

Exhibit A
to
The Villages at Brookside Condominium Trust
Rules and Regulations
Revised 1-20-22

Introduction

The Rules and Regulations for the Villages at Brookside were initially prepared by the developer and have since been updated periodically by the Boards of Trustees. Questions about a particular rule or regulation should be directed to the Management Company.

This version of the Rules and Regulation was developed by the Board of Trustees in collaboration with the Barkan Management team and the Chairs of the Finance, Landscape and CAAS Committees. This initiative commenced in winter 2021 and resulted in a draft that was shared with Unit Owners in July 2021 for their review and feedback. This feedback was taken into consideration as these Rules and Regulations were being finalized.

The terms *Common Areas* and *Limited Common Areas* are used frequently in these Rules and Regulations. They are defined as follows:

Common Areas: These are areas that are generally controlled by and maintained by the entire Association. Examples are the land all Units sit upon, any open areas that do not have buildings upon them, most of the outsides of the building structures themselves, the pool area, the wastewater treatment plant, the management office, workshop and meeting room and the guard houses.

Limited Common Areas: These are areas that are generally contiguous to the Unit Owners' Units and are areas in which the Unit Owners have exclusive use and responsibility to maintain. Examples are the front porches, stairs and railings, rear decks (upper and lower), stairs and railings, three-season rooms and windows, including trim. Driveways are considered a Limited Common Area but are the responsibility of the Association to maintain. The approximately fifteen stand-alone garages are also classified as Limited Common Areas even though they are not contiguous to the Units.

Given these revised Rules and Regulations, residents may ask how they will be enforced. These Rules and Regulations will be enforced by our Management Company. In some areas, this will be done in collaboration with the Landscape Committee and the Common Areas, Architecture and Safety Committee (CAAS). Questions about a particular Rule or Regulation or its enforcement should be directed to the Management Company at office.vbcondo@gmail.com.

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1. **The Use of the Property.** No part of the Property shall be used for any purpose except for which the Property was designed.
2. **Common Areas and Owner Responsibility.** There shall be no obstruction of the Common Areas, nor shall anything be stored in the Common Areas without the prior written consent of the Board of Trustees except as provided expressly in the Trust or any provision herein or in the Master Deed. Each Unit Owner shall be obligated to maintain and keep in good order and repair the Unit in accordance with the provisions of the Trust and Master Deed.
3. **Things That Shall Not Be Done in the Common Areas.** Nothing shall be done or kept in the Common Areas which will increase the rate of insurance for any Buildings, or contents thereof, without the prior written consent of the Board of Trustees. No Unit Owner shall permit anything to be done or kept in the Common Areas which will result in the cancellation of insurance for any of the Common Areas or Units, or contents thereof, or which would be in violation of any law. No waste shall be stored in the Common Areas.
4. **Hangings or Displays on the Exterior of Units.** Good taste should be exercised in hanging a limited number of decorations on the exterior walls, windows and/or doors of a Unit. Such decorations should not be offensive in any way to others in the Brookside community. All decorations are subject to inspection and approval by the Board of Trustees. (See Rules 17, 27, 30 and 31 for more information.)
5. **Animals and Pets.**
 - (a) No animals or reptiles of any kind may traverse the Common Areas, except as allowed by the Master Deed (the "Allowed Pets"). Nevertheless, any such Allowed Pet must be registered with the Management Company. It would be most helpful to include a photograph.
 - (b) Other than Allowed Pets, no pets, animals or reptiles of any kind shall be allowed upon Association Property. Guests who bring their pets onto the Property must comply with the rules and regulations.
 - (c) No animals, reptiles, or pets may be kept, bred, or maintained for any commercial purpose.
 - (d) Any Allowed Pet in violation of the Master Deed or these Rules and Regulations, or causing a nuisance or unreasonable disturbance or noise, may be removed permanently from the Property upon three (3) days' written notice from the Management Company.
 - (e) In no event shall any pet be permitted in any portion of the Common Areas, unless carried, caged, restrained or leashed. Pets are not to be tied and left unattended in any Common Area, including such Limited Common Areas as the Unit Owner's front or rear decks, courtyard, garages and driveways.

- (f) In all cases, Allowed Pets must be properly cleaned up after including, without limitation, the removal and proper disposal of waste products.
- (g) No electronic pet fences are permitted.
- (h) Residents are not allowed to put out any food for wild animals in any of the Common Areas or Limited Common Areas. Bird feeders are an exception to this rule.

