

**HAWTHORNE'S CROSSING CONDOMINIUM ASSOCIATION**  
**HANDBOOK FOR COMMUNITY LIVING**  
REVISED 2015

**Editor's Note:** The text to follow references several types of people at Hawthorne's Crossing. To avoid confusion, I would like to outline them.

- **RESIDENT** – Anyone residing at Hawthorne's Crossing- renters, tenants or owners.
  - **UNIT OWNER** – The person(s) or entity who legally owns a unit at Hawthorne's Crossing.
  - **NON-RESIDENT OWNER** – The person(s) or entity who legally owns the unit but does not reside at the building.
  - **TENANT** – A person who is renting a unit.
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## **WHAT IS A CONDOMINIUM?**

The term condominium may be defined as a system of separate ownership of individual units in multi-unit projects. The owner of a condominium unit, is owner of not only the unit described in his deed but also an undivided interest in the "common areas and facilities" of the condominium complex. Common areas may be defined as those facilities which serve all units in the condominium. These facilities may include land, driveways, walkways, lobbies, exterior foundations, exterior walls, exterior roofs, piping and mechanical systems serving the entire building, and elevators. The common areas for your complex are specifically defined in the Master Deed.

There are general expenses for the overall operation of the condominium for such things as electricity, water, maintenance of the grounds, maintenance of the building, personnel and insurance. These are called common expenses and are shared by all the of the unit owners according to each owner's respective percentage interest in the building. This percentage interest, known as the beneficial interest, has been predetermined at the time the condominium was founded. Such common expenses are paid on a regular basis (usually monthly) directly to the Association.

In many respects, ownership of a condominium unit is no different than ownership of a single family home. Instead of owning house and land, the condominium unit owner owns his or her unit, together with the percentage interest in the common areas. Like the owner of a house, the condominium owner may mortgage his or her unit independently and be assessed and taxed separately by the community in which it is located.

A condominium becomes an effective organization upon the recording of the Declaration of Trust, Master Deed, By-Laws with the Registry of Deeds. According to the By-Laws and provisions of Chapter 183A of the General Laws of the Commonwealth of Massachusetts, condominium living is considered a form of communal living. In communal living every unit owner's actions affect property values and the quality of life of all the other unit owners, therefore, it is important that everyone cooperate and abide by the rules and regulations established by your Board and the By-Laws set forth in your documents.

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## **CONDOMINIUM DOCUMENTS**

As noted, the Hawthorne's Crossing Condominium Association has been created and is governed by the recording with the Essex South Registry of Deeds, Book 6223, Page 402. A brief description of these and related documents is set forth below.

- A. **Master Deed.** The Master Deed is the basic legal document submitting the property to condominium status and providing for the administration of the condominium. Chapter 183A of the general laws designates with the particularity of the required contents of this document, which include complete descriptions of the land and building to be dedicated to the condominium use and of common elements and the proportionate interest on each unit therein, floor plans, a statement of the purpose for which the buildings and units are intended, the method of amending the Master Deed and the name of the organization which will manage and regulate the condominium. The Association itself is governed by a committee known as the Managing Board elected by and from the unit owners.
- B. **Unit Deed.** The Unit Deed is the instrument by which a unit must contain all normal elements of a deed. In addition, Chapter 183A requires that it include a reference to the condominium, a description of the land or the address of the property, the designation of the unit in the Master Deed, a statement for the uses for which it is intended and any restrictions on its use and the interest of the unit in the common elements of the condominium. Note that the initial deed of each unit must also have attached a copy of the floor plans recorded with the Master Deed showing the designation of the unit being conveyed and adjacent units depicting the layout, location, dimensions, approximate area, main entrance to the unit as well as the immediate common area to which it has access.
- C. **By-Laws of Association.** In contrast to the Master Deed, which is limited to a description to the basic structure of the condominium, the By-Laws set forth the day-to-day operating rules and regulations under which the condominium will be run. The By-Laws may provide:
1. The method of providing for the necessary maintenance, repair and replacement of the common elements and payments thereof.
  2. The manner of collecting from the unit owners their shares of the common expenses.
  3. The procedure of hiring all personnel, including whether or not a managing agent should or may be engaged.
  4. The method of adopting and amending the administrative rules and regulations governing the details of the operation and use of the common elements.

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5. Such restrictions on and requirements respecting the use and maintenance of the units and the use of the common elements not set forth in the Master Deed.
6. The specific requirements for obtaining funds for repairs, maintenance, and upkeep of the common areas which are to be financed by all unit owners through a regular or special assessment paid to the Association in accordance with each unit's percentage interest. It should be noted that each owner's share of these expenses constitutes a lien upon the owner's interest in common elements. This provides the Association with necessary means to assure collection of the common funds.

In addition to the various provisions required by law, the By-Laws include many other provisions deemed necessary for the management and regulation of the association. These include items such as procedures following the case of reconstruction after a fire or casualty or in the case of condemnation, as well as items based on the needs and characteristics of the condominium.

Rules and regulations for the Association can be found in the Condominium Documents.

