

Winter Unit Owner Reminders

Dear Unit Owners:

The Board would like to call your attention to the winter reminders below:

- **Outside Faucets**
 - ❖ Be sure to drain the lines before closing the outside source.
 - ❖ Shut off internal source to outside faucet.
- **Indoor Water**
 - ❖ For those away for extended periods during the winter, consider turning off the water and draining the systems.
- **External Phone Boxes**
 - ❖ For those with external phone boxes, be sure to check the batteries.
- **Smoke and Carbon Monoxide Detectors**
 - ❖ Check detector batteries.
- **Slider Screen Doors**
 - ❖ Keep slider screens to patios and decks open completely.
 - ❖ In the event of heavy snow fall, you will still be able to exit the unit by opening the main slider.
- **Trash and Hazardous Waste Removal**
Section 4.7 in Unit Owner's Handbook
(Only excerpts, please read full contents for complete instructions)
 - ❖ All cardboard boxes are to be broken up and put inside the recycle bins.
 - ❖ **No boxes are to be left on top of the recycle bins or next to the bins.**
 - ❖ Contractors are not permitted to dispose of any construction material in the garbage bins.
- **Speed Limit and Stop Signs**
Section 3.1 in Unit Owner's Handbook
(Only excerpts, please read full contents for complete instructions)
 - ❖ In all areas of the community, the speed limit is **15 mph or less.**
 - ❖ This is a matter of safety for all concerned.
- **Pet Requirements**
Section 4.8 in Unit Owner's Handbook
(Only excerpts, please read full contents for complete instructions)
 - ❖ Pet requirements remain the same regardless of the season or weather.
 - ❖ Full description of pet requirements is listed in the Unit Owner's Handbook and below are a few important reminders:
 - Pets must be leashed at all times.
 - ❖ No pet is permitted to be left outside tied up without the unit owner present at all times. It is a City of Woburn law that all pet excrement is to be cleaned up. The Unit Owner's Handbook identifies all areas where pets are not permitted. The Board understands that inclement weather can be a challenge for pet cleanup, but no exceptions will be permitted.

➤ **Holiday Decorations**Section

9.15 in Unit Owner's Handbook

(Only excerpts, please read full contents for complete instructions)

The Board is charged with the responsibility of ensuring that common area decorations do not create general discomfort or offense.

- ❖ External tree and foundation plantings are to be subtle and require Board approval.
- ❖ Reasonable entryway and window decorations are permitted.
- ❖ All year-end holiday common area decorations must be removed no later than **January 10th**. This includes door wreaths with holiday decorations. Plain season door wreaths are permitted.
- ❖ Dates and guidelines for Christmas tree disposals will be published annually by Waste Management and compliance is mandatory.

➤ **Snow Procedures and Parking Requirements**

Section 4.3 in Unit Owner's Handbook

(Only excerpts, please read full contents for complete instructions)

- ❖ The snow removal contractor is responsible for clearing all main roadways, parking areas, driveways and walkways and applying sand as necessary throughout the season.
- ❖ The contractor will attempt to vary the starting point for plowing of the driveways and sidewalks, but this practice is not always possible.
- ❖ Please do not ask the plow operators to interrupt the process to clear your driveway or walk.
- ❖ **If there is an emergency, which requires your unit to be cleared, please contact the Management Company, and a message will be dispatched to the contractor.**
- ❖ Special attention is paid to sanding problem areas such as the hills on the main road and the road to Michael's Green/Kendall's Mill, and to Vine Brook Way.
- ❖ During snowy weather, please make sure your vehicle is in the garage or moved to a cleared area. Contractor will clear visitor spaces as early as possible for this purpose.
- ❖ Please clear any snow from your vehicle *before* moving to a plowed area. You may also plan and leave your vehicle at the pool parking lot if that option is more convenient.

➤ **General Parking**

Sections 3.2, 3.4, 3.5 Parking Procedures in Unit Owner's Handbook (Only excerpts, please read full contents for complete instructions)

- ❖ Every unit owner has **two deeded parking spaces**: an assigned carport or attached garage and the driveway just outside the carport or garage.
- ❖ In addition, each cluster has parking spaces for guests and repair and maintenance contractors hired by Unit Owners.
- ❖ Unit Owners are not allowed to park their vehicles in the guest parking areas, except during snow plowing or other short-term events.
- ❖ Guest parking is permitted in those spaces overnight but is limited to two weeks.
- ❖ Monthly parking rental spaces are available for \$15 per month per vehicle.
- ❖ Quail Run Condominium Trust does not allow **commercial vehicles, trailers, campers, boats or other large recreational vehicles** to be parked in a carport, garage, any parking space or Common Area without prior written consent of the Board of Trustees. **No owner, resident, or over-night guest is allowed to park any commercial vehicle without the prior written consent of the Board of Trustees. The Board reserves the right not to approve this request.**

➤ **Firewood Storage**

Section 4.5 Firewood Storage in Unit Owner's Handbook

- ❖ Firewood may be stored **outside the unit**.
- ❖ It must be placed at least **10 inches** from the building, outside garage walls, or outside carport walls.
- ❖ The wood should be stacked neatly, should not be placed directly on the ground or block entryways.
- ❖ **No firewood can be stored in the garages or carports.**

➤ **Professional Services**

- ❖ If a unit owner smells gas outside the unit, contact the gas company immediately, there is no need to contact the Board or TDG first. However, please do notify those parties after the fact.
- ❖ If a unit owner smells or sees smoke coming from a location other than a chimney, contact the fire department immediately and then notify the Board and TDG.

➤ **Master Insurance Policy Renewal**

- ❖ The Board is working with our HUB insurance agent to conduct the annual review of the master insurance policy.
- ❖ The Board will advise unit owners of any changes to the policy before the new policy becomes effective on January 23, 2025.

Thank you for taking the time to review these reminders and continue to familiarize yourselves with the condominium documents and the Unit Owner's Handbook, which are posted online at qrcondo.net.

Wishing you all a safe holiday season.

Board of Trustees
Quail Run Condominium Trust
TDG