6. Offensive and Disturbing Activities.

- (a) No offensive activity shall be carried on in any Unit, or in the Common Areas, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or occupants.
- (b) No Unit Owner, or any person(s) occupying or staying in any Unit, shall at any time (1) make or permit any loud or disturbing noises, (2) produce any offensive odors, or (3) engage in any activity that interferes with the rights, comfort, safety or convenience of other Unit Owners.
- (c) No Unit Owner, or any person(s) occupying or staying in any Unit, shall play a musical instrument or operate audio equipment (radio, stereo, television) at a volume that would disturb or annoy other residents between the hours of 10:00 p.m. and 8:00 a.m.

7. Structural Integrity of Units. Nothing shall be done in any Unit or in, on or to the Common Areas which will impair the structural integrity of any Building or which would change the structure of any Building.

8. Items Exposed to the Common Areas from the Unit. No cloths, sheets, blankets, laundry or similar articles shall be hung out of any Unit or exposed to any part of the Common Areas. The Common Areas shall be kept free and clear of rubbish, debris and unsightly materials provided, however, that refuse receptacles may be temporarily put out for scheduled roadside pickup. All garbage and trash shall be bagged and placed in trash receptacles provided by the trash pickup service. Cans, bottles and other recyclable materials placed outside for pickup must also be placed in receptacles approved by the Management Company. It shall be the Unit Owner's or occupant's responsibility to dispose of any trash too large to be disposed of by normal residential trash pickup. On non-trash pick-up days, the receptacles for trash and recyclables must be stored in garages or in the approved household trash storage bins for Units without garages.

9. Storage of Items Outside of the Unit. Except in recreational or storage areas, if any, designated as such by the Board of Trustees, there shall be no parking or storing of baby carriages or playpens, bicycles, wagons, toys, vehicles, boats, ladders, benches, chairs and/or any other articles, on any part of the Common Areas or Limited Common Areas including, without limitation, the patios, balconies, decks or underneath decks. Storage by Unit Owners

in areas designated by the Board of Trustees shall be at the Unit Owner's risk. Outdoor patio furniture may be placed on the patios, decks, and balconies. These areas should be kept neat in appearance.

10. **Alteration of the Common Areas.** Nothing shall be altered or constructed in or removed from the Common Areas, except upon the written consent of the Board of Trustees. Flood lights are not permitted other than for safety of lighting up walkways. With written permission of the Board of Trustees, solar or battery lights are permitted for safety of lighting up walkways and must be on a timer. Exterior lighting fixtures shall not be changed or replaced either in location or design. Unit numbers shall not be changed or replaced either in location or design.
11. **Rules and Regulations Alterations, Amendments, and Repeals.** Any consent or approval given under these Rules and Regulations may be added to, amended or repealed at any time by resolution of the Board of Trustees.
12. **Unit's State of Preservation and Cleanliness.** Each Unit Owner shall keep the Unit in a good state of preservation and cleanliness.
13. **Installation and Use of Electrical and Gas Equipment.** All electrical and gas equipment of any kind or nature installed or used in each Unit shall comply fully with all Rules and Regulations and with the requirements of the Board of Fire Underwriters and of the public authorities having jurisdiction. The Unit Owner alone shall be liable for any damage or injury caused by electrical and gas equipment in such Unit.
14. **Official Entry into Units.** The agents of the Board of Trustees, or the Management Company, and any contractor or workman authorized by the Board of Trustees or the Management Company, may enter any Unit in the buildings at any reasonable hour of the day after notification (except in the case of emergency) for the purpose of inspections, making repairs and/or any other purpose permitted in the Master Deed and Declaration of Trust. This includes but is not limited to entering a Unit to address health or safety concerns.
15. **Garbage Disposals.** Garbage disposals are not allowed in any Unit.
16. **Flushing of Wipes.** No wipes may be flushed in toilets at Brookside even though the manufacturer may say otherwise. The proper disposal of wipes is to put them in the garbage. Wipes flushed by residents have already clogged the wastewater lines at Brookside. Also, wipes can cause very costly damage to the pumps at our wastewater treatment plant.
17. **Hangings on Exterior of Units and Visibility of Interior Window Treatments.** Any portions of window treatments visible from the exterior of a Unit shall be white unless otherwise authorized by the Board of Trustees. No window treatment, except for curtains, draperies and vertical and horizontal blinds, shall be placed in or at any interior window location visible from the exterior Common Areas.