### **FORMAL STRUCTURE OF THE CONDOMINIUM**

- A. **Master Deed & Condominium Association.** Hawthorne's Crossing Condominium Association was established by a Master Deed dated March 12, 1976 which is recorded in the Essex South Registry of Deeds in Book 6223, Page 402.
- B. **Unit Description.** (Please refer to Master Deed Book 6223, Page 404 for unit description.)
- C. **Governance**

The By-Laws of the condominium provide that the management of the property will be overseen by an elected Managing Board. These Board members represent the interest of the unit owner and have been chosen to maintain the economic and physical condition of the condominium and establish rules.

The Documents allow for a total of five members. Members are elected on a staggered basis, at the annual meeting. The Managing Board meets regularly with management to review policies, maintenance concerns, administrative issues, financial issues, as well as many other issues. Board meetings are held once a month in the Clubhouse. All unit owners are invited and encouraged to attend. Please check the postings in the Mailbox area for the date of the next meeting. Minutes of the meeting are distributed to all Unit owners.

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**ANNUAL MEETING OF UNIT OWNERS**

The annual meeting of unit owners is held the second Tuesday of January, in the clubhouse. This meeting is an occasion during which all unit owners are assembled to discuss the past, present and future operations of the condominium. Board members are also elected and votes may be taken on all issues that require a vote.

**MANAGEMENT**

The Board has engaged the services of Barkan Management Company as the Managing Agent for the association. Barkan works under the direction of the Board Members to carry out the actual management of maintenance responsibilities and enforce rules. Included in these responsibilities are the collection of the Common Area Charges, maintenance of the common areas (clubhouse, grounds, roof, pool, main mechanical systems) and restoration projects as needed. If you have a problem, you should contact the on-site office.

Management office address and telephone number:

**Hawthorne's Crossing Condominium Association**  
**451 Essex Street, #152**  
**Swampscott, MA 01907**  
**781-581-6666**  
**For after-hours only 617-482-5500**

Please respect the rights of the staff to privacy and rest and do not call for items that can reasonably wait until morning or normal business hours.

You have two contacts at Barkan Management (please see the Managing Board and Employee Listing page of your handbook for the names of Management and all employees):

**Property Manager – On-site**  
**Regional Property Manger – Boston office**

In order for Barkan Management to respond to a concern, every maintenance call must be placed through the on-site office. Please do not request condominium services directly from the Maintenance Superintendent, contractors or members of the Managing Board. Regular business must be taken up during the standard work week, however, if you have an emergency that requires immediate attention, call 617-482-5500 and the answering service will contact the on-call maintenance superintendent, who will in turn contact you directly. This service is available 24 hours a day, seven days a week for **EMERGENCIES**. When calling in an **EMERGENCY**, please be sure to leave your name, phone number and brief description of the situation.

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**ON-SITE PERSONNEL**

Hawthorne's Crossing presently employs a part-time Property Manager Monday through Friday, from 8:00 AM to 1:00 PM and a full-time Maintenance Superintendent Monday through Friday, 7:00 AM to 3:30 PM.

**COMMON AREA CHARGES (ALSO KNOWN AS CONDO FEE OR MAINTENANCE FEE)**

The cost to operate the condominium is paid monthly by every unit owner according to his/her percentage of beneficial interest in the property. This interest is specified in the Master Deed. The Condominium Trust is a non-profit organization, which is dependent upon monies collected from unit owners to pay its bills. Each month those charges (CAC) are collected and bills are paid. Payments must be made promptly on or before the first of every month. Coupon booklets for the year are sent during the month of December for the following year. In the event that coupons do not reach you, charges are still due and payable.

All payments should be made out to **Hawthorne's Crossing Condominium Association** and mailed to:

**Hawthorne's Crossing**  
**c/o Barkan Management Company, Inc.**  
**P.O. Box 51606**  
**Boston, MA 02205-1606**

To assure proper credit, be sure your name and unit number are on the check and you include your coupon for the corresponding month.

**DO NOT MAKE PAYMENT OUT TO BARKAN**

If you have any questions about your account, please contact the Hawthorne's Crossing bookkeeper at Barkan Management.

**DIRECT DEBIT**

Another way of making your CAC payments is through Direct Debit. Direct Debit allows the managing agent for Hawthorne's Crossing Condominium to directly debit your account on or after the first day of each month in the amount of your monthly Common Area Charges. This debit will be transferred directly to Hawthorne's Crossing account. If you choose to use direct debit please obtain an authorization agreement from the On-site office. Return the Agreement and a voided check from the account you wish to use to the Property Manager.

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## **LATE CHARGE POLICY**

The Managing Board of Hawthorne's Crossing Condominium Association have established the following late charge policy.

Any account that has a balance on the 15<sup>th</sup> of the month will be assessed a \$25 late charge every month that account has a balance on the 15<sup>th</sup> of that month.

Any unit owner who has not paid their Common Area Charge for 60 days nor has a balance greater than one month Common Area Charges, will be turned over to an attorney for collections.

