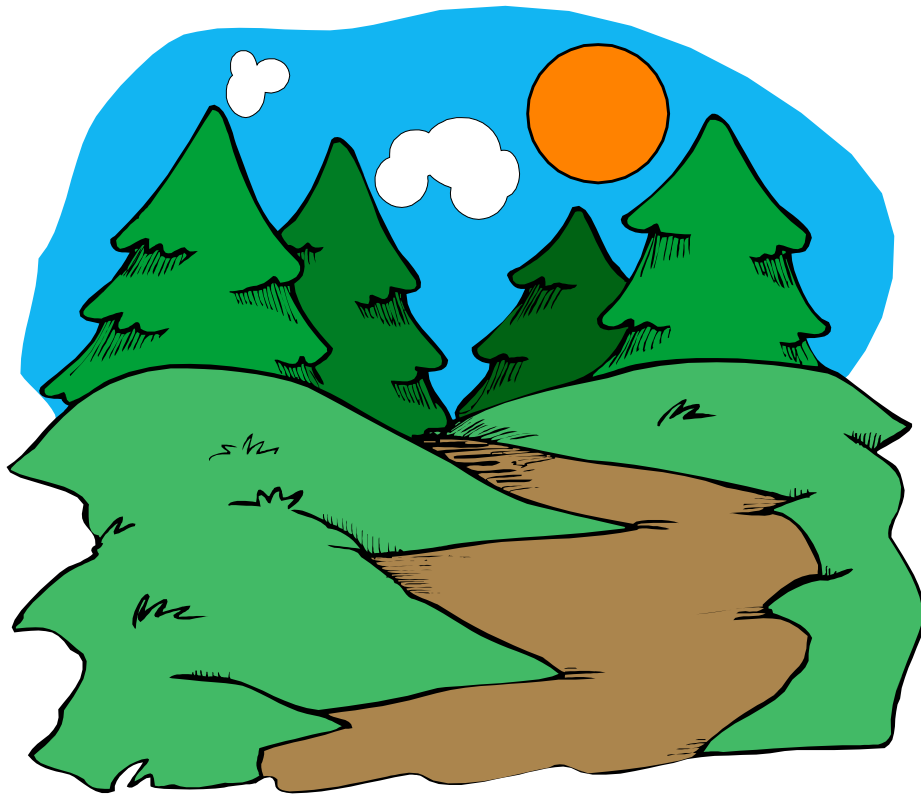


The Village of a Thousand Pines Condominium



**Owner & Resident Handbook
2023**

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Welcome to the Village of 1000 Pines in Ashland, MA. We are a community of 232 homes clustered along Algonquin Trail and Captain Eames Circle. This booklet is to help you, the new Homeowner, get to know the town and our community.

We are a village of approximately 500 people of diverse backgrounds, ethnicity, faith, age and gender. We work at widely divergent jobs as well as having varied hobbies and interests. To ensure that we function as a village, the following rules and regulations clarify those in your condominium documents. Common courtesy and cooperation will permit all of us to enjoy our homes.

While the legal condominium documents are the final word, this handbook is an easy-to-use reference for key information.

Management:

BRIGS LLC
589 Concord Street
Holliston, MA 01746
(508) 429-2150 Fax (508) 429-7989

Contact:

Client Services cs@brigsllc.com or 508-429-2150

After Hours Emergencies 1-888-546-6400

VOLUNTEER COMMITTEES

The purpose of having committees is to assist the Board of Trustees and to ensure that the Association continues to be a well-maintained, safe, attractive and enjoyable community for all residents to share. Committee members meet as needed to gather information and give their recommendations to the Board of Trustees for their consideration. Taking all the members' thoughts and feelings into account, the Board then makes decisions based on these recommendations. The Chairperson for each committee organizes regular meetings with members and is the main contact for communications with the Board's Committee Coordinator.

Rules and Regulations Committee

The Rules and Regulation Committee reviews and interprets the rules and regulations in the Trust as well as suggesting any changes to be made.