18. Speed Limits and Parking.

- (a) Brookside residents and their guests are expected to comply with posted speed limits in the Brookside Community.
- (b) Parking is prohibited along any of the Courts. First responders, emergency and lifesaving public safety vehicles such as ambulances and fire trucks need to be able to freely navigate through the court roads to do their jobs during times of emergency. These roads must be kept clear. Daytime parking is allowed along the main roads, including Brookside, Carnoustie, Turnberry and Prestwick Roads. No overnight parking is allowed along any roadway within the Brookside Community.
- (c) There are sections of Brookside Road where parking is prohibited at all times whatsoever, during the day or night. These sections include from Waterhouse Road to the guard shack; from the same guard shack back 75 feet inside Brookside; from County Road to the guard shack; and from the same guard shack to just past the opening to Laurel Hill Court at Unit # 1.
- (d) Visitor parking spaces shall be used primarily for visitors and guests. Especially during peak summer holiday periods, residents are asked to refrain from using visitor parking spaces. Since guest/visitor parking is limited, Unit Owners are asked to free up the guest parking by using their driveways and garages.
- (e) Summer parking at the pool during the hours the pool is open is restricted to only those using the pool.
- (f) Parking is allowed only on paved surfaces. Do not park on non-paved areas since this can damage the lawns and our irrigation system.
- (g) Vehicles using outside parking spaces, including driveways, must have current and valid state registrations. Also, Unit Owners at Brookside must register their vehicles at the Management Office and display their numbered sticker in the bottom left-hand corner of their vehicle's rear window.
- (h) Outside parking spaces may not be used to park recreational vehicles, buses, trailers and/or boats, without the express permission of the Board of Trustees. No boats, trailers, mobile homes, commercial vehicles, vehicles with commercial lettering or unregistered vehicles shall be kept upon or within the Common Areas or Limited Common Areas. Motorcycles are allowed only upon written consent from the Board of Trustees.
- (i) All vehicles parked in Common Areas shall be at the sole risk of the person so parking and the Board of Trustees shall not be liable for loss, destruction, theft or damage to such vehicles.

- (j) Vehicles in violation of these Rules and Regulations may be towed at the owner's expense. In the case of a delay of an emergency vehicle, the illegally parked vehicle's owner will be liable for any damages caused by the delay.
19. **Keys Entrusted to Villages at Brookside Officials.** If any key is entrusted by a Unit Owner or occupant or by any member of the Unit Owner's family or their agent, servant, employee, licensee or visitor to any Trustee or employee of the Management Company whether for such Unit or automobile, truck or other item of personal property, the acceptance of the key shall be at the sole risk of such Unit Owner or occupant, and the Board of Trustees shall not be liable for injury, loss or damage of any nature whatsoever directly or indirectly resulting therefrom or connected therewith.
 20. **Storage and Use of Petroleum Products and Propane Tanks.** In compliance with the Town of Bourne fire codes, no petroleum products or propane tanks (other than a propane tank used in a gas grill) may be kept or stored within any Unit or Common Area of the Property. This includes garages and stand-alone garages. Nor should any petroleum products be added or removed from any internal combustion engine on the Property.
 21. **No Work or Repairs to Be Done to Any Vehicle.** No work or repairs shall be performed on or be made to any vehicle while such vehicle is located on the Property except as outlined in Rule 34. Unit Owners may wash their personal vehicles on the Property.
 22. **Hours During Which Construction Work Can Be Done.** All construction work in a Unit shall be restricted to the hours of 8:00 a.m. to 5:00 p.m. on weekdays. Construction work in a Unit shall not be performed at any other times without the prior written consent of the Board of Trustees. A summary of the rules and regulations governing the conduct of outside contractors used in community construction projects can be obtained from the Management Company.
 23. **Health and Safety Hazards.**
 - (a) No Unit Owner shall permit anything to be done to or kept in his or her Unit or in the Common Areas including, without limitation, the patios and balconies, which creates a health or safety hazard or is in violation of any applicable law, ordinance, or governmental regulation (including, without limitation, the storing of flammables or the storing and/or use of hazardous materials of any kind). Batteries should be considered a hazardous material and their proper disposal is required.
 - (b) Home fires have occurred when batteries are not disposed of properly. Tape off both contact ends to prevent any small discharge that could create excessive heat and possibly start a fire in your trash. The recycle bin is not the place to dispose of batteries. The Town of Bourne dump will take used batteries.