All legal fees connected with the collection of outstanding charges will constitute a lien against the unit pursuant to the Condominium and Massachusetts General Law 183A Section 6.

Non-resident owners who are late more than 25 days may have their rents attached. This is subject to the amendment dated April 30, 1992 and Massachusetts General Law Chapter 183A Section 6 (c). Chapter 400 of Mass General Laws provides an obligation for the Association to be informed in writing of the name and address of any mortgage holder. This information needs to be sent to Barkan Management and needs to be updated for changes.

Clearly, it is the hope of the Board that serious collection procedures will not have to be used. Most unit owners do make payments on time. However, a small percentage of your neighbors do fall behind in their charges. As always, if there is a specific problem regarding payment, owners are encouraged to contact Barkan or to speak to the Property Manager or the Board.

## **GENERAL ROUTINES AND POLICIES**

**NOTE:** All unit owners are responsible for the actions of their guests. Non- resident owners are responsible for the actions of their tenants and their tenant's guests. Unit owners will be held responsible for any damage caused by their tenants or guests. Any fines levied by the Board as a result of the action of guests or tenants will be assessed against the unit owner.

Non-resident owners are required to incorporate the following statement to their leases: Tenants are required to abide by all the rules and regulations of the condo association.

## **INITIAL OCCUPANCY**

The process of moving in needs to be addressed carefully, as there are many details to coordinate which can either cause or prevent problems or mishaps.

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1. **Keys.** These will be delivered to you at the time of closing by the seller or by your landlord if you are renting. Be sure to receive a unit door key, a key fob for the clubhouse and mailbox key. Additional key fobs may be obtained from the office at a cost of \$25 to the Unit Owner. The office keeps copies of all Unit keys for the purpose of Emergencies. These keys are kept in a locked key box in the office on-site. If any key or keys are entrusted by a Unit Owner or occupant or by any member of their family or by their agent, servant, employee, licensee or visitor to an employee of the Managing Board, the acceptance of the key shall be at the sole risk of such Unit Owner or occupant, and the Managing Board shall not be liable for injury, loss or damage of any nature whatsoever directly or indirectly resulting there from or connected therewith. The managing Board, or its designated agent, may retain a passkey to each unit. In case an additional or substitute lock is installed the Unit Owner shall provide the Managing Board, or its agent, with an additional key pursuant to its right of access to the unit.

**Neither the Management Board nor Barkan Management provide emergency lockout service.** It is suggested, once you get familiar with your neighbors, that you leave a key with one of them just in case you get locked out

Except in an emergency, no one will enter your unit without your permission. In the event of an emergency in your unit, you will be notified as soon as possible.

**Any and all costs incurred while entering units in an emergency as a result of residents/unit owners not providing access to their units shall be billed to the unit owner or tenant.**

**For the record.** Please complete the "Resident Registration Form" provided in your Welcome packages. This is important to insure that future correspondence and official notification reaches you. When this form is completed, please return it to the On-site Property Manager.

If any of this information changes, see the On-site Property Manger and complete a new form.

2. **Utilities.** You should notify all utility services (electric and gas) to switch over the meters to your name as of the day following the purchase of your unit or the beginning of your lease.
3. **Telephone.** The telephone company that you will be using should be notified 10 days in advance of your move-in date to have your phone service initiated.
4. **Mail.** You should notify the Post Office of your new address. They will have mail delivered to the unit number you furnish them with. It is advisable to notify them two weeks in advance to allow for new deliver.

Do not address anything stating your "box" number. State is as your unit number of #. The post office sometimes interprets "box" numbers as P.O. Box number and your mail will be

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delayed (i.e. Unit 710, #710; not Box 710). Remember not use 451 Essex Street as a delivery address for any UPS and package deliveries or anyone who can not deliver to a Mailbox remember to use your street address in these instances.

## **COMPLAINTS, SUGGESTIONS AND CONCERNS**

Complaints, suggestions, and concerns should be in writing and addressed to "The Managing Board". You may either deliver them directly to the office, or send it to Barkan Management. They in turn will make a copy and mail them to the Board.

## **TRASH REMOVAL**

There are two trash removal containers. One is located in the back of the front parking lot near Hawser Lane. The other is located in the back of the property on the corner of Shackle Way and Bar Link Way. All trash must be put into the container. Hawthorne's Crossing is charged for any trash not in the trash removal containers. Please do not leave or store your trash behind or in front of your unit. Trash is not to be left in any other area of the property. If Maintenance sees any trash left outside a unit it will be removed immediately and you will be charged a removal fee in addition to any fines. Ask all contractors to remove all refuse. They should NOT dispose of it in our trash removal containers. It is the Unit owners' responsibility to dispose of any large items such as mattresses, televisions or appliances. These items are NOT to be put into the trash removal containers.

