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Separately: a copy of the Homeowners at Laurel Park By-Laws. Current version is on the Homeowners at Laurel Park Website.

1. HOMEOWNERS CONTRACT

Welcome!

The Homeowners of Laurel Park Condominium Trust and the Executive and the Property Committees try hard to make certain that all prospective homeowners (and current homeowners) have read, understood, and adhere to the By-Laws and Rules, Regulations, and Useful Information for Living in Laurel Park. Note that the Rules, Regulations, and Useful Information for Living in Laurel Park bear equal weight to the By-Laws. (see By-Law 5.1.16)

Understanding and adhering to the By-Laws and Rules, Regulations, and Useful Information for Living in Laurel Park insures that Laurel Park remains a peaceful and cohesive community and that it is led in the most effective way by our neighbors on the Executive Committee. It is crucial to be familiar with the regulations and rules in order to prevent confusion and possible fines for the homeowner in the future.

Signing below indicates that you have read the above and understand your responsibilities as a Homeowner as outlined in the By-Laws and Rules, Regulations, and Useful Information for Living in Laurel Park. This contract will be kept in a file in the office of the Executive Committee. If you would like a copy, please inform the person orienting you and a copy will be provided.

If you have questions at this time, please discuss them with the person orienting you. If you have questions in the future, you may contact laurelparkec@gmail.com.

Thank you very much. We look forward to being your neighbor.

Homeowner

Witness: Orientation Officer

Date

2. DEED INFORMATION FOR LAUREL PARK UNIT:

Below please find the bylaw that references how deeds are to be titled for any Laurel Park Unit. Please fill out the form below and sign to authorize verification of name or names on deed.

ARTICLE II

It is the policy of THE HOMEOWNERS AT LAUREL PARK CONDOMINIUM TRUST that the Units are to be purchased as personal residences of the Owners. In accordance with this policy no person may either directly or indirectly own more than TWO (2) UNITS. **Record title of Units may be held only in the name of this Trust, individuals, family trusts, any mortgage institutions by the right of foreclosure, and by the LAUREL PARK ASSOCIATION.** THE LAUREL PARK ASSOCIATION shall be allowed to use Units for religious purposes. THE LAUREL PARK ASSOCIATION, a religious Corporation organized under M.G.L. c. 180, shall have a permanent easement for the use of Unit No. 20 as a chapel only. Such easement shall entitle said LAUREL PARK ASSOCIATION to the use only of said Unit and shall not entitle the LAUREL PARK ASSOCIATION to vote in THE HOMEOWNERS AT LAUREL PARK CONDOMINIUM TRUST. Nor shall the LAUREL PARK ASSOCIATION be subject to service fees or Common Charges on account of this right to use Unit No. 20. Nothing in this clause shall limit the right of the LAUREL PARK ASSOCIATION to own TWO (2) UNITS in addition to Unit No. 20 for religious purposes as provided in this Declaration of Trust.

Unit Number _____

Name (s) on Deed _____

Signature of Buyer (s) _____

Date _____

3. LAUREL PARK CONTACT INFORMATION GUIDE

Homeowners Listserve: homeownerslp@googlegroups.com

Laurel Park website: www.homeownersatlaurelpark.com

Executive Committee: laurelparkec@gmail.com

A more detailed listing of contact information is available on the website at:

<https://homeownersatlaurelpark.com/contact/>

4. RULES, REGULATIONS, AND USEFUL INFORMATION FOR LIVING IN LAUREL PARK

(see By-Law 1.5)

Contact Information:

1. Homeowners at Laurel Park (HALP):
70 Laurel Park, Northampton, MA 01060
laurelparkec@gmail.com
2. Property Manager (for billing concerns and property emergencies):
Pancione Associates
120 Union Street, Suite A, Easthampton, MA 01027
413-527-1110; Fax: 413-527-8991
www.easthamptonpropertymanagers.com/contact_us.html

FEES

- Fees are due the first day of each month or can be paid ahead of time (see By-Law 3.7.4A)
- **Late charges** will be billed for fees that are not paid on time or paid within a possibly approved expiration date. If the homeowner continues not to pay the fees, a lien will be placed on the unit and the homeowner will be responsible for all incurred costs and expenses, including attorneys' fees (see By-Law 3.7.4)
- Fees are sent to Pancione Associates (see #2 above in Contact Information)

MAIL/CORRESPONDENCE/MINUTES

- U.S. mail is delivered to the mailboxes by the bulletin board
- Please check your mailbox for correspondence from HALP and the Property Manager
- Copies of minutes from the Executive Committee (EC) monthly meetings and other meetings are posted on the [HALP website](#) and are sent by email to the [Homeowners at Laurel Park listserv](#). To request a copy of the minutes, please contact the EC Clerk at clerkaurelpark@gmail.com or write to Laurel Park EC 70 Laurel Park Northampton, MA 01060
- If you are not receiving email from the google group (halpct@googlegroups.com), contact the EC Clerk at clerkaurelpark@gmail.com.