24. Responsibility for Appliances, Heating and Cooling Systems, and Other Equipment.

Unit Owners shall maintain appliances, heating and cooling systems, and other equipment servicing the Unit in good working order and condition so as not to cause any damage or injury to other persons or to the Property.

25. Requirements for Addition of a Satellite Dish and the Use of Small Antennas for Cell Phone Boost. Satellite dishes and small antennas used for cell phone boosts require using the Architecture and Aesthetics Request for Exterior Change (AAREC) form found on the Management Company website. Upon selling a Unit, the Unit Owner is required to remove the satellite dish, any antennas and all wiring components, including brackets and wires from the dish/antenna to the outside controller. Also, any roof or trim damage incurred or caused by such removal must be repaired.

26. Outdoor Fireplaces and Barbecues.

(a) For safety purposes, all grills must be placed 6–8 feet away from the Unit's exterior walls when in use. Any type of open fire in the garage or at the garage entry, the Limited Common Areas (porches, decks and driveways) or any of the Common Areas is prohibited, including such things as fireplaces, campfires, fire pits, patio heaters, and any other open fires.

(b) Use of a barbecue grill on rear decks (upper or lower) or courtyard areas that are served by an up-to-date certified/inspected propane tank or electricity is permitted. Natural gas used for a gas grill may be extended to the upper or lower deck or the courtyard area. Residents who wish to do so must proceed as follows:

(1) Obtain prior approval from the Board of Trustees,

(2) Obtain a plumbing permit and inspection from the Town of Bourne for permission to extend the natural gas service,

(3) Obtain a plumbing permit and inspection from the Town of Bourne to approve the hook-up of the natural gas to the grill, and

(4) Make sure that all work in this regard is completed by a licensed gas plumber.

(c) The only approved energy sources for barbecue grills are propane, natural gas, and electricity. Charcoal, wood, wood pellets and the like are not approved energy sources. These energy sources have inherent problems with ignition, residue disposal and smoke odors. These guidelines are in place to insure everyone's safety and comfort and there can be no exceptions to these rules.

27. Wind Chimes. Wind chimes are permitted. However, installing wind chimes requires prior approval by the Board of Trustees and should be agreed to by the Unit Owners of abutting

Units. Be considerate of your neighbor when locating wind chimes and remember that permission to have wind chimes can be withdrawn if they prove to be an annoyance to your neighbor.

28. Holiday Lights and Decorations. Holiday lights and decorations in good taste are allowed from Thanksgiving to January 31 of the new year. Use white lights only in windows. Wreaths and other appropriate Christmas decorations may be displayed on the fence, front door area or garage. One tree on the rear deck or in the courtyard can be decorated with white lights. Also, white lights are allowed on rear deck railings. No colored lights or blinking colored or white lights are allowed. Lights on shrubs or trees directly adjacent to the Unit are allowed as long as it is not a massive display. No lawn art or inflatable decorations are allowed.

29. Real Estate Signs and Open House Procedures.

- (a) Open houses are permitted on Saturday and Sunday between 11 a.m. and 3 p.m.
- (b) To advertise the open house, one realtor's sign is permitted at both the County Road and Waterhouse Road entrances during the times of the open house.
- (c) Brokers are allowed one open house sign in front of the Unit for sale and one directional sign at the entrance to the Village in which the Unit is located. Both signs must be removed at the end of the open house.
- (d) For Sale or For Rent signs are allowed on the exterior of the Unit over the garage door only. The size of the sign shall not exceed 14" x 14".
- (e) All visitors must park on main roads or in open visitor parking spaces. No parking is allowed on any of the Courts, including Applewood, Berrywood, Blue Meadow, Candleberry, Cranberry Knoll, Holly Hill, Hollyhock Knoll, Laurel Hill, Periwinkle, Sea Knoll and Springbrook Courts.
- (f) Signs may not disturb or damage the landscaping or other Common Area features.
- (g) No balloons, banners or flags are permitted.
- (h) This list of above procedures is available from the Management Company and is the responsibility of the Unit Owner whose Unit is being sold to provide this information to the broker(s) involved.