## **PETS**

Subject to the By-Laws owners can have pets. ***See the Pet Rules Appendix I to this Handbook for pet guidelines and restrictions.***

Pets must be on a leash at all times when on common area grounds or in the building hallways and walkways. Unit owners are responsible for actions of the pets. The owner of any pet that is deemed noxious or offensive by the Board will be asked to remove the pet from the property. Unit owners will be held responsible for any damage caused by their pets or their tenant's pets as well as any expense incurred by the condominium to clean up any mess that they leave. Unit owners/renters are subject to fines for violations of the pet policies. Remember to clean up after your pet and walk your pet on the perimeter of the property.

## **PARKING**

All residents must register their vehicles with the office. Please bring a copy of your registration/s and get a sticker. Trucks are required to park designated areas only. All cars illegally parked are subject to towing. ***See Parking Rules Appendix II to this Handbook.***

## **CAR REPAIRS AND WASHINGS**



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No repairs to cars may be made anywhere on the property or garage, including oil changes. There are no areas designated for washing of cars on the property between November 15<sup>th</sup> and April 1<sup>st</sup>.

## **DECORATIONS**

Holiday decorations that do not damage common area property or disturb unit owners may be put up. All holiday decorations must be removed by January 15<sup>th</sup>.

## **HEATING**

**Under no circumstances** during the winter should you ever turn your heat completely off. A temperature of **55 degrees minimum** is strongly recommended and necessary to avoid freezing. **Shutting your heat off will result in frozen pipes and flooding or the building.** Repairs and expenses associated with damages caused is the responsibility of the unit owner and/or resident.

## **EXTERMINATING**

Contact the on-site property manager if you see pests in common areas (termites, ants, etc.).

## **PROPERTY AND SECURITY**

The security of the Clubhouse & common areas requires everyone's cooperation. Outlined below are a few guidelines:

1. DO NOT let anyone into the mailbox area that you do not know.
2. If you see any suspicious activity, CALL THE POLICE – 911.
3. If you discover a common door that is not closing or locking properly, call Barkan Management.
4. DO NOT leave any door propped open and/or unattended.

An additional dead bolt can be added to your door and keyed to your existing lock. The most effective seems to be the vertical dead bolt, sometimes referred to as the night lock. Contact numbers are located at the end of this handbook.

## **UNIT MAINTENANCE**

Every unit is responsible for the proper maintenance and repair of their unit. If the improper maintenance of your unit causes damage to either a Common Element or another unit, you will be

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responsible for correcting the problem and the damage to your unit, Common Element, and or another unit.

If, in the judgment of the Board, the Board feels that the improper maintenance of your unit is negatively affecting the value of the complex or of other units in the building, the Board has the right, with proper notice to you, to enter your unit, correct the problem, and hold you responsible for all costs incurred by the Association.

The most common cause of a problem is water. The most common source of water is from bathrooms, clothes washers, icemakers, dishwashers and hot water heaters.

The floors are not water tight. Mop the tile floors with a damp mop only. Immediately pick up water that finds its way onto the floor from your bath and toilet. Do not pour water directly onto the floor. If your toilet leaks contact a plumber and have it repaired immediately.

Be sure washing machine supply hose connections are tight. You should replace them once a year. Whenever possible, shut the supply valves off after each use (install shutoffs if there are none). Be sure the discharge hose extends into the drain at least 24 inches.

Refrigerators with icemakers should be checked to be sure that the supply hose is not pinched when the refrigerator is rolled into place.

Your discharge for your dishwasher is connected to your garbage disposal. Identify where it is and use caution when placing items under your sink.

The caulking around the bathroom fixtures (bathtub, toilet, shower valve and sink) should be examined periodically to insure that it is not cracked or missing.

If you have an outside spigot located on your unit, make sure it is turned off from the inside during the winter months. If you need assistance please feel free to contact the on-site office.

On the base of your water heater there is a drain. It is good idea to drain you water heater until the water runs clear. *This water will be very hot!* This will help reduce the amount of sediment in the heater.

## **UNIT IMPROVEMENTS**

Owners are free to renovate their units without the consent of the Board so long as they do not affect the structure of the condominium.

Owners should use discretion with construction projects that involve noise; please respect your neighbors' rights to quite enjoyment of their property.

## **NOISE**

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Condominium living is communal living. Please be considerate about how noise (including your voice) carries in the complex.

The Condominium Documents state: "No noxious or unlawful activity shall be carried on in any unit or in the common areas which may be unreasonably annoying to the other (residents). No unit (resident) shall permit any disturbing noises that will unreasonably interfere with the rights, comforts, or conveniences of other (residents), any noise which can be heard within another unit shall be deemed a disturbing noise."

### **CHIMNEY CLEANING**

HCCA will contact unit owners once a year regarding chimney cleaning. This will be done at no cost to the unit owner. Please make arrangements at that time with Management to have your chimney cleaned. If you burn 4 cords of wood or more you should have your chimney cleaned once a year.

### **DECKS, PATIOS**

Decks and patios are common area for the exclusive use of the unit to which it is attached. No deck balcony or patio may be enclosed, covered or used as a storage area. Nothing should be left under any decks with the exception of wood. Wood may be stored under your deck or near your unit at a distance of 1 foot from your unit. Wood may not be stored up against any unit. This may attract rodents, termites and other pests.