Grounds, Maintenance and Safety Committees

Members work in preserving and enhancing the value of our property by maintaining the integrity and appearance of the landscaping. The Committee informs the Board of any current or potential problems they observe; and makes suggestions for improvements. From time to time, the Committee may also be asked by the Board to do research regarding specific projects; and, also, to make recommendations for long-range plans in the community.

Finance Committee

Members of the Finance Committee assist the Trustees in preserving the value of each Homeowner's investment in The Village of Thousand Pines by ensuring that all current and future financial needs are prudently funded.

If you would like to be a member of any of these Committees please contact the Management Company:

*BRIGS LLC
589 Concord Street
Holliston, MA 01746
(508) 429-2150
cs@brigslc.com*

TOWN OF ASHLAND

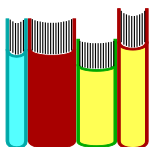


Ashland was named after Henry Clay's Kentucky plantation more than a century ago. Centrally located among the towns of Hopkinton, Holliston and Framingham, Ashland was known then as "Unionville." In 1832, the Boston and Worcester Railroad brought many businesses into the area, expanding "Unionville" into the adjoining towns. In 1846, Ashland was incorporated and is located midway between Boston and Worcester. Henry Warren brought the Lombard Governor Corporation to Ashland, leading to the development of the master clock to regulate electricity. In 1912, the Warren Clock Company was formed and became the major employer of Ashland. Ashland is now known as the "Clock Town." The Boston Marathon, which now starts in Hopkinton, actually started in Ashland in 1897. A marker designating the original starting point of the Marathon is located across from Burnam's Supper House on Pleasant Street. The Town features a town meeting form of government with a five-member Board of Selectmen. The annual Town Meeting is held each May. The Town Hall is located on Main Street and is almost as old as the Town of Ashland. The Ocean House, built in 1748, is the home of the Ashland Historical Society.

Captain Eames Circle is named for Captain Aaron Eames. Town history tells us that he was a well-known sea captain who died in February 1823 at the age of 73. He was a considered a Holliston resident because this part of Unionville was part of Holliston until Ashland's incorporation in 1846. Captain Eames lived in the large white farmhouse on the corner of Eliot Street and Davis Farm Road (opposite the Warren Elementary School). His name appears on the farmhouse chimney. We do know that Captain Eames was a loyal parishioner and benefactor of the First Congregational Church of Holliston, where a large granite plaque has been placed in the sanctuary and dedicated to his memory.

Algonquin Trail is named for the Algonquin Indians, whose name roughly translated means, "at the range of hills." They were the most populous and widespread North American Native group and originally had hundreds of tribes in their association. They were a farming community which relied on the bountiful Massachusetts waters for fish and shellfish in the summer. Massachusetts recognizes their presence in our history by depicting an Algonquin Indian on our State Flag behind a traditional Algonquin style shield called a "Plantagenet." Presently, there are over 8,000 remaining Algonquin Indians, residing mainly in Canada.

This historic land we live on is surrounded by protected wetlands. No debris of any kind, (including garden waste) may be disposed of into these areas. Littering in these areas is prohibited by law.



For more information about our wonderful town, and amazing history, please visit the library on Front Street across from the "Unionville" Station. **Or, visit Ashland's web site at www.ashlandmass.com**

Helpful Telephone Numbers
All area codes are (508) unless indicated

Ashland Town Services	
<i>Town Hall</i>	881-0100
<i>Town Clerk</i>	881-0101
<i>Tax Office</i> (Tax bills are sent quarterly)	881-0107
<i>Water/Sewer</i> (Billed twice a year)	881-0112
<i>Animal Control</i>	881-0122
<i>Board of Health</i>	881-0114
<i>Dept. of Public Works</i> (Trash)	881-0120
<i>Town Library</i> 66 Front Street	881-0134
<i>Police (non-emergency)</i> 137 Main Street	881-1212
<i>Fire Department</i> Main Street	881-0132
	Cedar Street 881-2323
Emergencies	9-1-1