30. Items That Do Not Require Board of Trustees Approval. The following items do not require Board of Trustees approval provided the approved application standards are followed in their implementation. Questions regarding any standard can be referred to the Management Company.

- (a) Screen/storm doors: The door is to be white or off white, vinyl clad aluminum one- or two-piece glass/screen section such as Karey, Anderson or equivalent.
 - (b) Real estate signs/open house procedures: Refer to Rule 29.
 - (c) Flags, flag poles, and outriggers: An American flag is the only flag allowed to be displayed at Villages at Brookside. Unit Owners are permitted to display one American flag (in accordance with Title 4 U.S. Code Section 8). The flag shall be of a standard 3 ft. x 5 ft. dimension and placed preferably adjacent to the garage nearest the light fixture. The flag must be on a pole and bracket, mounted on a piece of trim board, and fly freely in front of the Unit. Flags should be continually maintained in a presentable and respectful condition and replaced as necessary. Flags shall not be placed on any sides of the building nor placed on any flagpoles in any of the Common Areas.
 - (d) Rear deck and front porch maintenance/staining: The maintenance of rear decks and front porches, including all component parts, is the responsibility of the Unit Owner. Pressure treated wood decks and front porch floors, posts, beams, facing boards, railings, balusters, screen walls and stairs shall be stained the same color throughout the community. The Board of Trustees has approved the color **Mahogany Flame** as the standard. The product is "Cabot: Australian Timber Oil, color: **Mahogany Flame** #19459" or the 1900 Series VOC Compliant series.
 - (e) If you have a deck or porch floor constructed of one of the composite type of materials, no action is required unless your railings and/or support structure components (columns and the exterior face of the support beams) need staining.
 - (f) All decks and porches, including their component parts, will be surveyed on a regular basis for conformance to the approved color and the quality of maintenance. In the case of Unit Owners who have not stained or will not stain their pressure treated wood with the approved color, the Association will perform the work after due notification and will invoice the Unit Owner accordingly.
 - (g) Garage lighting fixtures: These lighting fixtures, the bulb, and the photoelectric switch are maintained by the Association. All other exterior lighting fixtures are the responsibility of the Unit Owner. If replaced, they need to be replaced with a lighting fixture that is similar in style.
31. **Items That Do Require Board of Trustees Approval.** The following items require CAAS review and Board of Trustees approval:
- (a) Signs mounted on a Unit. Unit Owners are limited to one sign only with their last name or "Welcome." The sizes for these signs are as follows:

- (1) Signs over the garage should be no larger than 48" x 7.5", attached and centered on trim board just above the garage door, below window.
 - (2) Signs between the front door and window for models that do not have garages should be vertical and no larger than 6" x 36".
 - (3) Signs for under onion lights on garages should be no larger than 15" x 12".
- (b) Approval is required for the following changes/additions to a Unit. A plan for any such changes needs to be submitted to CAAS for review and approval by the Board of Trustees. This plan must be submitted on the Aesthetics Request for Exterior Change Request (AAREC) form found on the Management Company website.
- (1) Screened porches, three-season rooms and finished basements
 - (2) Ground-level decks and patios (see Rule 32)
 - (3) Railings and ramps for persons with disabilities
 - (4) Satellite dishes (see Rule 25)
 - (5) Radon remediation
 - (6) Generator installation
 - (7) Saunas and hot tubs
 - (8) Awnings
 - (9) One white window box under each front window or front deck railing
 - (10) Trellises except a trellis attached to a porch and being used as a screen for the safety of property or residents
 - (11) Any other exterior changes
 - (12) Sealcoating driveways
- (c) The following Unit modifications also require CAAS review and approval by the Board of Trustees:
- (1) Replacement of exterior windows, doors and sliders
 - (2) Changing the color of the front door: The color of the front door should be the same for all Units in a village. The front door color in a village is determined by CAAS in collaboration with the Unit Owners and as approved by the Board.
 - (3) Installing new railings and decking: Unit Owners considering the installation of vinyl railings and decking should consult CAAS Guidelines for Installing Vinyl Railings and Decking. Any replacement of rear or front porch deck railings and

related decking materials must be of the same color as those used in all surrounding Units in a particular village. When replacing wood decking with a composite material, it is important to use an approved color. A list of approved colors is available in the Management Office.