ROADS AND PARKING

- The speed limit is 10 MPH (see By-Law 11.8.9). **This is taken seriously.** The roads are narrow, residents walk their dogs along the roads, and the cats who go outdoors often cross the roads. **Fees will be imposed on speeders** (see By-Laws 5.1.16 and 11.2.2)
- No parking is permitted on the roads (see By-Law 11.8.9)
- Both the road into the Park (to the STOP sign) and the road exiting the Park are one-way
- Each Unit is guaranteed ONE (1) parking space
- Residents may keep only cars and small trucks as primary vehicles. We have no facilities for boats, large trailers, and other vehicles with the exception of trailers and RVs under 23' which are assigned to a designated area (see By-Law 11.8.10)

- No unregistered cars can be left on Park property (see By-Law 11.8.10)
- No non-moving, non-operational motorized vehicles are allowed on Park property (see By-Law 11.8.9)
- No car can be parked for more than 60 days if the owner is absent. Request for an exemption must be approved by the EC
- Parking spots adjacent to the houses are used by residents. No parking spaces are not deeded. Please be courteous. If you expect visitors, ask them to park in general parking areas
- After a snowstorm, please follow the snow policy. Look for details both on the bulletin board and via email sent out by the Property Committee. (See Appendix B, "Laurel Park Snow Procedure"). Note that if a car is not moved from a parking within 24 hours of the end of a snowstorm to allow for thorough plowing, it can be towed at the owner's expense

TRASH AND RECYCLING (see Appendix C and Appendix D), COMPOSTING

- Trash and recycling containers are located by the barns to the right of the mailboxes by Route 5&10
- There are 3 bins: 1) trash, 2) paper products, and 3) glass, metal and plastic (milk and juice cartons made of coated paper are included in this category. The trash dumpster is for household trash only. (see By-Law 11.8.1)
- See "Container Service" (Appendix c) and "Recyclable Materials" (Appendix D) at the end of this packet for information on what can and cannot be placed in each container. Furniture, appliances, construction materials, and other large items must be taken to the transfer Stations on Locust Street or Glendale Road (see By-Law 11.8.3)
- If you are doing a remodeling project, you must rent your own container for construction use (see By-Law 11.7.1)
- There is a community compost. The compost bin is found taking a right on the road before the road to the dumpsters. Go past the two blue barns on the left. Compost bins are beyond the barns on the right.

GROUNDS MAINTENANCE

- The Property Manager (Pancione Associates) is responsible for for most grass cutting, leaf clean-up, and care of shrubs and trees
- Although they do not own it, homeowners are responsible for maintaining 15 feet around their house or halfway to the next structure if the distance is less than 15 feet (see By-Law 11.8.14)
- Homeowners must keep the area around their house free from debris, building material, and combustible materials (see By-Law 11.8.14)

TREES (see By-Law 11.8.13, Appendix E and Appendix F)

- Laurel trees in Laurel Park are NOT to be cut down. Laurel trees are a Threatened Species in Massachusetts. **There will be a fine imposed for cutting down a Laurel tree** (see By-Laws 5.1.16 and 11.2.2)
- Permission is required for any tree work (Appendix F). Request forms are available in the Post Office room located near the mailboxes. Submit requests and concerns regarding tree work to the Property Manager (see address on front page of Rules, Regulations, and Useful Information)
- Nothing can be hung from trees, including clotheslines, hammocks, and bird feeders

COURTESY

- We live closely to each other and must respect each other's need for quiet. It is required that after 9 PM you do not play loud music or loud TV or engage in any activities that will be disturbing your neighbors (see By-Law 11.8.6)
- Work on any project requiring a *Building Permit* from the City of Northampton may not be performed 7:30 AM nor after 6:00 PM on ANY day (see By-Law 11.8.6 A)
- Work on any project requiring a *Building Permit* from the City of Northampton may not be performed on ANY Sunday, nor on Thanksgiving, Christmas, and New Years Day (see By-Law 11.8.6 A)
- Activities which create disturbing noises shall not be performed on Sundays *before noon* between the last Sunday in June through the second Sunday in September in respect for the Laurel Park Arts' religious services being conducted in the Laurel Park Tabernacle in the center of the Park. The use of chain saws on Sundays requires the permission of the EC (see By-law 11.8.6)
- Do not hang laundry outside before 12:00 PM on Sundays from the last Sunday in June through the second Sunday in September, out of respect for the Laurel Park Arts religious services at the Tabernacle in the center of the Park (see By-Law 11.8.7)
- Feeding of birds, squirrels, and chipmunks is not accepted from April 1st through October 31st in order to lessen the presence of wildlife predators. This is a safety concern and Laurel Park complies with City of Northampton Article III Section B, "Feeding of Wildlife Prohibited"

DOGS (see By-Laws 11.8.4 and 11.8.5)

- Dogs must be on-leash at all times and in the presence and under the immediate control of their owner or other responsible person (see By-Law 11.8.4)
- No feces shall be left on Laurel Park grounds. **Violations are subject to fines.** (see By-Laws 5.1.16, 11.2.2, and 11.8.4)
- Excessive barking of dogs is not permitted. **Violations are subject to fines of \$25 per complaint** (see By-Laws 5.1.16, 11.2.2, 11.8.5)
- Many residents walk their dogs along the narrow roads and speeders will be fined due to concerns for residents' and pets' safety

BUILDING/REMODELING PROJECTS (see By-Laws 11.7, 11.7.1 and 11.8, Appendix K)

