any common areas including parking lots.

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.

SNOW REMOVAL PROCEDURE

Save This For Future Reference

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 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 (highlighted) PARKING AREAS.

Roads/parking lots: The plowing of streets and access to parking areas will begin 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 begin. 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 HIGHLIGHTED 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 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 storms 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



No parking during snow storm

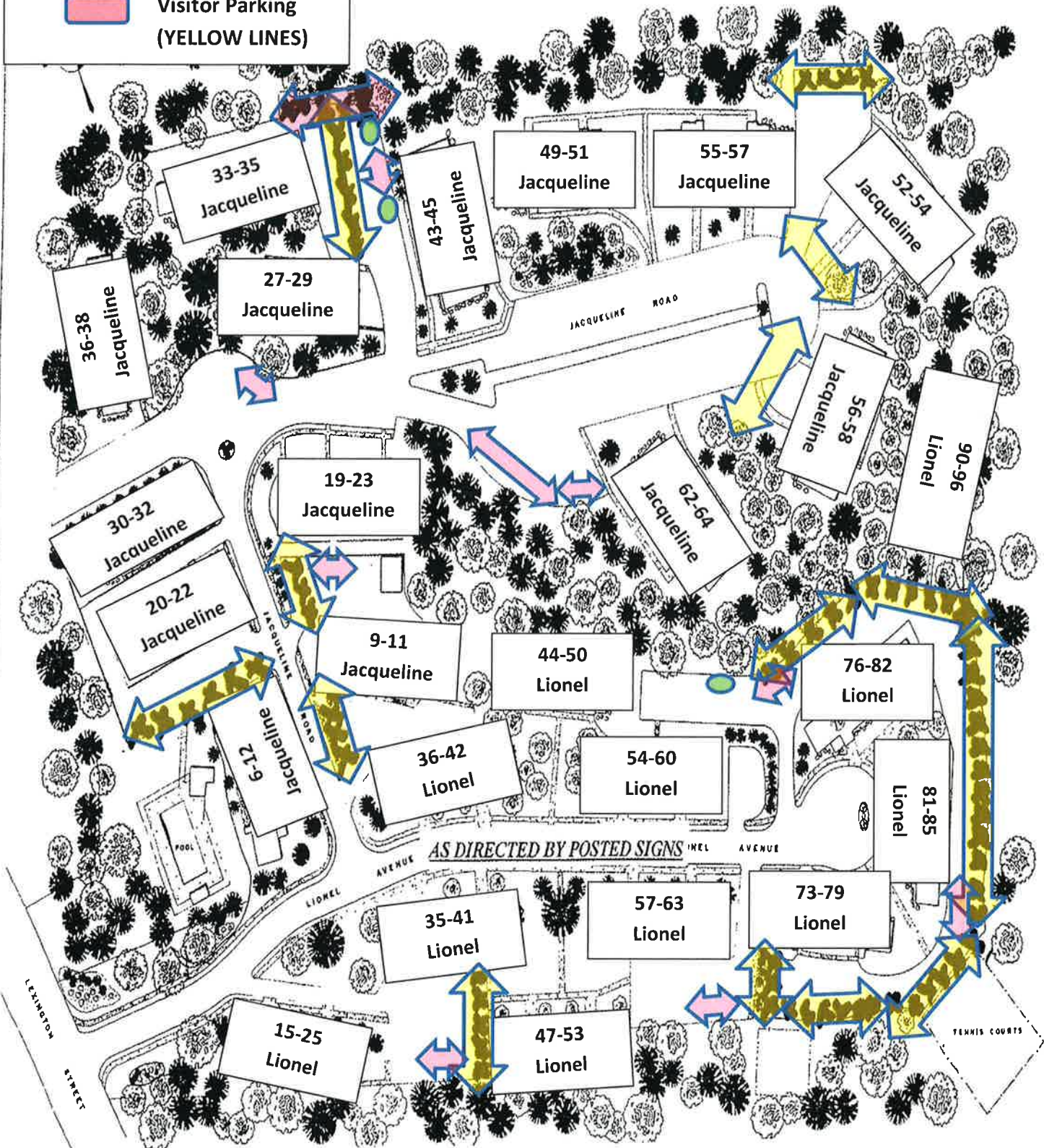


Long term vacation parking



Visitor Parking (YELLOW LINES)