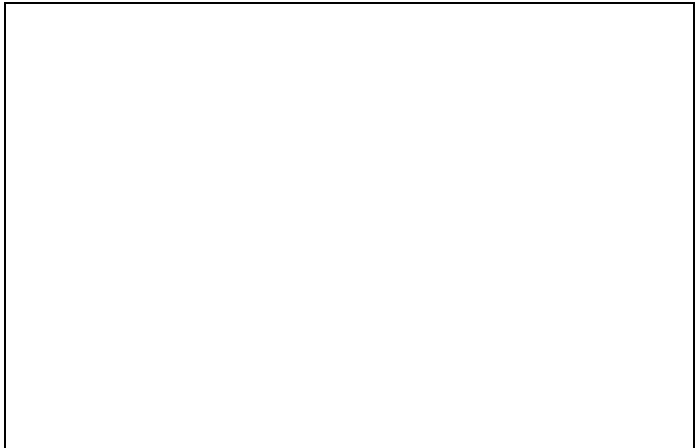
Hospitals	
<i>MetroWest Hospital</i> Lincoln Street (Fram.)	383-1000
<i>Ashland Animal Hosp.</i> 10 Fountain Street	881-2400

Utilities	
<i>Nstar Electric-Billing & Emergencies</i>	800-592-2000
<i>Nstar Gas</i>	800-572-9300
<i>Gas Emergencies</i>	508-572-9337
<i>Verizon</i>	800-980-9999
<i>Comcast</i>	888-633-4266
<i>RCN</i>	800-746-4726

Recreation	
<i>Main Number</i>	881-0105
Ashland State Park off Rte. 135	
Stone Park is on Summer Street	
Town Forest located off Oregon Road	

Schools	
<i>Superintendent</i>	881-0150
<i>Wm. Pittaway (Pre-K)</i> 75 Central Street	881-0199
<i>Warren Elementary (1-3)</i> 73 Fruit Street	881-0188
<i>Mindess (4-6)</i> 90 Concord Street	881-0166
<i>Ashland Middle (7-8)</i> 87 West Union Street	881-0167
<i>Ashland High (9-12)</i> 65 East Main Street	881-0177
<i>Metrowest Christian Academy</i> 280 Pleasant Street	881-7404

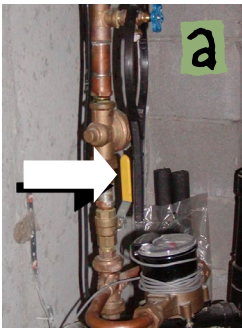
Places of Worship	
<i>Federated Church</i> 118 Main Street	881-1355
<i>Jehovah's Witnesses</i> 71 Union Street	881-2888
<i>Reform Jewish Congregation</i> Jonathan Slotnick	881-0869
	881-0645
<i>St. Cecilia's Roman Catholic</i> 54 Esty Street	881-1107
<i>Sri Lakshimi Temple</i> 117 Waverly Street	881-5775



Helpful Hints About Your Condominium

Below is a list of duties and responsibilities for the homeowner's that the Board of Trustees and other unit owners have compiled for your benefit. While not all of these are "rules" per se, please keep in mind that if damage or expense results to your unit, a neighbor's unit or the common areas by your failure to observe and comply with these suggestions, you may be held liable and accountable.

1. Homeowners are responsible for the maintenance and repair of the interior of their Units and other limited areas as specified in the Condominium Documents. Including but not limited to doors and windows.
2. Homeowners are responsible for the replacement and/or maintenance of the furnace, air conditioner, hot water heater and all related heating/air conditioning equipment within and outside of the Unit. The gas company does offer a service plan for some of these items.
3. Homeowners are responsible for keeping lawns, shrubs and berms watered. Therefore, each home should have a hose, nozzle and/or sprinkler. Please be sure to follow the Town of Ashland water restrictions.
4. Homeowners are responsible for snow removal on their decks and walkways leading up to the deck. Therefore, each home should have a snow shovel and ice melt to maintain safe walkways. This may be your only exit in case of an emergency.
5. Garage doors are the responsibility of Homeowners. Please check periodically to make sure that all bolts along the inside tracks are securely tightened. These bolts will loosen over time and could pose a danger if not properly maintained. The circuit breaker for your garage door is in the garage.
6. Before calling an electrician, check the circuit breakers. They are in your basement.