- (4) Installing window air conditioners: This item is generally not allowed as all Units have central air conditioning.

32. **Ground Level Deck Requirements.** A plan for a ground level deck must be submitted to CAAS for review and approval by the Board. This plan must be submitted on the Aesthetics Request for Exterior Change Request (AAREC) form found on the Management Company website. The following requirements need to be addressed in preparing this plan.

- (a) Ground level deck footprint shall not extend beyond the upper deck.
- (b) Front rim joists shall be secured to the front face of the columns.
- (c) All framing lumber shall be ACQ Pressure Treated. Deck material shall be either 5/4" x 6" ACQ Pressure Treated.
- (d) Deck railings and balusters shall be ACQ Pressure Treated and shall match the details of the railings and balusters on the upper deck.
- (e) Deck railings shall terminate at the 4"x 6" columns supporting the upper deck.
- (f) Deck rail openings and stairs shall be in front of the ground level sliding door.
- (g) Optional deck railings may surround the air conditioning unit.
- (h) Pressure treated decks, railings and balusters shall be stained with Cabot: Australian Timber Oil, color: "Mahogany Flame", #19459 or the 1900 Series VOC Compliant.
- (i) Privacy screens, if needed, shall be detailed on the submission of the plans. Privacy screens should not be trellis or lattice and should match the upper deck.
- (j) All fasteners shall be galvanized.
- (k) Construction shall comply with the Massachusetts State Building Code and a Town of Bourne building permit is required before the start of work. Refer to the latest Architectural Request (AAREC) specification for more detailed requirements.

33. **Construction Debris.** No construction debris such as wood and any other construction materials or equipment, such as ladders, etc. shall be left stored either on the Common Areas or on roadways. No storage of construction materials shall be left on or in vehicles or in the back of pick-up trucks unless such materials are part of an ongoing project as authorized and approved by the Association.

34. Requirements Concerning Battery Chargers and Jump Starting.

- (a) To ensure the safety of our residents and our buildings, high energy activities such as vehicle battery charging, whether inside the Unit's garage, out in the Unit's driveways, visitor/guest parking spots, Common Areas or Limited Common Areas is strictly prohibited.
- (b) Any charging of vehicles (cars, trucks, trailers, boats, jet skis, etc.) shall only be permitted if performed by professional roadside assistance vehicles such as AAA, insurance company approved vehicles or licensed and insured professional companies.
- (c) Jump starting with a vehicle-to-vehicle cable connection is allowed.
- (d) No trickle chargers are allowed during the day or overnight with a hard connection to an electrical source.
- (e) Electric vehicle charging stations are allowed with Board of Trustees approval. The charging station will need to be installed by a licensed contractor. The expense and upkeep of the station is the responsibility of the Unit Owner.

35. Air Conditioner Unit Covers. Check with the manufacturer or your service company as to whether your AC unit needs to be covered. If you need or want to cover your AC unit, please use a grey colored cover to maintain the aesthetic appeal of the Brookside community.

36. Swimming Pool Rules.

- (a) The pool is principally for the use of Brookside Unit Owners and residents. Guests will be allowed with Unit Owner permission and accompaniment.
- (b) Children, age 16 or under, must be accompanied by an adult.
- (c) Babies and toddlers wearing regular diapers are not allowed in the pool. They need to wear special diapers such as Swim Mates or Little Swimmers. Regular diapers swell up and release harmful biological waste and gels into the pool. When this happens, the pool must be shut down for cleaning.
- (d) Glassware is not permitted in the pool area. Plastic containers or cans are acceptable.
- (e) Food and beverages may be consumed in the picnic area and tables only using plastic containers.
- (f) No pets, bicycles, carts, etc. are allowed inside the pool area.
- (g) Diving is not permitted in the pool.
- (h) Running, loud noises and/or interfering with others' use of the pool is not permitted.

