

## **Welcome to the Milford Country Club Condominium**

The Board of Trustees and residents would like to take this opportunity to welcome you to the Milford Country Club Condominium community. This booklet has been prepared to acquaint you with the condominium rules and regulations, procedures and other information pertinent to condominium living. Please take a few moments to review this document and familiarize yourself with its contents.

This Handbook is an update of the rules and regulations that govern the Milford Country Club Condominium. It is the unit owner's responsibility to be familiar with and live by the stipulations in these documents. Refer to the source documents and the trustees for clarification.

We hope that you will enjoy living at the Milford Country Club Condominium and we encourage you to participate in our recreational and social activities, as well as, participate on our various committees.

Please feel free to call our condominium office at (508) 478-1250. Office hours are:

### Office Hours

Monday: Office Closed  
Tuesday: Office Closed  
Wednesday: 11:00a.m – 6:00p.m  
Thursday: Office Closed  
Friday: Office Closed

You can also leave a message on our answering machine or e-mail the office at:  
[rachel.schube@fsresidential.com](mailto:rachel.schube@fsresidential.com)

**SUMMER HOURS WILL BE POSTED SEASONALLY**

***PUBLISHED BY:***

***The Milford Country Club Condominium Trust  
REVISED June 2019***

**Milford Country Club Condominium Trust**

**Summary of the Milford Country Club Condominium By-Laws:**

Milford Country Club Condominium (MCCC) is situated on approximately 58 acres of land and consists of 138 units located in 36 buildings. The complex includes a clubhouse, with an onsite office. The complex also has a pool, tennis court, and a 9 hole, par 3 golf course.

***The Board of Trustees administers the affairs of the Milford Country Club pursuant to statute and the condominium documents providing for the protection of property values and the enhancement of pleasant living provided for in those documents for which the trustees are responsible.***

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**1: Government at MCCC:**

The following documents comprise the government of the Milford Country Club Condominium:

- Unit Deed
- Master Deed
- Declaration of Trust
- Massachusetts General Laws 183A

**2: Governing Body: A trust whose Trustees are elected for among the Unit Owners are the governing body at Milford Country Club.**

The governing body consists of a minimum of three and no more than seven Trustees. Each of these unit owners is elected to a position at the June Annual Meeting, each year. The Trustees have the responsibility and power to administer and regulate the affairs of the condominium community.

**3: Counsel:**

The Trustees are empowered to retain legal counsel as necessary.

**4: Management:**

MCCC has contracted **with First Service** Inc. to manage our property. They can be contacted through our office located at 3A Country Club Land, Milford, MA 01757. The telephone number is **(617) 221-1000**

**5: Rental of Condominium Units:**

Rental of Units is prohibited under Master Deed, Section 11E. **Violations will result in legal action.**

## 6: Monthly Condominium Fees:

The Board of Trustees establishes monthly condominium fees on an annual basis. The MCCC's fiscal year begins on June 1<sup>st</sup> and ends on May 31<sup>st</sup>. Condominium fees are due on the first of each month. A late charge of \$25 is assessed on all fees received after the fifteenth of each month. **Subsequent delinquencies will be assessed at \$100 per month.** Delinquent accounts are subject to legal action, which may include collection letters, filing of lien, and foreclosure. All legal bills incurred by the Trust in the collection process become a lien (a common expense assessment) on the condominium unit.

## 7: Fines:

The Board of Trustees has the power and authority to levy fines against unit owners for violations of the rules and regulations. Fines are levied as follows:

- **The first 30 days @ \$25 per month.**
- **The second 30 days and any subsequent violations will be fined at the rate of \$100 per month.**

## 8: Master Insurance Policy:

The master insurance policy, **which covers loss beyond \$10,000**, is paid for by your monthly condominium fees and covers the replacement cost of your unit including all interior elements originally constructed by the developer. The Board of Trustees recommends that residents obtain additional insurance to cover loss of personal effects as well as limited liability insurance.