7. The turnoff valve for your water main is in your basement. This is important to know if you ever have a plumber doing any work and need to shut the water off (see picture a).

8. Please shut off and drain the water to your outside faucet and remove hoses before the first frost to prevent the pipes from freezing. The shut off valve is located under your kitchen sink (see picture b).



9. The keys for your mailbox are considered the Homeowner's responsibility. If you lose your key or did not receive a set of keys when you purchased your home, you will need to contact the Post Office and/or a locksmith.

10. Be careful not to lock yourself out! Neither the Ashland Police nor Fire Department will unlock your door. You will need to call a locksmith if you forget your keys.
11. The color of the portion of draperies, blinds, curtains or shutters visible from the exterior shall conform to the standard specified by the Board of Trustees. The current standard is white.
12. If you see suspicious behavior or are experiencing excessive noise, etc., call the Ashland Police at their business number, 881-1212.
13. Please be sure to clean out your dryer vent regularly, as lint will accumulate and become a fire hazard. Make certain that your washing machine faucets are turned off after use, as this is one of the leading causes of basement floods.
14. Do not neglect your furnace/AC filter. It should be changed every 3 months.

Fire and Smoke

15. The smoke detectors in each Unit are the Homeowners' responsibility. They are not hooked up directly to the Fire Department. Smoke detectors are connected to circuit breakers in the basement and can be shut off if the alarm goes off for minor smoke problems.
16. Remember to change the batteries in all your smoke detectors when you set your clock for Daylight's Saving's Time (please don't forget the one in the garage, in case it is not hardwired!).
17. To comply with Massachusetts State Law carbon monoxide detectors must be installed on each level of your condominium, as well as fire extinguishers nearby any potential sources of flame.
18. In case of a fire, call the Fire Department at **911** immediately and give your name and address. Vacate the building. Do not assume anyone else has called or that it is a false alarm. Every alarm must be taken seriously. **LEAVE THE BUILDING AND WARN YOUR NEIGHBORS!**

(Excerpts from) SCHEDULE A
TO VILLAGE OF A THOUSAND PINES CONDOMINIUM TRUST
RULES AND REGULATIONS FOR VILLAGE OF A THOUSAND PINES
CONDOMINIUM

1. All Units are residential for single family use.
2. Modifications or additions to common areas **must** have written approval from the Board of Trustees, **before** any changes are made and any such approval may be added to, amended or repealed at any time by resolution of the Board of Trustees
3. **Examples of proposed modifications:**
 - Lattice for decoration and/or camouflage of the underside of the Unit deck. The Board of Trustees will determine details of installation, including the area that may be latticed.
 - Permanent deck gate at the top of the deck stairs.
 - Storm and screen doors.
 - Landscaping improvements (must be approved by the Grounds Committee)
 - Walkways
 - Gutters
 - Satellite Dishes
 - Underground sprinklers
 - AC, Furnace or Hot Water Tanks

Please contact the Management Company for the necessary paperwork to request such modifications. If necessary, you may be asked to include drawings. The Management Company will then forward the request to the Board for consideration. Forms are also available on the portal at brigslc.com.

**Please refer to the pictures on the following pages for more
information about approved and unapproved upgrades
that you may apply for.**

Deck Gates



Correct Style



Incorrect Style

Gutter Upgrade



Proposed Walkway Designs



Proposed Storm Doors



Examples of non-approved modifications:

- Fastening of any brackets, hangers, hooks etc. to the vinyl siding.
- Changes in the interior structure of the Unit which affect the integrity of adjacent Units are not permitted.

Please contact the Management Company for the necessary paperwork to request such modifications. If necessary, you may be asked to include drawings. The Management Company will then forward the request to the Board for consideration.