- (i) Audio devices are allowed if used with a headset or an ear plug attachment.
- (j) Tables, chairs, and chaise lounges may not be reserved for extended periods and for no more than an hour by leaving personal belongings on them.
- (k) Showering before entering the pool is required.
- (l) No person with a communicable disease is allowed to use the pool.
- (m) Floats, inner tubes, balls or other recreational toys are prohibited. Noodles are allowed with appropriate use.
- (n) Safety devices for children are allowed if the children are accompanied by an adult in the water.
- (o) Smoking is not allowed within the gated area of the pool.
- (p) Brookside residents and their guests have the responsibility of conducting themselves properly and adhering to the pool rules. Improper behavior observed by any Brookside resident should be reported to the Management Company immediately by calling the emergency phone number posted in the pool area.
- (q) For the enjoyment of all Brookside residents, each resident should show consideration in limiting their number of pool guests, especially on weekends and holidays. Large gatherings during pool hours require the prior approval of the Management Company.

37. Swimming Pool Pavilion.

- (a) The pavilion area of the pool may be reserved by Brookside residents for private parties or large gatherings through the Management Office.
- (b) The pavilion may not be reserved any day during normal swimming hours in order to allow maximum pool availability for Brookside residents.
- (c) The pavilion may be reserved by Brookside residents in the evening for private parties limited to 35 people under the following conditions:
 - (1) No tents or canopies may be set up in the pool area.
 - (2) Gatherings may begin at 6:00 p.m. and should not extend beyond 9:00 p.m.
 - (3) The area should be left as it was found and all trash should be properly disposed of.
 - (4) Any resident who hosts a party should remind guests not to park on the lawn.

38. Landscape Rules.

- (a) Residents are responsible for the care and maintenance of any rear area plantings except for the following: the berm behind 3 Amberwood and 2 Springbrook and the arborvitaes behind 2-3 Laurel Hill that separate Brookside from the golf course. The Association will maintain gardens and shrubs in the front and side of Units by weeding, mulching, and pruning. The Association will also be responsible for maintenance of Unit rear areas where natural wooded areas have encroached on rear yards (vines and tree growth for example).
- (b) Residents must submit a Landscape Request for Exterior Change form (LREC) for removal or trimming of plants, trees and shrubs maintained by the Association. This request will be evaluated based on the following basic criteria: safety, disease or overgrowth, egress or potential harm to Unit structure integrity. Replacement of removed trees and shrubs is not automatic, but subject to a review and the approval of the Management Company Property Manager.
- (c) A Landscape Request for Exterior Change form (LREC) must also be submitted and approved by the Landscape Committee, if a Unit Owner desires to change the landscape in the Common Area surrounding their Unit at their own expense and that change is beyond the scope of the Association responsibility.
- (d) Residents may only plant annual flowers in established garden beds. A list of annuals that do well on Cape Cod is available on the Management Company website.
- (e) Vegetable gardens are not allowed to be planted in the Common Areas as they will attract wildlife that could be harmful to the Units and other shrubbery in the Brookside community.
- (f) Residents are not allowed to pile lawn/tree debris up in the Common Area surrounding their Unit or dispose of any lawn/tree debris in wooded areas of the Property.
- (g) Residents are encouraged not to prune plantings on the front and sides of Units, since this is the responsibility of the landscape vendor. The rear plantings must be maintained by residents.
- (h) Up to two planters are allowed in the Common Area in front of Units. One planter is allowed on each side of the garage door, or if no garage, in the front Common Area garden bed of the Unit. Both planters must be the same color and size. Planters may be placed in the Common Area only between the beginning of May through the end of November to facilitate snow removal. Planters are not allowed in the side or rear Common Areas of the Units, except for rear non-grassy areas. Planters are allowed in rear non-grassy areas if they do not interfere with mowing.

- (i) Planters are allowed on front porches, decks, and rear patios. Front steps should not be obstructed to allow for emergency access. The Unit Owner is solely responsible for these planters, and neither the Association, the Management Company, nor their contracted vendors shall have any liability for damage to these planters.
- (j) A lower-level patio of gravel, crushed stone, patio blocks, etc. must be secured with edging materials to keep material from migrating onto lawns.
- (k) No lawn ornaments are allowed in the Common Area in front or on sides of Units. A single, neutral-colored lawn ornament may be placed only in the rear of Units as long as it does not face a roadway, is not on the grass, and does not interfere with lawn mowing. Lawn ornaments are limited to bird baths and gazing balls. The Unit Owner is solely responsible for these ornaments, and neither the Association, the Management Company, nor their contracted vendors shall have any liability for damage to these ornaments.

Document Issues and Dates

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