- No changes to the home may extend beyond the footprint of the unit
- Walkways and patios must be made of materials that can be easily picked up and require the approval of the EC. Fences are not permitted
- A written proposal is required for any major building project which requires a *Building Permit* from the City of Northampton A written approval is also required for storage of building material on HALP land as well as any dumpster
- No work can begin on any building project without the approval of the EC. The homeowner and contractor of record must obtain all necessary permits and file copies of those with the EC
- **Fines will be incurred if the above rules are not followed** (see By-Laws 5.1.16 and 11.2.2)
- Roof Work (see Appendix J)

RENTING YOUR UNIT

- You may rent out your unit for no more than 6 months per year, and only if your service fees are paid in full. The period can be extended to one year for hardship reasons, which must be approved by the EC (see By-Law 11.5.1 #2)
- A tenant **MUST** go through Orientation before moving in. **Failure to do so will result in a fine of up to \$500 for the homeowner** (see By-Laws 5.1.16, 11.2.2, and 11.9.4)
- In the absence of the owner, a spouse, sibling, child, or domestic partner may live in the unit. Relatives and/or domestic partners of homeowners **MUST** go through Orientation. **Failure to do so will result in a fine of up to \$500 for the homeowner** (see By-Laws 5.1.16, 11.2.2, 11.9.4)

SELLING YOUR UNIT

- The prospective homeowner must review and digest the Master Deed and Declaration of Trust, received by the current homeowner. This can be done with legal counsel. Water shutoff and septic cleanout locations will be identified (see By-Law 11.9.3)
- Prospective homeowner will then contact Orientation Officer to schedule an orientation, which will take place **BEFORE** the date of transfer and/or occupancy of the unit. The Orientation is necessary for the potential homeowner to receive the Massachusetts 6D Certificate without which the condo cannot be purchased. 6D requires that the condo Trustees sign a certificate verifying the outstanding condo fees against the unit, if any, have been paid (see By-Laws 10.6.6 and 11.9.4. See also Massachusetts general laws chapter 183a section 6(d))
- **If a unit is sold without the buyer having completed Orientation, the seller will be fined \$500** (see By-Laws 2.5.3, 5.1.16, 11.2.2, and 11.9.9)
- When a unit is transferred, both buyer and seller must pay a fee of \$75 to the Property Manager (see By-Law 2.5.3). Complete the Homeowners at Laurel Park Condominiums Information Fact Sheet found at the back of this packet
- Homeowners must provide the Executive Committee with notice of impending change of ownership, including but not limited to transfers of title into trusts (see By-Law 2.2)

EXECUTIVE COMMITTEE, PROPERTY COMMITTEE, ANNUAL MEETINGS, ORGANIZATIONS, COMMUNITY BUILDINGS, and GARDEN

- The Executive Committee (EC) is comprised of 7 officers elected by homeowners at the Annual Meeting (see By-Law 3.5)
- The EC makes all decisions regarding running of the Park, following the HALP by-laws (see By-Law 3.5.3)
- The Property Committee reviews the maintenance needs of the Park, including plowing, mowing, paving, mosquito control, etc. The Property Officer (Chair of the Property Committee) discusses issues and recommendations with the EC, who then make final decisions on actions, if any, to be taken
- A homeowner may bring an issue to an EC meeting. The EC meeting takes place the second Monday of every month. Meeting times are located on the bulletin board. If you wish to be on the agenda, contact the EC Clerk at laurelparkec@gmail.com
- The Budget By-Law Meeting is held the 3rd Saturday of September. The Finance Committee presents the budget for discussion and proposed by-laws and/or changes to existing by-laws will be presented
- The Annual Meeting is held the 3rd Saturday in October. Votes are taken on the budget, proposed amendments and elections of Trustees and Officers

- Each unit has one vote at the Annual Meeting. If you cannot attend, you may designate – in writing – another unit owner as your proxy. Only homeowners may vote. (see By-Law 3.3.2) A proxy can be a proxy for only one homeowner.
- **Laurel Park Arts.** This organization, staffed by homeowner and non-homeowner volunteers, brings theater, music, learning, interfaith services and guided natural walks to our historic setting. (For more information, see www.laurelparkarts.org)
- **Social Union.** This organization, staffed by homeowner volunteers, presents activities to foster community. These include two yearly tag sales (open to the public), a Strawberry Dinner, beautification of our front entrance, a weekly coffee hour, and more
- There are three buildings where most activities are held: Normal Hall, the Dining Hall, and the Tabernacle. Normal Hall: Community meetings, such as the Annual and Budget meetings, subcommittee meetings, etc. are held there. Theater, lectures, and dances can also be held there and the Hall is available to be rented for certain functions under certain regulations. Dining Hall: This is the meeting place for most Social Union activities – tag sales, Strawberry Dinner, and coffee hour. In the winter, it is available for people to store limited items. The Tabernacle: Interfaith services Sunday mornings in the summer are hosted here. These services have been offered every summer since the founding in 1872
- Also of interest is Laurel Park's library, run on an honor system and filled with donations from homeowners. The library is in a room called the Post Office, which is located in the building to the left of the mailboxes. Right next door to the Post Office is the Executive Committee office, which is open for their monthly meetings
- **Makerspace.** A space in the truck barn where residents can practice woodworking and related projects. (See Appendix M, HALP Makerspace Community Resolution & Agreement)
- There is a **community garden**. Please watch the bulletin board and listserv in the Spring for garden information. The garden is found taking a right on the road before the road to the dumpsters. Go past the two blue barns on the left. Gardens are straight ahead