Remember

- The modification must conform to the color and design of the Unit. Please contact the Management Company for information regarding replacements, such as windows, doors etc., or anything questionable.
- Homeowners are financially responsible for the installation and subsequent maintenance of any of the above modifications.
- Homeowners may be required to remove the modification (at their expense) if required by the Board of Trustees.
- Any serviceman performing work on the property should have proper Liability Insurance. This is to protect you and the rest of the community in the event of an accident.

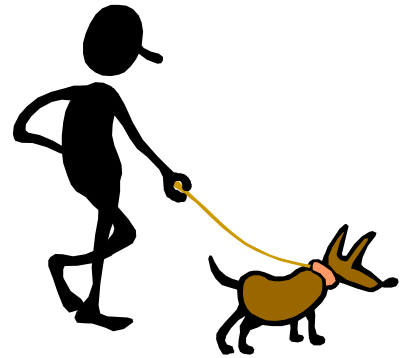


Also...

It is very important that nothing is nailed into the siding. This includes water hose caddies. The Association recommends a free-standing model like the one shown. The mobile caddies are better because they can be moved out of the way of the landscaping crew, yet still allow flexibility when watering your lawn area.

4. Pets

- Dogs, cats and/or other household pets may be kept within the Unit provided they are not kept, bred or maintained within the Unit for any commercial purpose.
- Any such pet causing or creating a nuisance or unreasonable disturbance, noise, or odor shall be permanently removed from the Condominium upon five (5) days written notice from the Board of Trustees.
- Per the Town of Ashland's "Leash Law," under no circumstances shall any dog be permitted on any portion of the Common Elements unless carried or on a leash.
- Outdoor cats should have a collar and name tag. This helps if lost or injured.
- Pet owners and/or caretakers are responsible for picking up and properly disposing of their animal's waste.
- Dog runs and invisible fences are not allowed.



5. No activities can be carried out in any Unit or common area which may be or may become an annoyance or nuisance. This includes outdoor stereo systems. Excessive noise between 11:00 p.m. and 8:00 a.m. is not allowed.

6. No clothes, sheets, blankets, laundry, or similar articles shall be hung out of a Unit or exposed on any part of the Common Elements.

7. Recreational Uses of Common Areas

- Public/common areas include all outdoor areas.
- No playing on berms or planted beds.
- No bikes or other wheeled objects on grass.
- **Do not damage landscaping (it belongs to all of us!).**
- Personal property shall not be left in public or common areas overnight. Personal property includes all property belonging to Homeowners, residents, and guests, including chairs, tables and children's wading pools.
- Children's wading pools are allowed (one per Unit). Dimensions should not exceed 12 inches high by 4 feet wide. Pools must be emptied at the end of the day in order to prevent mosquito breeding.
- Yard sales, tag sales, garage sales or moving sales are strictly prohibited. Estate sales may be allowed upon the approval of the Trustees, who shall have the right to impose terms and conditions upon the said sale.

8. Exterior Lights

- Second story garage floods cannot be changed (bulbs or fixtures). Motion detectors or any means to turn the lights off cannot be installed.
- For any maintenance of garage flood lights, contact the Management Company.
- Owner is responsible for all other outside light bulbs, but the fixtures cannot be changed.

9. **Trash and Recycling**

The Town of Ashland provides our community with trash and recycling pickup, and therefore, we must follow State and Federal guidelines. Ashland currently recycles paper, corrugated cardboard, paperboard, all colors of glass, aluminum and tin cans and plastic #1-7. You do not need to remove labels, but all items must be clean. For questions regarding acceptable items, please contact the Ashland Department of Public Works at 881-0120 Ext:19.