### **YARDS**

Yards are for the exclusive use of the unit to which it is attached. No toys, lawn furniture or other items may be left in the yards. When not in use they must be stored on decks or patios. Hoses are the property of HCCA and are put out for spring use by Maintenance. The hoses are collected and put away by Maintenance for the winter months. Unit owners are free to plant flowers in existing common area beds and the unit owner must maintain them. Trees, shrubs and other plantings may not be removed without permission from the Managing Board.

### **FIRE ALARMS**

If the fire alarms sound, leave the building. Use the nearest exit. Knock on your neighbors' doors and let them know and telephone the Fire Department. The fire alarms in the units are the unit owner's responsibility and are in no way tied into the Fire Department so you MUST call the fire Department when an alarm goes off, otherwise they will not know. The Clubhouse fire alarms are tied into the Fire Department and there is a red phone in the kitchen area that will dial 911 the moment you pick it up.

### **DOORS**

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If the front outside door of your unit needs repair please contact the on-site Property Manger. The locks on the doors and the sliding doors are the sole responsibility of the unit owner. The combination/storm door is also the responsibility of the unit owner. All doors installed or replaced must be black, white or dark brown.

## **INSURANCE**

Residents are owners are responsible for their own personal property and liability insurance. The Condominium insurance (Master Policy) covers the building structure, and the liability in the common areas of the building. When a unit files a claim against the Maser Policy it is subject to a \$10,000 deductible. Your homeowners insurance (or H06 Policy) will pick up that deductible subject to your homeowner's deductible. If you do not have homeowners insurance you will be required to pay the \$10,000 deductible and any costs the Master Policy does not cover. Contact your insurance agent for information or contact the Association's agent – Rodman Insurance at 781-247-7800.

## **CLUBHOUSE RENTAL**

The Clubhouse is available for rental by Unit Owners for private parties. When the pool is open the Clubhouse is not available for rentals until 7PM. Contact the office in order to reserve the clubhouse. ***See Clubhouse Rental Rules Appendix III to this Handbook.***

## **POOL/SAUNAS**

The pool will be available from 11AM to 7PM daily, generally from Memorial Day weekend through Labor Day. The saunas and showers are located in the rear of the restroom in the locker room. Please see the lifeguard for the key to the locker room. ***See Pool Rules Appendix IV to this Handbook.***

## **NEWSLETTER**

Your Newsletter will have important information and updates. Minutes of the Board Meetings are also included in your newsletter. Newsletters are generally distributed quarterly. If you have a contribution for the newsletter please contact the onsite office.

## **CONDOMINIUM RECORDS AND FILES**

Every unit owner has the right to examine the files and records of the Condominium. This information in the on-site management office and is available by making an appointment with the on-site manager.

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**OWNER AND RESIDENT HANDBOOK**

The Managing Board strongly encourage anyone who has suggestions for this Handbook to submit it in writing to the on-site manager. If you have an idea or suggestion that will make living at Hawthorne's Crossing more enjoyable for everyone, please let us know.

**WELCOME**

We hope this was helpful. As management is a central part of your community association, we welcome your input and look forward to working with you to make Hawthorne's Crossing an even better place to live.

**MISCELLANEOUS TELEPHONE NUMBERS**

Fire Department	911
Police Department	911
Ambulance	911
On-site Management Office	781-581-6666
Barkan Management Company	617-482-5500
City Hall	781-596-8856
National Grid (Gas) (and to report gas leaks)	800-231-5325
National Grid (Electric)	800-322-3223

***If your car has been towed please contact:***

JME Towing	781-595-4343
or	
G/J Towing	781-284-1810

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**CURRENT MANAGING BOARD**

Rosalyn Shapiro  
Richard Orris  
Maureen Lee  
Guy Sinatra  
Leo Bebole

**MANAGEMENT AND EMPLOYEES**

Barkan Management Contact Corporate office	Jay Miller 617-482-5500
Property Manager On-site Office	Anna Epstein 781-581-6666
Maintenance Superintendent	Justin Donoghue

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**HCCA PET RULES *APENDIX I***

1. All pets must be walked on the perimeter of the property. PLEASE KEEP ANIMALS AWAY FROM THE AREAS IMMEDIATELY SURROUNDING PEOPLES' HOMES.
2. Dogs and Cats must be leashed. The resident must have a leashed Dog under control. Leashes must not extend past eight (8) feet. Dogs and/or Cats cannot run loose.
3. Animals cause yellow spots on lawns or cause areas of grass to die. Please direct them away from the lawn areas. Dog waste must be picked up.
4. Pets cannot be tied outside under any circumstances. Dog runs are not allowed. Attachments to the buildings, lampposts, etc. must not be used to tie animals.
5. Please make sure that a barking dog is not bothering your neighbors.
6. WASTE MUST BE DISPOSED OF PROPERLY. STORM DRAINS AND THE RUNNING BROOK ARE NOT THE PLACES FOR ANIMAL WASTE DISPOSAL. PLEASE CARRY A WASTE DISPOSAL BAG WITH YOU.
7. The following breeds of dogs will not be permitted on the property at any time. These breeds are listed as the following, but not limited to: Rottweilers, Pit Bulls, Dobermans, German Shepherds, Australian Cattle Dog, Blue Healer, Stafford Shire Terrier or any variations thereof, or any other breed the Board may deem as dangerous or a nuisance.
8. Residents are NOT permitted to keep more than two dogs on the property.
9. All complaints about pets must be written. The first complaint will result in a warning. The second complaint will result in a fine. The next step will be to notify the Managing Board. The Managing Board has the authority, as set forth in the Master Deed Schedule A to by-