You are STRONGLY encouraged to familiarize yourself with the Homeowners at Laurel Park By-Laws, of which you have been given a copy. In these you will find information on:

- The purpose and explanation of the Trust
- Budget and Annual Meetings
- Election and Duties of the Trustees and Officers
- Beneficiaries and the Beneficial Interest in the Trust
- Powers of the Trustees
- Maintenance and Repair of units and grounds
- Arbitration
- Managing Agent
- Insurance
- Rights and Obligations of Third Parties Dealing with the Trustees
- More in-depth information on topics presented at the orientation
- Inspection of Books
- Termination of Trust
- Mortgages through FHLMC and FNMA
- Construction and Interpretation

5. LAUREL PARK EXECUTIVE COMMITTEE GUIDELINES FOR COMPLAINTS

It is the responsibility of the Executive Committee (EC) of the Homeowners' Association of Laurel Park (HALP) to assure that the Association bylaws and rules are followed. From time to time, members of the Association may file concerns or complaints with the EC regarding perceived violations caused by other members and/or residents of the community. It is the hope of the EC that these situations can be dealt with in a responsible and respectful matter both insuring that the community bylaws are followed and the community members are fairly treated. With that as a goal, the following will be the procedure followed by the EC when a complaint or concern is made.

1. If a community member or resident has a concern that a bylaw or rule is not being followed, they should first try to raise their concern with the individual if possible. Many issues can be resolved directly with one another.
2. If a community member or resident feels they are unable or unwilling to directly communicate their concerns to the individual or individuals involved, they may call or write a member of the EC to voice their concern. The EC will determine whether the complaint or concern falls under the purview of the EC or whether a complaint should be filed with a state or local entity. If the concern is an emergency, it is most likely that it is outside the responsibility of the EC and needs an emergency response from local authorities.
3. Once a formal complaint is accepted by the EC for review, the EC will notify the person or persons involved, both the alleged offender and the complainant, that a complaint has been filed and it will be reviewed and discussed at the next EC meeting. Both parties will be encouraged to attend for the discussion.
4. At the EC meeting, both parties may offer their information pertaining to the alleged violation. This discussion will be held in Executive Session of the EC to preserve the privacy of the situation for the involved members. The EC will determine if a violation has in fact occurred and what if any consequence must be taken.
5. Once a decision is made by the EC, both the accused person or persons and the complainant will be notified of the outcome. If the matter affects the community at large, the community will be informed of the decision and outcome.

It is the hope of the EC that these guidelines will assist all of us as we strive to have a community based on fairness and transparency.

6. APPENDICES

Laurel Park

Northampton, MA

Coles Meadow Rd.

Rockridge + Coles Meadow Rd.