## 9: Mail:

Mail is delivered at approximately 4:00 p.m. Post office box keys are the responsibility of unit owners. Unit owners must contact the Post Office to replace lost keys. The fee for replacing a lost key is assessed by the Post Office. There is a secured outgoing mailbox in the foyer of the office for your convenience.

## 10: Speed Limit:

The speed limit is 15 MPH on condominium property. Please maintain 15 MPH; there is a lot of pedestrian activity.

## 11: Trash Collection:

Trash will be collected on Thursdays. Recycle bins will be emptied every other Thursday. Any change in this schedule will be posted in the mail houses. Trash should not be placed outside prior to 6 a.m. Thursday morning. Please place trash in securely sealed plastic bags or trash containers of 30 gallons or less. Trash is to be left only in designated areas as marked on the map attached. The waste company will not dispose of certain items, such as; automobile tires, air conditioners, large appliances, televisions, furniture, leaves, etc.

Call Republic Services at 1-800-551-5584 in advance to notify them of such an item and they will pick that item up for a fee, for which the unit owner is responsible. Residents moving from

the development, prior to Thursday, must call the condominium office at 478-1250 regarding the procedure for trash removal.

#### **12: Pool and Tennis Court Usage:**

Use of the MCCC Pool and Tennis Court are restricted to residents and their accompanied guests only. **MCCC has contracted this year with a new pool company, Pool passes will be issued, with a maximum number of five (5) people allowed per unit. No pool parties are permitted and, per Massachusetts state law, no alcohol is allowed in and around the pool area. The pool is open from Memorial Day weekend through Labor Day from 10:00 AM to 8:00 PM, during which time a lifeguard is on duty. Please note that lifeguards are on duty at 45 minute increments, with 15 minutes off duty per hour to check pool chemicals, etc. NO ONE is allowed in the pool when the lifeguard is off duty.** Please sign in at the pool. Pool passes will be issued to all residents. There is a no smoking policy in the pool area.

Access to the tennis court is with a key, which is available at the onsite office.

#### **13: Parking:**

Outdoor parking is permitted in the 9' by 20' area directly in front of the unit owner's garage. **Parking is prohibited in turn-around areas and on all other roadways in the complex.** Commercial vehicles and boats are not permitted in the complex. No parking is permitted on the grass. Parking is also restricted during the winter months for snow removal. It is imperative that cars do not block the flow of the driveways that would deter the plows from removing the snow. **If a car is found in an inappropriate spot, the fine for the first violation will be \$25.00. A repeat violation will incur a fine of \$50.00, and the car will be towed (at the owner's expense) upon a third and any subsequent violation.**

#### **14: Common Areas:**

No objects may be left in the common areas and facilities without the permission of the Trustees. By way of illustration, and not by way of limitation, such items would include lawn chairs, barbecues, umbrellas, bicycles, tricycles, tools, balls, etc.

#### **15: Automobile Repairs:**

**NO automotive** repairs, including changing oil are permitted in common areas. Unit Owners are responsible for proper disposal of oil.

#### **16: Pest Infestation:**

The Trust has a yearly contract to spray the exterior of the buildings for general pests, i.e., ants, bees, etc. A friendly mouse or a few ants are the responsibility of the unit owner. However, if an infestation continues, arrangements can be made through the office to provide interior treatments.

#### **17: Pets:**

All pets owned by **2-15-19** by unit owners are "grandfathered in" so they may remain on the property. After June 12, 2001, any "replacement" pet for a current or new resident with a pet must adhere to the following pet rules. Any pet causing or creating a nuisance or unreasonable

disturbance or noise is subject to the fine policy as described in Section 7. If the disturbance is not resolved within seven (7) days of the written warning, the pet may be permanently removed from the property. **Pets** are prohibited from the golf course, pool area and tennis court. Residents are required to pick up after their **pets**. Failure to do so will result in fines in accordance with our fine policy and may result in the removal of the pet from the complex.

## **Rules:**

**1:** Units are designed as single-family dwellings. There shall be no use of the property for business purposes, e.g., a professional office and no commercial signs will be displayed. Nothing may be stored in the common areas, except as provided for by the Trustees or the Declaration of Trust, or these rules and regulations. Units must be maintained and kept in good order and repair. Nothing shall be done or kept in any unit or the common elements, which would increase the rate of insurance without the consent of the Trustees. Nothing shall be hung from the windows (including air conditioners).