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laws section 5, to remove the animal(s) belonging to the Unit Owner in violation of the HCCA Pet Rules, from the property. The warning notice and the violation notice including a fine will serve as sufficient notice to the unit owners, giving them the opportunity to correct the violations before the Managing Board uses their right to remove the animal.

10. All cats and dogs must be registered with the management office. If you replace or add a dog or cat to your family, please see the manager for registration.

***\*All these rules apply to visitors, family members & tenants. Please guide them.***

Most importantly, please remember to be courteous to your neighbor. We all want to enjoy a quiet, safe and peaceful community.

## **PARKING RULES *APENDIX II***

Welcome to Hawthorne's Crossing Condominium! We expect your experience here will be a peasant one.

Hawthorne's Crossing is the residence of 151 unit owners. There are approximately 300 exterior parking spaces for owner, resident, and guest use. We have prepared this parking handbook to familiarize you with the proper parking procedures as well as the parking rules and regulations.

We hope you find this information both helpful and informative. Also, we would like to assure you that our staff is dedicated to meeting your needs and will be happy to respond to your questions and concerns at any time.

### **BEFORE YOU PARK, THERE ARE A FEW THINGS YOU SHOULD KNOW....**

There are approximately 300 parking spaces at Hawthorne's Crossing. Although some of the parking spaces are not assigned or numbered, each unit owner is designated use of one parking space, per Master Deed, generally the space located directly in front of your door. Additional visitor spaces are on a first come, first served basis.

Due to the increase in the number of resident cars, residents, **NOT** guests, are requested to park in driveways. For units with garages, your garage is your assigned space and you **MUST** use it and not the visitor parking. You may **NOT** park behind the garages. Unit owners with more than 2 cars are required to park additional cars in the front parking lot.

In those cases where there is room for more than one vehicle in the spaces in front of a unit, the adjoining neighbors must mutually agree on the use of that space.

"xxx's" on street parking allowed. (see parking map)



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**TRUCK PARKING**  
**(PER BY-LAWS)**

Surface parking spaces shall not be used for any purpose other than to park a Private Passenger Motor Vehicle, a noncommercial Pickup Truck, a noncommercial Sport Utility Vehicle, or a noncommercial Jeep. However, the following vehicles are prohibited from parking in surface parking spaces:

- a) Commercial Vehicles;
- b) Any vehicle which has a vehicle weight, or curb weight, of more than six thousand pounds, according to the manufacturer's description of the vehicle;
- c) Any vehicle which has more than four wheels on the ground;
- d) Any pickup truck or cargo van, owned by a partnership, trust or corporation;
- e) Any vehicle, pickup truck or cargo van, if on the bed of the vehicle tools, supplies, materials or equipment are transported to or from a job site, or are stored for use at a job site (except temporary use for a personal, non-commercial purpose), or if the vehicle contains ladder tracks;
- f) Any vehicle which displays any business advertisements or business markings;
- g) Any vehicle used for hire to plow;
- h) Any vehicle which is more than twenty (20) feet in length;
- i) Any vehicle that displays a commercial registration number plate;
- j) Boats or boat trailers, any other type of trailer; and
- k) Any semi-trailer, auto home, house trailer, taxicab, ambulance, hearse, livery vehicle, school bus, or school pupil transport vehicle.

In addition to the By-Laws, Hawthorne's Crossing has expanded upon regulations specific to "trucks":

Pick-up trucks (that are not already disqualified by the By-Laws) are required to park in the designated parking spaces located at the in the parking lot at the front of the property near the dumpster, specifically in the white lined spaces. Acceptable pick-up trucks are also permitted to park at the rear of the property along Bar Link Way near the wooded area also only in the white lined spaces.

**RESIDENT PARKING**

**PARKING STICKERS**

Identifying parking stickers are issued to all residents. The parking stickers should be affixed to the driver side corner of the rear windshield. They are issued by the management office located in the clubhouse. If you purchase a new vehicle, please notify the office in order to update our information and to receive a new parking sticker. Each unit is issued a maximum of two (2) green stickers. At night only vehicles with green stickers are allowed to park on the site. All additional vehicles should have purple stickers (overflow stickers) and park in the front lot at night. Violators

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will be towed at the owners' expense.

**VISITOR AND GUEST PARKING**

Guests may park in any designated parking space other than the spots directly in front of the unit (please see the attached parking map). Guests may also park in the front parking lot. Additional overnight parking is allowed on Essex Street on the Hawthorne's Crossing side of the road between April 1<sup>st</sup> and October 15<sup>th</sup>. If you will be parked there after 1:30AM you must contact the Swampscott Police department at 781-595-1111 and give them the make and license plate number of the car.