Maximum
Speed
Limit
10
MPH

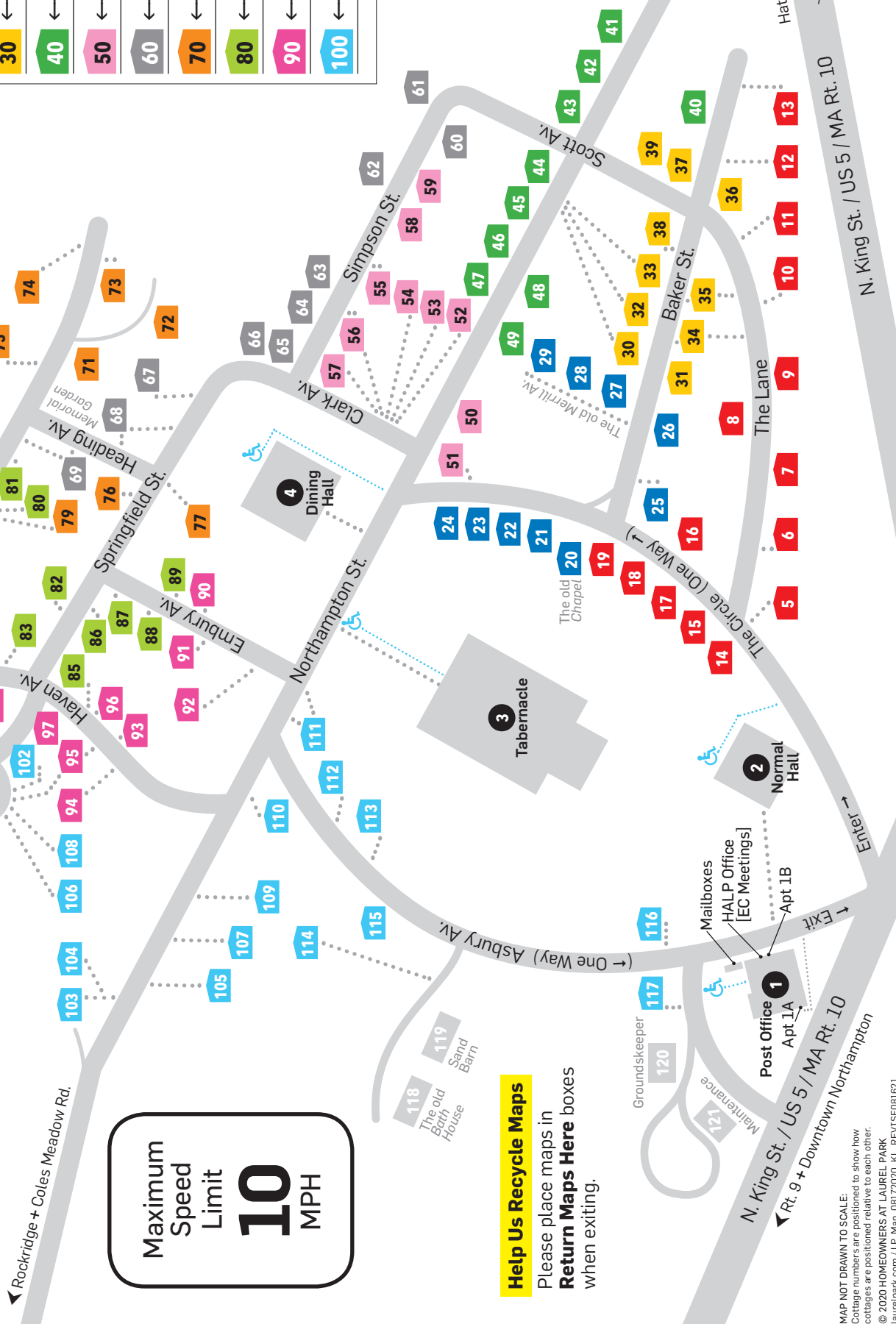
Help Us Recycle Maps

Please place maps in
Return Maps Here boxes
when exiting.

APPENDIX A

Key to Cottage Numbers:

5	↔	19	Red
20	↔	29	Blue
30	↔	39	Yellow
40	↔	49	Green
50	↔	59	Lite Pink
60	↔	69	Grey
70	↔	79	Orange
80	↔	89	Lime
90	↔	99	Hot Pink
100	↔	117	Aqua



From
91
Exit 27
Formerly
Exit 21

MAP NOT DRAWN TO SCALE:
Cottage numbers are positioned to show how
cottages are positioned relative to each other.
© 2020 HOMEOWNERS AT LAUREL PARK
laurelpark.com / LP_Map_08172020_KL_REV15E081621

LAUREL PARK SNOW REMOVAL PROCEDURE



1. When snow accumulation is approaching 3 inches, the plows are instructed to plow out the roads as to have access to both the back, front, and side exits. They may return several times during a storm to maintain access to Park's entrances. As the storm winds down, the plows will return and begin to plow the Park's large lots (the lots at the barns area and by the blue salt sheds/bathhouses as you go toward the community garden).

Residents should move their cars to those large lots to allow plowing of the smaller lots. Do not move your cars before the large lots have been plowed so as not to impede the plowing.

2. When the plows come back (as they do several times during a storm), and as the storm is winding down, they will be able to clear medium-sized lots (3 cars or more) and parking spaces designated for seniors and people with disabilities.

If cars are not removed from smaller lots on the day after the storm, and these lots can therefore not be plowed, residents will be responsible for clearing the smaller parking lots themselves.

3. After these smaller lots have been cleared, residents may return their vehicles to them.
4. When sanding is needed, the sanders will try to sand not only roadways, but also parking lots if most of the cars have been moved. In lots where multiple cars are parked, sanding will not occur in order to avoid damage by sanding.

NOTE: Plowing is limited by the Park's terrain and the awkward situation of some areas, so not all parking spaces will be plowed. If a resident knows s/he is going to be absent from the Park during a storm, it is suggested to leave a car key with a neighbor so that they can move the resident's car (in extreme cases, cars impeding snow removal may be towed).

Walks are not shoveled except by the homeowner or someone hired by the homeowner.

ALTERNATIVE
RECYCLING
SYSTEMS, LLC



CONTAINER SERVICE

BANNED ITEMS NOT TO BE PLACED IN CONTAINERS

- MATTRESSES
- BOXSPRINGS
- TELEVISIONS
- COMPUTER MONITORS
- LARGE FURNITURE
 - *SOFAS, SLEEPER SOFAS, UPHOLSTERED CHAIRS, BED FRAMES, WOOD FURNITURE, ETC.*
- FLUORESCENT BULBS OR FIXTURES
- HAZARDOUS WASTE:
 - *PAINTS, STAINS, THINNERS, CHEMICAL SOLUTIONS, CHLORINE, ASBESTOS, ETC.*
- CONSTRUCTION DEBRIS:
 - *WOOD, SHEETROCK, BRICKS, CONCRETE, SHINGLES, ETC.*
- FREON ITEMS:
 - *REFRIGERATORS, FREEZERS, A/C UNITS, DEHUMIDIFIERS*
- WHITE GOODS:
 - *WASHERS, DRYERS, STOVES, DISHWASHERS, WATER HEATERS*
- YARD WASTE:
 - *LEAVES, STICKS, DIRT, ROCKS, ETC.*
- PROPANE TANKS
- TIRES
- LEAD-ACID BATTERIES (*CAR TYPE*)
- SCRAP METAL
- NO LIQUID WASTE

BANNED ITEMS MAY BE MANAGED BY SPECIAL ARRANGEMENT.

PLEASE CALL FOR DETAILS.