NORTHGATE GARDENS CONDOMINIUMS



MATTRESS MEMO

Mattress & Textile Disposal:

As part of the Massachusetts' statewide Master Plan, mattresses and textiles are banned from disposal in Massachusetts. "Textiles" includes items such as clothes, shoes, linens, towels, curtains and cloth accessories. Per State rules, as of November 1, 2022, mattresses and textiles will no longer be allowed in the trash and are to be recycled or donated for reuse.

MATTRESSES: DO NOT THROW IN DUMPSTERS AS YOU COULD BE FINED!

When purchasing a new mattress, residents are advised to arrange to have the old mattress and box spring removed. There may be a fee involved, but this is the most efficient and cost-effective option.

The City of Waltham lists the following options for mattress disposal:

Donate it: Donate your used mattress to a charity! Mattresses must be less than 10 years old and in good condition. Check out the City of Waltham Beyond the Bin directory on where to donate your mattresses.

Call a Private Mattress Recycling Company: such as: Handup US, LCC: 774-271-8744 or UTEC Mattress Recycling: 978-856-3997. You must provide a specific address for pick-up. Please notify the site office that arrangements have been made for mattress pick up. Mattresses that are heavily soiled or stained, excessively wet or deformed, or visibly contain mold and/or bedbugs will not be accepted. Fees will be charged for this service.

Call a private disposal company: such as 1-800 Got Junk

TEXTILES:

BBBS – Big Brother Big Sister Foundation: Waltham is partnering with Big Brothers-Big Sisters to collect clothing, textiles, house wares and more. You can schedule your free home pickup by visiting online at BBBSFoundation.org or texting "pickup" to 508-466-4590.

Simple Recycling, Pink Bag Curbside Recycling: The City of Waltham launched a free curbside recycling program and is run by Simple Recycling whose primary focus is clothing and accessories. **Simply fill your pink bag and call Simple Recycling to schedule a pick-up at: 8666-835-5068.** Pink bags should never be placed in the dumpster or recycle bins. Request pink bags go to: <http://simplerecycling.com/>.

Vietnam Veterans' Association: To schedule pick-up, go to VVAPickup.org or call 888-518-VETS (8387).

Local thrift stores will accept drop off donations: **Global Thrift**, 322 Moody Street, Waltham or **Sister Thrift**, 370 Pleasant Street, Watertown.

For more information regarding mattress and textile recycling go to the City of Waltham website:<https://www.city.waltham.ma.us/recycling-department/pages/disposal-index-recycling-trash>

Signature: _____

Date: _____

NORTHGATE GARDENS - IN UNIT MAINTENANCE RATES

EFFECTIVE 1/1/23

Auger Toilet(clogging)	\$100
Drain Snaking	\$175
Emergency Call	\$100
Faucet Repair Kit – Kitchen or Bath	\$75
Garbage Disposal	\$275
Labor Rate (per hour, per guy)	\$65
Leak Inspection	\$150
Lockout (cash only paid on-call)	\$75
Mailbox Lock	\$65
S/L Bath Sink Faucet	\$250
S/L Kitchen Sink Faucet	\$250
S/L Kitchen Sink Faucet w/sprayer	\$300
Thermostat (digital)	\$150
Heating System Zone Valve	\$150
Toilet Fluid master of Fill Valve Replace	\$150
Water Shut Off	\$50
Emergency Water Shut Off	\$150

Any In-Unit Work requires a signed Consent Form prior to work being scheduled. No Exceptions.

Any project not listed above will be charged for labor and materials.

Material prices are subject to change

Northgate Gardens will not do any electrical work other than changing light bulbs.

Northgate will not install dishwashers or new toilets.

Reminder: if you schedule a cable/internet/phone installation during weekend hours, it is your responsibility to pick up the keys to the hub room (building 15-25 Lionel Ave.) on Friday. You will be charged for an emergency call if maintenance is paged to provide the keys for your contactor.