**2:** No obnoxious or offensive activity shall be carried on, no guns or weapons of any kind may be used, no disturbing noises including loud playing of musical instruments, radios, TV's, etc. shall be allowed to disturb other occupants of the condominium. **The Town of Milford noise ordinance will (11:00 PM – 7:00 AM) will be observed at all times. Please be respectful of your neighbors, especially with regard to parking when entertaining in your unit.**

**3:** Nothing shall be done to impair the structural integrity of any building or change its structure.

**4:** Replacing windows, storm and patio doors are the responsibility of the unit owners. A written request for approval **with specifications** must be submitted to the Board of Trustees before replacing windows and doors.  
(Attachment D)

**5:** No clothes, laundry, etc. shall be hung from a unit or exposed on the common areas. The common areas shall be kept free and clear of unsightly materials.

**6:** "For Sale" signs shall not be displayed when a unit owner considers selling his/her unit. Temporary signs may be used at the entrance for an Open House.

**7:** Nothing shall be altered or constructed in or removed from the common areas, except as approved by the Trustees.

**8:** All electrical and electronic equipment must comply with regulations of Fire Underwriters and other such public authorities.

**9:** Agents of the Trustees and/or **First Service** may enter any unit at a reasonable hour of the day after notification or by making an appointment for the purposes of inspecting for vermin, insects, and other pests and for taking measures to control the same.

**10:** No person is to keep flammable or explosive fluids, materials, chemicals, or substances in their unit.

**11.** The Trustees may issue a list of trade persons (repairmen, electricians, plumbers, etc.) who are available to do business on the property that are known to have previously performed in a good and workman like fashion, but the Board makes no representation as to the quality or reliability of those persons on the list. This list is provided for your convenience and does not limit the trade persons who may be hired in the property by Unit Owners.

**13:** Unit owners are liable for any damage caused by themselves, families, guests, servants, employees or invitees.

### **Monthly Board of Trustees Meetings:**

Board of Trustee meetings will be held on the **fourth** Tuesday, every other month at 6:30 p.m. in the clubhouse. Unit owners are **URGED** to attend. General questions from members of the community will be addressed at the end of each meeting. The first hour is open to unit owners. Following the open meeting, the Board of Trustees will adjourn to the Executive Session.

### **Annual Meeting:**

The annual meeting is held in June **at 7:00 PM.** The Board of Trustees will announce the specific date. A notice stating the time and place of the meeting will be given to each unit owner of record at least ten- (10) days but not more than thirty- (30) days prior to the meeting

### **Maintenance**

All requests for building maintenance must be submitted by the unit owner. Any damage to the common area as a result of negligence by the unit owner or his/her resident will be billed to the unit owner.

Maintenance Request forms are available in the exterior foyer of the condominium office (the office is located at 3A Country Club Lane at the opposite end of the clubhouse). Written requests should be left in the mail slot at the office. All "Maintenance Requests" will be completed based on severity of the problem, and not necessarily on a first come first serve basis.

In case of an emergency after hours please call **First Services** at **(800) 870-0010** and the on-call person will be paged. If calling during non-business hours, leave a voice mail message.

### **Grounds and Golf Course Maintenance:**

We currently contract our landscaping needs with an outside company. All requests relative to landscape and golf course maintenance will involve filling out a Maintenance/Landscape form directly at the on-site Office.

### **Firewood:**

Firewood may be stored beneath decks, and must be kept at least three (3) feet from the exterior walls and foundations.

### **Chimney Cleaning:**

**The master policy of MCCC requires that fireplace chimneys be inspected and cleaned every two years. This is the responsibility of the unit owner. However, this requirement is NOT applicable to gas fireplaces.**

**Flowers:**

Unit owners may plant flowers in mulched areas adjacent to their units. Potted plants are permitted on decks.

**Holiday decorations:**

Holiday decorations are encouraged including wreaths and outdoor lighting. Decorations must be removed by the end of that holiday season.