413-587-4005

ALTERNATIVE
RECYCLING
SYSTEMS, LLC



RECYCLABLE MATERIALS

PAPER RECYCLING

- White / Colored Paper
- Computer Paper
- Magazines / Catalogs / Brochures
- Newspapers / Inserts
- Junk Mail
- Paper Bags
- Paperbacks & Phone Books
- Boxboard (i.e. shoe boxes / cereal boxes, etc.)
- Corrugated Cardboard (Breakdown all boxes, No larger than 2 feet square)

DO NOT INCLUDE: Waxed Cardboard, Pizza Boxes, Paper Towels, Napkins, Tissue Paper, Paper Plates or Cups, Disposable Plastic Cutlery, Egg Cartons, Photographs, Candy Wrappers, Envelopes w/bubble wrap, Wrapping Paper, Ribbons, Bows, Tinsel, Packing peanuts, Styrofoam

MIXED CONTAINER RECYCLING

GLASS:

- Bottles and Jars (Only clear, green, brown, less than 2 gallons)

PLASTIC:

- All Plastic Bottles (Numbers 1 thru 7)
- All Plastic Jars / Tubs
- All Plastic Microwave Trays and Containers

POLYCOATED:

- Milk and Juice Cartons (Tent Tops)
- Drink Boxes

METAL:

- Aluminum Cans
- Tin / Steel Cans and Lids
- Aluminum Foil / Trays (Clean)

DO NOT INCLUDE: Plastic Bags and Wrap, Styrofoam, Ceramics, Paint or Aerosol Cans, Auto Glass, Light Bulbs, Motor Oil Jugs

LAUREL PARK TREE POLICY

(See By-law 11.8.13)

1. Laurel Trees are a Threatened Species in the state of Massachusetts. All trees in Laurel Park are to be protected and preserved. Absolutely NO trees may be trimmed or cut down without written permission of the Executive Committee with two exceptions:
 - Trees whose thickest part of diameter is no more than ONE (1) INCH thick may be trimmed or removed without consulting the Executive Committee
 - Trees within THREE (3) FEET of a unit may be TRIMMED (not removed), provided the trimming does not cause harm to the tree.

NOTE: Homeowners should check all wires coming into their homes to insure that no wires are touching branches. If a tree needs trimming to clear the wires, the Property Committee should be notified immediately. UNDER NO CIRCUMSTANCES should a Homeowner attempt to remove branches near wires.

2. Healthy, viable trees should not be removed without compelling circumstances. Such circumstances shall include, but not be limited to, danger presented to persons or properties.
3. Any homeowner desiring tree work must complete a written request form for the committee. It will then be discussed and voted upon and the request will be approved or denied. The written request will be returned to the homeowner with the written decision.
4. No tree is to be taken down to accommodate construction except as a last resort. Contractors need to prove to the Executive Committee that no other alternative exists. For septic systems, replacement of soil in an existing location must be used whenever technically possible instead of removing trees.
5. A tree will be removed by the Property Manager if it is dead, diseased, or dying. A tree will be removed if it is a hazard to property. Shedding of needles, pine cones, nuts, leaves, a natural dropping of small branches, dripping of tree sap, and reduction of sunlight do not constitute a hazard.
6. If a tree is to be taken down for reasons other than above and the Executive Committee has approved, at that time all neighbors will be advised in writing and given an opportunity for input before the tree is taken down.
7. If, when a general notice is posted about tree removal, any Homeowner is interested in the wood for a stove or fireplace, s/he may contact the Property Committee. A \$50.00 deposit will then be posted by the Homeowner with the Executive Committee before the tree is taken down. The Homeowner must agree in writing to have the tree cut into wood stove lengths and stacked within one month's time. If this is not completed within one month's time, the Park will then remove the wood and deduct the cost of removal from the Homeowner's deposit. In the event that more than one homeowner wants the wood, the wood and deposit will be divided equally among them. Softwood trees will not be part of this policy as they present a fire hazard to burn.

HOMEOWNERS AT LAUREL PARK TREE REQUEST FORM

Do you have a concern about the health or safety of a tree at Laurel Park? Fill out this form and give it to the Property Committee Chair. Your query will be addressed by our tree care experts and this form, with the response, as written below, will be returned to you. For more information, see Laurel Park's tree policy at www.homeownersatlaurelpark.com.

Please provide this form by May necessary work is included in yearly maintenance.

Date: __/__/____ Homeowner Name: _____
Unit #: _____ Phone #: _____

Tree Request (check one): ____Trim ____Removal

Type of tree if known: _____

Reason for request:

Location of tree (please be specific):

Give or send this form to a member of the Property Committee.

*****FOR PROPERTY COMMITTEE USE ONLY*****

Date Request Received: __/__/____ Received by: _____

Date Reviewed by Property Committee: __/__/____

Property Committee's Determination:

Property Committee Member's Initials: _____

Date Form Forwarded to Requesting Homeowner: __/__/____

LAUREL PARK NAME SIGN REQUEST

APPENDIX G

Please provide the following information to request a sign panel with your name and unit number. Submit this form to EC vice president or as directed by the person completing your orientation.

UNIT #:

NAME AS IT SHOULD APPEAR ON THE SIGN:

DATE:

Thank you!

TEMPORARY STORAGE STRUCTURE GUIDELINES

1. Storage structures which are external to a unit (not within the footprint of the unit) must be temporary. Temporary storage structures are defined as those that involve assembly, but not construction.
2. Temporary structures must be capable of being disassembled and removed within 2 hours of a request to do so by the Property Committee. (Reassembly within an equal period of time must also be possible). The responsibility for removal rests with the unit owner.