**OVERNIGHT GUESTS**

Please understand that visitor spaces are open at any time for guests. However, in the event that management needs to have a car moved for emergency purposes, it may be towed if parked onsite (surface spaces) for more than 24 hours. Therefore, we suggest that guests parked for longer periods of time use the front lot for parking.

**AREAS OF NO PARKING**

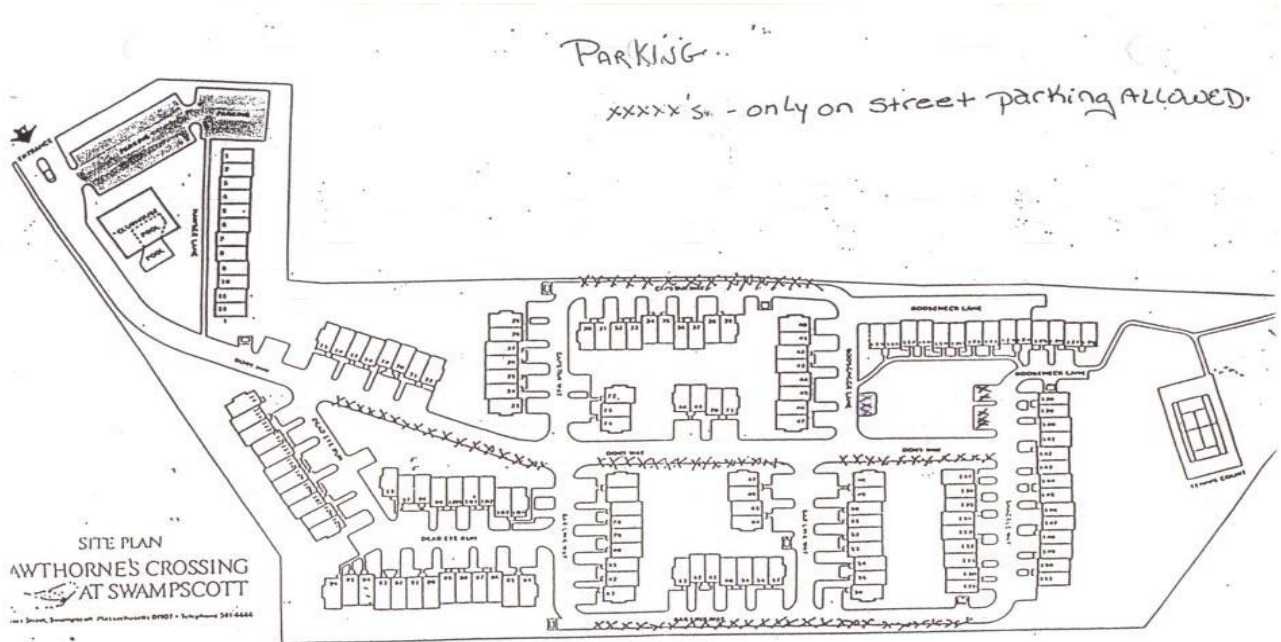
Parking is prohibited in the fire lanes, on the Dory Way hill (anywhere on Dory Way before Dead Eye Run), and in front of units except for the driveways. Parking is also not permitted on grass and in areas posted "No Parking" throughout the property. Do not park on corners, nor let your vehicle hang out over corners. In the driveways Piggyback parking (cars parked behind cars) is not allowed. To avoid a possible fine and/or tow, please refrain from parking in these areas. If a vehicle becomes mechanically inoperative, the manager should be notified. Illegally parked vehicles will be towed at the owner's expense. Please check attached map.

**SNOW REMOVAL**

During the winter season residents are expected to shovel out their car and move it until the driveway have been plowed. You should be prepared to come out and move your car when you see the plow in your area. Anyone parked in the front lot is asked to shovel out and move their car so that proper snow removal can be accomplished.

If you or a guest has a vehicle parked in any common area/visitor spot, you have 24 hours to move your vehicle after the storm or you will be subject to fines and/or towing.

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**CLUBHOUSE RENTAL RULES *APENDIX III***

There will be a deposit of \$250.00, to be refunded if there are no damages or cleaning fees and no rules have been violated.

The clubhouse Renter must be present at the function for the entire event.

A security guard **must** be hired if there are more than 25 ADULT people **or** if alcohol is being served. (Guests under 14 years of age are not included).

In addition, please note the following:

1. Please book your date at least two weeks in advance
2. Your deposit must be received the week of the function. Your key fob will open the both the side and front clubhouse doors.
3. The clubhouse is a non-smoking building. Guests must smoke outside. Smoking material should be disposed of properly.
4. The unit owner, lifeguard or security guard is responsible to secure all the locks, especially the pool gate before the building is closed. There are no exceptions.