10. Please mark your recycling containers (available at the DPW on Ponderosa Rd.) with your address. All bins without an address will be removed and taken to BRIGS LLC.
11. Trash and Recycling Containers must be kept in your garage and shall not be stored on or under the decks.
12. Collection is on Thursday. If Tuesday, Wednesday or Thursday is a holiday, collection will be on Friday. Please check the mail huts for signs indicating holiday and recycling schedules.
13. Please check with the DPW for dates and places for drop off of hazardous wastes including TV's, monitors & other electronics, paints, appliances, batteries, etc.
14. Trash and recycling should be placed outside no earlier than 9:00 p.m. on the night before collection day. Barrels and recycle bins must be returned to your garage the day after pickup by 5:00 p.m. or they will be taken to Sterling Services, Inc., where the owner can pick up. The bins will be discarded if not picked up within a reasonable time frame. Please secure recycling materials to prevent items from becoming loose and blowing around.
15. Please condense supermarket bags, white kitchen bags, etc., into orange Town of Ashland plastic bags.
16. Recycling should be separated from the trash. This helps the collectors identify it.
17. Trash bags may not exceed 30 pounds. The only approved trash bags are the orange Town of Ashland Bags, available at most local supermarkets.
18. Boxes may not be used as trash barrels or recycling containers.
19. Bound corrugated cardboard may be put out for curbside collection, but it must be flattened into pieces no larger than 3 ft. by 3 ft., and placed with the curbside recycling. Do not include any packing materials like plastic or Styrofoam.
20. Immediate \$100.00 fine levied for any trash or recycling violations.

Note: Must call **WM 508-836-5600** for bulk item.

Vehicles and Parking:

- Parking must not impede emergency or snow removal vehicles.
- **Remember, if it's not your driveway, or a specially marked visitor parking area, it's a fire lane.**
- Visitor parking is only for visitors and not residents.
- There is no parking on any of the roadways unless designated as a parking space.
- Parking is limited to the blacktop areas. **PLEASE do not park on the grass!**
- The speed limit on Algonquin Trail and Captain Eames is **20 M.P.H.!**
- Designated outdoor parking spaces will be used only for the parking of passenger automobiles and may not be used for the parking of trucks, commercial vehicles, trailers or boats, except as otherwise described below.
- All vehicles, except passenger automobiles and non-commercial vehicles must be always parked in a garage.
- Commercial vehicles may be parked in any parking area between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, or during other hours in unusual circumstances.
- No vehicle may be parked in any area (except inside a Homeowner's garage or directly in front of their garage) for a continuous period of more than fourteen days without the prior written consent of the Trustees. Visitor parking is available for 48 hours. Please contact the Management Company if your guests will be staying for a longer time.
- No unregistered motor vehicles may be ridden, driven or parked within Village of a Thousand Pines.
- ATVs or snowmobiles registered or unregistered, may not be operated within Village of a Thousand Pines.
- Automobile repairs are not allowed in common areas.
- Tractor trailer trucks are not allowed on the loop roads/fire lanes. Please let your buyer know when selling your unit, to avoid any unpleasant surprises. Some residents have transferred belongings from large moving trucks onto smaller trucks for use on the loop roads. This is permitted only on the main roads, provided that neither truck is parked on the landscaping.
- Moving trucks must not extend past the length of the unit's driveway, as it poses a safety hazard for on-coming traffic, as well as emergency response teams.



The Board of Trustees has also implemented a Snow Emergency Policy as follows:

“Between November 1 and March 31, the Board of Trustees will declare a Snow Emergency when snowfall reaches two inches. During a Snow Emergency, no vehicles are allowed to park on Algonquin Trail or Captain Eames Circle or driveways between the hours of 2 a.m. and 6 a.m. Unit owners found in violation of the Snow Emergency parking restrictions will be subject to a \$25.00 per vehicle fine. Vehicles parked on Algonquin Trail and Captain Eames Circle between 2 a.m. and 6 a.m., November 1 through March 31, are in violation of the Town of Ashland's Winter Parking Ban and will be subject to ticketing and/or towing by the Town.”

21. On Deck Storage

- Only deck furniture, gas grill and plants may be stored overnight on the deck. Deck furnishings, planters, feeders must not impede mowing or create a safety hazard. **Keep gas grills away from siding. We recommend grills to be secured.**
- No porch, deck or balcony shall be decorated, enclosed or covered by any awning or otherwise without the consent in writing of the Board of Trustees.
- Please make sure that deck steps and railings are clear for emergency services and to prevent accidents.
- Nothing may be hung from the windows, porches, decks, balconies or placed upon the windowsills, except for removable, non-permanent hanging plants. Rugs or mats may not be stored, shaken or hung from or on any of the windows, doors, porches or decks.