If time does not permit an advance request for removal, the storage structure may be removed by the Property Committee. This is a standard practice for any object outside the unit's footprint for which an easement has not been given.

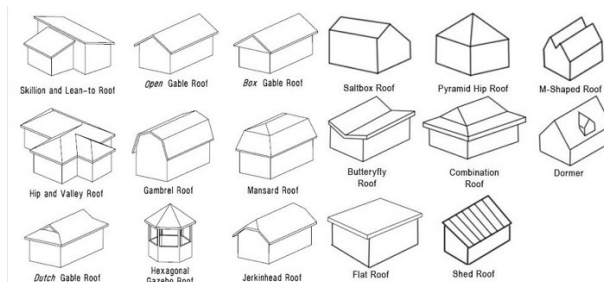
3. Permission for any temporary storage structure is required. Submit requests, including diagram of location and dimensions, to the Property Committee. Not all requests can be granted due to limitation of space.
4. Temporary storage structures are limited to a maximum of 16 square feet in foot print per house. The maximum size is not possible at all locations.
5. No temporary storage structure may infringe on the space of an adjoining unit. It must not interfere with the normal use of any adjoining unit, or occupy land which may reasonably be used by other unit owners.
6. Temporary Storage structures must meet the safety requirements of the Property Committee. Such structures should also not detract from the attractiveness of the surrounding area.

Laurel Park Rules - Septic System Guidelines

1. You must request, in writing, permission from the Homeowners Association of Laurel Park (HALP) Executive Committee (EC) for a percolation test to either install a new septic system or replace an existing septic system.
2. After a successful percolation test, you must submit to the HALP EC a design plan, drawn-up by a certified civil engineer, for the proposed system.
3. The homeowner is responsible for making the engineer aware that vehicles are liable to drive over any area of the Park and that all septic systems need to be able to withstand vehicles or heavy machinery driving over or parking on them.
4. At the time when the plan is submitted, the homeowner should also make a date with the HALP EC for a septic hearing/meeting.
5. At least 10 days prior to the septic hearing, the homeowner must notify all abutters, in writing, of the date of septic hearing and the location of the septic system. An abutter is defined as anyone whose cottage is within 100 yards of the proposed septic system **OR** whose septic system abuts the proposed septic system. The HALP EC will be happy to help you identify abutters.
6. Although not required, you might consider keeping copies of emails sent or tracking of letters mailed in order to have proof that all abutters have been notified.
7. You must also post the septic hearing date and a sketch of the proposed septic system and site on bulletin board near mailboxes.
8. At the septic hearing, any interested homeowner will have the opportunity to voice their concerns.
9. At the septic hearing, the HALP EC will approve or reject the design for the proposed septic system.
10. If the septic system design plan is approved, installation can proceed.
11. The unit owner who is having the septic work done is financially responsible for any damage to trees done during the installation.
12. The unit owner who is having the septic work done is financially responsible for all areas disturbed the installation or repair of their septic system, including but not limited to roads, grass, parking areas, etc. **All disturbed areas must be restored to original condition.**
13. **Old tanks must be removed. Your previous septic area, if any, must be filled with sand and restored.**

ROOF-WORKING THE LAUREL PARK WAY

APPENDIX J



In order to help your roof project go smoothly, please follow the steps below. If you have any questions, you may contact the Executive Committee at laurelparkec@gmail.com. Thank you.

Step 1. If the section of the roof you plan to replace is no larger than 5' x 5', you may work on it without informing the EC or the city. However, your neighbors should be informed of your plans. If it is larger than 5' x 5', proceed to Step 2.

Step 2. Inform the EC of the work you plan to do. Fill out the following information and bring it to the next EC meeting (held the second Monday of each month) OR email it to laurelparkec@gmail.com.

Name: _____ Unit #: _____ Phone #: _____

Email address: _____

Will a dumpster be used for this work? (Y/N) _____

If 'yes,' where do you intend to have it placed? **Note: dumpsters may not be placed in a manner that would block any HALP roadway or over the location of a septic tank/leach field.**

What is the expected duration of the project? _____

Do you plan to do the work yourself? (Y/N) _____

If 'no,' who will be performing the work? **(A copy of the roofer's license and certification must be provided to the EC)**

What are the numbers of the units you will be informing of the work? (Immediate neighbors must be informed of construction) _____



GUIDELINES

Laurel Park By-Laws stipulate that construction or repairs to units must be reviewed and approved by the Executive Committee (EC). This enforces a cooperative process that protects the homeowner and the association from costly mistakes, the building of illegal structures, and possible litigation resulting in the homeowner having to reverse alterations they have made. It also ensures that Laurel Park's common land is kept safe and available for everyone to use and enjoy.

Unit footprints and the majority of Laurel Park's By-Laws relating to construction can be found in Section 11 of the By-Laws, which you can access at <http://homeownersatlaurelpark.com>.

Things to Keep in Mind (see Section 11 of By-Laws for complete rules):

- With the possible exception of expanding an exterior landing, it can neither be permitted nor is it legally feasible to construct outside of your unit's footprint.
- Almost every green space in laurel Park contains water pipes, septic tanks, and/or leach fields.
- Input from neighbors may be required before work can be approved.
- Construction hours are: 7:30 am – 6:00 pm, Monday through Saturday. Check By-Laws for Sunday restrictions.
- You are responsible for all construction-related debris, and **you cannot use Laurel park's dumpsters for disposal.**
- All approvals will expire if construction has not started within one year.
- If the project has not been completed with the year, the EC will require an update as to expected date of completion.

