

# 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](mailto: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](http://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 bulletin board. Additionally, they are sent by email to the Homeowners at Laurel Park listserv. If you are not on the listserv and would like a copy of the minutes, please contact the EC Clerk at [laurelparkec@gmail.com](mailto:laurelparkec@gmail.com) or write to Laurel Park EC 70 Laurel Park Northampton, MA 01060
- To get on the listserv, contact the Homeownership Listserv Coordinator (contact info found on the Laurel Park Contact Information Guide)

## 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

## 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

## 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](mailto:laurelparkec@gmail.com)
- The Budget By-Law Meeting is held the 3<sup>rd</sup> 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 3<sup>rd</sup> Saturday in October. Votes are taken on the budget, proposed amendments and elections of Trustees and Officers

## 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 1<sup>st</sup> through October 31<sup>st</sup> 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)

- 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 volunteers, brings theater, music, learning, interfaith services and guided natural walks to our historic setting. (For more information, see [www.laurelparkarts.org](http://www.laurelparkarts.org))
- **Social Union.** This organization, also staffed by homeowner and non-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