**Furnace filters/HVAC Maintenance:**

Changing of the furnace filter is the unit owner's responsibility. The Board recommends changing your filters every three (3) months.

**Gas barbecue grills:**

Gas barbecue grills are permitted on decks. Propane tanks must be stored outside. Do not store propane tanks inside the unit.

**Outside lights:**

Unit owners are required to notify the office @ 478-1250 if sensor activated outside lights need to be replaced or repaired. Outside lighting is maintained by the Trust. Please file a maintenance request for any lighting issues.

**Storm doors:**

Storm doors must be full view, Aztec Bronze, white based or the color of your building.

**Snow removal and sanding:**

Snow removal and sanding of roads and driveways is provided for by the Trust. Country Club Lane will be plowed if snow accumulation is at least 2 inches. Sanding will be done as needed. Areas blocked by parked vehicles will not be plowed. Residents are responsible for removal of snow from all common areas, including the area of 3 feet in front of their garage doors, walkways, decks and stairways.

**Outside water:**

To avoid frozen or burst pipes, please shut off the interior valve prior to the winter and disconnect hoses.

**Decks:**

Unit owners shall keep all decks free of leaves and other debris to prevent drains from clogging. Snow should be removed from the decks, during each snowfall, to prevent snow and ice accumulation. Do not chop the ice or snow, as this may create leaks. A plastic shovel is recommended. Any damage caused by the unit owners will be their responsibility.

## *Recreational Facilities at the Milford Country Club Condominium*

### **Clubhouse Rental – Attachment B**

Reservations will not be taken more than six months in advance. Clubhouse Rental Agreement forms can be picked up at the office. **The fee for a unit owner to rent the clubhouse is \$100 for first time use in any 12 month period, plus a security deposit of \$225, to be refunded provided premises are left clean and no damage is done. Subsequent rentals in the same 12 month period will be at the same rate as outside rentals, which is \$350, plus a \$350 security deposit.**

### **Golf Membership:**

The golf course at the MCCC is a 9 hole par three course. Those residents or owners possessing golf tags are permitted to use the golf course. Each unit owner is entitled to two (2) tags. The golf course is also open to outside golf members through paid annual memberships (Attachment C). Residents may obtain golf tags at the condominium office. Up to two (2) additional golf tags may be purchased by the owner for \$25 per tag. Golf passes are valid for the entire golf season and there are no additional greens fees required for play. Weekend tournaments and league fees are extra.

## Area Telephone Numbers:

Verizon	800-941-9900
Eversource	800-662-7764
National Grid	800-322-3223

Milford Water Co.: 508-620-8500. The Town of Milford provides water service. Billing is based on each unit's water meter reading and is billed four times per year (January, April, July and October).

Town of Hopedale (sewer): 1-508-478-2140. The Town of Hopedale provides sewer service. Billing is based on each unit's water meter reading and is billed four times per year (January, April, July, and October). Each unit is also responsible for paying a sewer betterment tax to the Town of Hopedale; the tax is paid in full by the Trust and billed to each unit owner once per year.

Cable Television service is available through Comcast and Verizon FiOS  
Internet Services is available through AT&T, Comcast or Verizon.

Milford Country Club Condominium	508-478-1250
Town of Milford Information	508-634-2320 ( <b>Selectmen's Office</b> )
Ambulance:	911
Fire Department: Emergency Only	911
Fire Department: Business Only	508-473-1214
Police Department: Emergency Only	911
Police Department: Business Only	508-473-1113
Milford Whitinsville Regional Hospital	508-473-1190
Physician Referral Service	508-473-6665
<b><u>Milford Senior Center</u></b>	<b>508-473-8334</b>
Milford Town Hall	508-634-2307
Milford Post Office	508- 473-1704
Milford Town Library	508-473-2145

### Elementary Schools

Brookside	508-478-1168
Memorial	508-478-1689
Woodland	508-478-1186

### Middle Schools

Middle School East	508-478-1170
Stacy Middle School	508-478-1180

### High School

House A	508- 478-1110
House B	508- 478-1155