Steps in Process

- Contact the EC at laurelparkec@gmail.com to get the ball rolling on your intended project.
- Fill out the Construction Application Form as best you can and provide a visual representation of the project.
- If requested, attend an EC meeting to answer questions.
- Once your project is approved, please submit a copy of your building permit and insurance binder to the EC.

**Do you want to perform construction on your unit, or make repairs?
If so, this form is for you!**

LAUREL PARK CONSTRUCTION APPLICATION

Please describe the work you want to on your unit, in as much detail as possible. Use additional pages, if necessary.

Please attach a drawing, sketch, or any visual plans you have.

Will this work require a building permit from the City of Northampton? ____Yes ____No
*If yes, you will be required to provide a **copy of the permit** to the Executive Committee before commencing work.*

Will you be doing the work or hiring a contractor? ____Self ____Contractor
*If using a contractor, you will need to provide a **copy of your contractor's insurance binder** to the Executive Committee before commencing work.*

When will this work begin?

When do you expect it to be completed?

Will this work require a dumpster or other large equipment? If so, please describe:

.....
This section for Executive Committee (EC) Use

EC date of project approval: _____

****Attach permit, if required.**

****Attach insurance binder, if required.**

****Contractor Sign-off**

I've seen the rules regarding construction and agree to abide by these rules.

HOMEOWNERS AT LAUREL PARK CONDOMINIUMS

INFORMATION FACT SHEET

(REQUIRED PURSUANT TO CHAPTER 400 OF THE ACTS OF 1992)

ALL INFORMATION IS REQUIRED

UNIT #: _____ **UNIT STREET:** Laurel Park Northampton, MA 01060-1110

UNIT OWNER (S): _____

Phone #: (cell) _____ (home) _____ (work) _____

Current Mailing Address: _____

Email Address: _____

Vehicles(s): Make/Model/Color: _____ Plate #: _____

_____ Plate #: _____

Names of each occupant in unit: _____

Emergency Contact: _____ **Phone #:** _____

Closing Date: _____

FIRST MORTGAGE:

Bank/Lender's Name: _____

Mailing Address: _____

Loan or Account Number: _____

SECOND MORTGAGE:

Bank/Lender's Name: _____

Mailing Address: _____

Loan or Account Number: _____

PET INFORMATION:

Breed: _____ **Size:** _____ **Color:** _____ **Pet Name:** _____

ORIENTATION COMPLETION DATE: _____

Signature of EC member: _____



RECREATIONAL FIRES

Rules According to Northampton Fire Prevention Office

CAUTION: Possible fires in Laurel Park are of great concern to the Northampton Fire Department for the following reasons:

- There are propane tanks everywhere
- The streets are narrow and it is very hard for the fire trucks to maneuver
- The houses are very close together
- A fire it could spread rapidly throughout the Park.

PLEASE follow these rules:

- All recreational fires must have the written permission of the Property Chair; (By-law 11.8.11);
- Recreational fires must be in a small, contained area and the flames should not be much higher than the metal pit or ground pit;
- A fire needs to be at least 25 feet from any other structure;
- There are to be no recreational fire when it's windy;
- There are Red Flags days in which conditions are favorable for fires. On these days absolutely no fires are allowed. Red Flag warnings are issued by the National Weather Service;
- Leaves and pine needles cause embers to fly and are never to be used in the fires;
- Before starting your small, contained fire, remove the leaves and pine needles from the metal pit or ground pit of to prevent flying embers;
- Use only tree wood. Pallets are not acceptable. Furniture parts are not acceptable;
- Trees above the fire area, if any, should be too high to be affected by the heat. This means that the heat rise should not be greater than the distance away from the fire in which you feel the heat. For instance, if you are sitting 5 feet away from the fire and feel the heat of the fire, the trees limbs should be more than 5 feet above the fire;
- There should be a water-type fire extinguisher nearby any fire;
- Fires should not be left unattended;
- The fire containers individuals buy for private use, such as metal pits and bonfire stoves, are bound by all of the same fire regulations as above;;
- The fireplace near the Dining Hall, once cleared of leaves and pine needles, is a safe place for a fire. Its use requires the written permission of the Property Chair;
- The fire place in the woods off of North Warren is completely unsafe and should never be used because it is surrounded by leaves, trees, pine needles, power lines, etc.;

Permits are not necessary for the recreational fires discussed above. The fires do not need to be covered. Bar-b-q grills do not need to observe the 25 foot rule.

If your neighbor has concerns about the fire or if smoke is entering their home, they can and should call the Fire Department who will come and put it out. If you burn illegally, that is, use pressure-treated wood, plastics, etc., and the health of your neighbor is affected, you will be held liable.

(05/25/2019)

7. HOMEOWNER ORIENTATION FORMS

The following forms must be completed by new homeowner prior to sale and submitted to HALP EC Vice President (or as directed by person facilitating your orientation).

- 1) [Homeowners Contract](#)
- 2) [Homeowner Information Fact Sheet](#)
- 3) [Deed Information Form](#)
- 4) [Name Sign Request](#)

Optional:

- 1) [Authorization for Electronic Communication](#)