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5. Please advise your guests where to park. Respect the reserved spaces for the Hawser Lane residents. Guests should not park on either side of the hill or in any of ***the 15 minute parking spaces*** in front of the building. Cars are allowed to park on Essex Street (per the town) between April 1<sup>st</sup> and December 1<sup>st</sup>. If there is no snow emergency between December and April, you may call the Swampscott Police to confirm if you may park on Essex. Illegally parked cars will be towed.
6. All trash bags must be brought down to the Dumpster. Do not leave food in the kitchen barrels.
7. All lights must be shut off.
8. All decorations must be taken down. The entire area must be vacuumed at the end of your event **NOT** the next morning. Please check and clean the bathrooms, oven and refrigerator. Leave the clubhouse the way you found it.
9. Any violations of the rules will cause you to forfeit your ***entire*** security deposit of \$250 and future use of the clubhouse. You will be subject to an additional charge of \$250 if any misleading information is given to Management or the Association, i.e. alcohol, number of guests, etc...
10. At the discretion of management the clubhouse may be used by residents for small gatherings such as card games, at no cost.
11. The Clubhouse Committee or Management may check the clubhouse during the event and will check for cleanliness and damages after a party. If the clubhouse is not left the way you found it, you will be charged for any damages or cleaning fees (*not limited to the amount of the deposit*).
12. All exits must remain open. Do not block stairways or doors.
13. The host of the clubhouse event will respect neighboring units in regards to noise.

**SWIMMING POOL RULES *APENDIX IV***

The following rules have been established and will be enforced in an unbiased manner by the Managing Board. It is the responsibility of everyone in the community to ensure that the rules and regulations as stated are followed:

The rules and regulations are for the protection and benefit of all and to assure safe and sanitary operations of the pool facilities.

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1. THE LIFEGUARD IS THE AUTHORITY AT THE POOL.
2. All persons using the pool or pool area do so at their own risk. The Managing Board and HCCA will not be responsible for any loss or damage of personal property of any kind. Neither the Managing Board nor HCCA assumes responsibility for any accident or injury in connections with such use. Persons using the pool (whether owners, tenants or guests) covenant and agree with the Managing Board of HCCA for and in consideration of the use of the pool, to make no claim against the Managing Board of HCCA for or on account of any loss of life or personal injury or damage to or loss of personal property.
3. The cost of damage to any Association property will be charged to the responsible party.
4. The pool will be available from 11AM to 7PM daily, generally from Memorial Day weekend through Labor Day. The pool may be closed at any time due to breakdown, weather, and any other operational difficulties, or at the manager's discretion.
5. All swimmers with shoulder length or long hair are required to wear it up or wear a cap.
6. Residents, whether owners or tenants, will be held responsible for all actions or their families or guests.
7. Only residents and their guests may use the facilities with the understanding that they comply with all rules and regulations promulgated by the municipality and the Managing Board.
8. Your HCCA Key Fob will act as your pool pass. Your Key Fob must be presented to the lifeguard upon entering the pool area at which time the pool log must be signed.
9. A maximum of 4 guests per unit on weekdays and 2 per unit on weekends and holidays are permitted. The resident sponsor must be present at all times. During the periods of heavy use, residents with guests are asked to remember that the pool is for the enjoyment of all residents.
10. Children under the age of 14 must be accompanied by an adult for admission to the pool and the adult must remain with the children the entire time they are in the pool area. Children 5 years of age and under must be in the control of a parent or guardian at all times while in the pool area. The lifeguard must be notified if the child is a non-swimmer. This will assist the lifeguard to assure that such child remains in the shallow end of the pool at all times. Parents of children not yet toilet trained are expected to take adequate precautions to prevent any accidents in the pool.
11. All persons must shower before entering the pool.

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12. Due to the limited size of the pool, no play or sports equipment, beach balls, squirt gun or recreational floatation devices such as inner tubes will be permitted in the pool area. At the lifeguard's discretion young children as well as non-swimmers may be permitted to use approved safety devices such as "water wings".
13. Running, pushing, wrestling, fighting, reckless diving or any undue disturbance or noise in or about the pool area will not be permitted. Only radios, televisions and recording devices with earphones may be used.
14. No food or drink will be permitted in the pool. No glassware of any type will be permitted in the pool area. All food, drink, papers, cigarettes, cigars, and any refuse, etc. must be deposited in the receptacles provided or removed from the pool area by residents and their guests when departing.
15. No pets are allowed in the pool area.
16. Admission to the pool will be denied to anyone with skin abrasions, colds, coughs, inflamed eyes, infection or to anyone wearing bandages.
17. Persons under the influence of alcohol will not be permitted in the pool area.
18. Failure to comply with any of the foregoing rules and regulations will result in the violator being barred from using the pool facilities, at the discretion of the Managing Board or designate.
19. All people using the swimming pool facilities must enter the pool through the pool gates.
20. For safety reasons children will not be allowed to roam, run or play through the pool gates.
21. People using the pool are asked to park in the parking areas located in front of the stone wall. Illegal parking in the 15-minute only spaces located in front of the clubhouse or any of the spaces that are marked as reserved for unit owners may result in towing of that vehicle.