

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

Contact Information:

1. Homeowners at Laurel Park (HALP) (**see By-Law 1.5**):
Mailing Address: 70 Laurel Park, Northampton, MA 01060
Email: laurelparkec@gmail.com
Website: <https://homeownersatlaurelpark.com/>
2. Property Committee (for construction permission, tree requests, other property concerns)
Email: propertycommitteelp@gmail.com
3. 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
Website: <https://easthamptonpropertymanagement.com>
4. The full list of contacts can be found at <https://homeownersatlaurelpark.com/contact>

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 an approved grace period. Continued failure to pay the fees will result in a lien being 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. Checks should be made out to Pancione Associates (see #2 above in Contact Information).

MAIL/CORRESPONDENCE/MINUTES

- The Executive Committee (EC) maintains a **broadcast-only** listserv for dissemination of official information. The address is HALPCT@googlegroups.com. Members of the listserv cannot post messages or reply to messages posted on the listserv. Homeowners are required to provide an email address in order to receive email communication from the Executive Committee unless they don't have an email address, in which case other arrangements will be made.
- U.S. mail is delivered to the mailboxes by the bulletin board.
- Copies of minutes from the Executive Committee (EC) monthly meetings and other meetings are sent via the EC listserv (Please contact the EC if you do not have an email and wish to have

a copy of the minutes). Minutes are archived and available on the Homeowners at Laurel Park Website.

- There is Laurel Park social listserv: the Homeowners Listserv (homeownerslp@gmail.com), created by homeowners, is for social communication within the park. This listserv is unmoderated and is not monitored for content.

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. **Fines 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 from Route 5 (King Street) (to the STOP sign) and the road exiting the Park to Route 5 are one-way.
- Each Unit is guaranteed ONE (1) parking space.
- Residents may keep only cars and small trucks as primary vehicles. Laurel Park does not have facilities to store boats, large trailers, or other vehicles with the exception of trailers and RVs under 23'. There are a limited number of parking spaces for legal trailers. These parking spaces are assigned on request when available (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. Requests for an exemption must be approved by the EC.
- Parking spots adjacent to the houses are used by residents. 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 space 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 as you exit the park, close to Route 5&10.
- There are 3 bins: 1) trash, 2) **recycling for paper products**, and 3) **mixed recycling including 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). Information about specific items that can be included in the Trash and Recycling Bins is available on the HALP website.

- 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 by 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 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 that 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. Great Laurel Trees are a threatened species in Massachusetts and they resemble Mountain Laurel Trees. **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 outside of the Post Office room located near the mailboxes and can be downloaded from the website from the Documents/Forms menu. Submit requests and concerns regarding tree work to the Property Committee (PC) at propertycommitteelp@gmail.com (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 close 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 to 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 before 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 when religious services are 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 within sight of the Tabernacle before 12:00 PM on Sundays from the last Sunday in June through the second Sunday in September, when religious services are being conducted at the Tabernacle in the center of the Park (see By-Law 11.8.7).
- Feeding of birds, squirrels, and chipmunks is not allowed from April 1 through October 31 in order to lessen the presence of wildlife predators. This is a safety concern and is in compliance with the 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 (see By-Laws 5.1.16, 11.2.2, and 11.8.4).
- Excessive barking of dogs is not permitted (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.
- **Fines will be incurred if the above rules are not followed** (see By-Laws 5.1.16 and 11.2.2)

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 their construction requires the approval of the EC. Fences are not permitted.
- A written proposal is required to be submitted to the EC and PC 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 for placing a dumpster within the park.
- 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 these with the EC.
- You must notify the EC of any significant roof work (see Appendix J).
- **Fines will be incurred if the above rules are not followed** (see By-laws 5.1.16 and 11.2.2).

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 \$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 buyer must review and understand the Master Deed and Declaration of Trust, received by the current homeowner. This can be done with legal counsel. It is required that you notify the buyer of the Water Shutoff and Septic Cleanout locations (see By-Law 11.9.3).
- The seller must ensure that the prospective buyer completes an orientation prior to purchase. The prospective buyer needs to contact the Orientation Officer, typically the Vice President of the Executive Committee, to schedule an orientation, which must take place **BEFORE** the date of transfer and/or occupancy of the unit. The Orientation is required in order 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).
- The seller must provide the buyer with the US post office mailbox key for the unit.

FINES

- The Homeowner's Association of Laurel Park assumes all owners, residents and guests will abide by the bylaws of the Association. Monetary penalties are intended to deter behavior that violates the bylaws. **Fines will be incurred by homeowners for by-law violations** (By-laws 5.1.16 and 11.2.2). The monetary fines start at \$100 and increase to \$500 for subsequent violations of the same by-law. Please review the Policy on Fines which is located on the Homeowners at Laurel Park Website.

EXECUTIVE and PROPERTY COMMITTEE

- **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 EC meeting takes place the second Monday of every month. The agenda is disseminated via the EC listserv 3 days prior to each meeting. Homeowners are welcome to attend the

meeting and may bring a matter for the EC to consider by contacting the committee ahead of time at laurelparkec@gmail.com or by contacting any of the EC members.

- **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. Homeowners must receive approval from the Property Officer before having an open fire in the park. Please refer to the **Fire Policy** located on the Homeowners at Laurel Park Website.

ANNUAL MEETINGS

- **The Budget and Bylaws Meeting:** The Budget and Bylaws Meeting is held on the 3rd Saturday of September. The Finance Committee presents the budget for discussion and proposals for new by-laws and/or changes to existing by-laws are presented.
- **The Annual Meeting:** The Annual Meeting is held on the 3rd Saturday in October. Votes are taken on the budget, proposed amendments to the bylaws and on elections of Trustees and standing committee members. 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 homeowner may hold only one proxy for another owner.

ORGANIZATIONS

- **Laurel Park Arts.** This organization, staffed by homeowner and non homeowner volunteers, brings theater, music, learning, interfaith services and guided nature walks to our historic setting. (For more information, see www.laurelparkarts.org)
- **Social Union.** This organization, also 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.

COMMUNITY BUILDINGS, and GARDEN

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 may be available for homeowners 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
- **The Library:** 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.

- 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.

BYLAWS

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 (Section 1)
- Budget and Annual Meetings (Section 3.2.1, 3.2.3)
- Election and Duties of the Trustees and Officers (Section 3.4, 3.7, 3.8, 3.11)
- The Executive Committee (Section 3.5)
- Beneficiaries and the Beneficial Interest in the Trust (Section 4)
- Powers of the Trustees (Section 5)
- Maintenance and Repair of units and grounds (Section 6)
- Arbitration (Section 7)
- Managing Agent (Section 8)
- Insurance (Section 9)
- Rights and Obligations of Third Parties Dealing with the Trustees (Section 10)
- More in-depth information on topics presented at the orientation (Section 11)
- Inspection of Books (Section 12)
- Termination of Trust (Section 13)
- Mortgages through FHLMC and FNMA (Section 14)
- Construction and Interpretation (Section 15)

*In addition to the Bylaws there are several important policies and guidelines, which are located on the Homeowners at Laurel Park Website. Please familiarize yourself with the following:

- Guidelines for Complaints
- Executive Session Criteria
- Policy on Fines
- Outdoor Fire Rules