Incorrect



Correct



(People can easily trip on pots) (Flowers do not impede stairs)

22. Under Deck Storage

Personal property may be stored under the Unit deck in accordance with the following guidelines:

- No trash barrels or trash should be stored under deck.
- Items must be covered, either under a tarp or inside a storage bin/box.
- Tarps must be solid in color and securely tied to prevent flapping and blowing.
- Storage bins/boxes must be neutral in color and have a securable top in place.
- Area under deck must be kept tidy. Please be conscientious of the landscaping crew and do not leave hoses or other gardening tools in the way of the mowers.

23. Yard debris will be picked up on mowing day. Please place it out on the curb for collection (not under the deck).

24. The mulch is done every year to all the property. If you wish to have extra mulch put down, you may purchase it from the landscaping contractor, so that it conforms to the rest of the mulch at the property. Homeowners may also request landscaping upgrades if they wish to beautify the common areas of the property.

25. Satellites

- **Before installing a satellite dish, please contact BRIGS LLC for an application.**
- Current guidelines specify that the satellite must be installed on the base of the deck. All wires must go beneath the deck and must be concealed (see below).

**Incorrect
(wires visible)**



**Correct
(all wires hidden)**



- Be sure that you will be able to get a signal from your deck before sending in your application. If you cannot get a signal, you will need to have special permission to place it elsewhere. A detailed description of the installation must be included with the application to obtain approval for any special circumstances.
- When sending in your application, be sure to enclose a copy of the installer's Certificate of Liability Insurance. This is very important! **Approvals will not be granted without this paperwork, as no servicemen are allowed to work on the property without insurance.**

Miscellaneous

26. No Homeowner or any of his agents, servants, employees, licensees or visitors shall, at any time, bring into or keep in the Unit any flammable, combustible or explosive fluid, material, chemical or substance. This includes, but is not limited to kerosene, propane, gasoline etc. No combustible materials may be added to or removed from any internal combustion engine within any Unit, exclusive area or common area of the condominium.
27. Electrical equipment must comply fully with all rules and regulation requirements of the Board of Fire Underwriters and the public authorities having jurisdiction.
28. All service contractors (including plumbers, electricians etc.) must be licensed and insured. This is for your safety, as well as the safety of the entire community.
29. Appropriate holiday decorations are allowed 3 weeks before and after the holiday. Please remove such items promptly. Decorations may be on the deck, doors and windows, but not in the common areas, or not nailed into the siding. The agents of the Board of Trustees or the managing agent may access any Unit after notification.
30. The agents of the Board of Trustees or the managing agent may access any Unit after notification.
31. All Homeowners must complete a Unit Owner Information Sheet, including license plate numbers and contact information. Please give a key to the emergency contact person listed on your Unit Owner Information Sheet. This will help the gas or electric company get into your Unit if you are on vacation and there is an emergency. Failure to provide contact information could result in fines.
32. No business activities or signs (including "For Sale" signs) are allowed.
33. Each Homeowner shall keep the Unit in a good state of preservation and cleanliness. Debris may not be swept onto the common areas.
34. The bulletin boards located at the mail huts are for official use of the Trust. Individuals wishing to post a notice may do so only with the permission of the Board of Trustees.

These rules do not supersede the Village of Thousand Pines Condominium Trust Documents but are used as a simplified understanding that the current Board has. Most violations will receive a written warning before a fine is issued, however occasionally, safety or emergency related violations may result in a fine being immediately applied.

FINE SCHEDULE: (Article 3 Sec 1K of the Declaration of Trust)

- A. First 30 Days of Violation \$25.00 a day**
- B. Second 30 Days of Violation up to \$50.00 a day**
- C. Third 30 Days and beyond of Violation \$50.00 a day**
- D. Immediate fines of \$100.00 for ANY trash or recycling violation**