



VILLAGE OF NAGOG WOODS

ACTON, MASSACHUSETTS 01718

Office: (978) 263-4887 FAX :(978) 263-8063

Common Fees

The annual budget process begins in August of each year. A notice of each open budget meeting is published in the Friday Flyer. After open discussions, the NWCC Board of Directors will approve of the final annual budget at an open meeting in November. Following the approval of the annual budget, Common fees are established for the coming year. Unit Owners are notified before December 1st of any changes in Common Fees for the coming year.

Common Fees cover:

- Management fees
- Operating Expenses
- Maintenance of Common Elements v. Common Areas such as lawns, buildings, the pools and the tennis courts.
- Trash removal
- Master Insurance Policy
- Outside electricity such as the pool areas, light posts, and walkway lighting
- Legal and accounting fees
- Replenishment of Capital Reserve Fund

Date Payable

The common fee is due and payable on the first day of each month. No monthly statements are sent out. Unit owners are given five ways to pay their monthly Common Fees:

1. Checking Account Debit
2. Online Banking
3. E-check
4. Credit Card
5. Coupon Book

A coupon booklet is mailed to the unit owner in December for the following year. Checks should be made payable to Nagog Woods Community Corporation (NWCC) and mailed with the monthly coupon to:

Nagog Woods Community Corporation
C/O The Dartmouth group
P.O. Box 66094
Phoenix, AZ 85082-6094

Collections

There is a \$15.00 late fee for payments not received by the 10th of each month. A bank charge of \$25.00 will be assessed to any resident whose check is returned due to insufficient funds. In addition, delinquencies are handled as follows:

- **10 Days:** Notification of \$15.00 late fee assessment sent to unit owner, requesting immediate payment.
- **30 Days:** Second notice mailed to unit owner.
- **After 30 Days:** Loss of amenities privileges and an administrative service charge of \$5.00 per month, until payment is made in full.
- **70 Days:** Legal action will be taken: a lien of attachment is filed against the unit for the amount due plus all legal fees incurred.

Village Parking Rules

The Village of Nagog Woods was built in the early 1970s. At that time, the developer provided the units with two parking spaces and a limited number of guest parking spaces. This was adequate until the early 80s. Because many families may now own more than two vehicles, problems between residents may arise. The NWCC has taken steps to ensure the limit of two vehicles per unit is enforced by adopting the following rules:

1. Each unit is allowed only two parking spaces. Units with a garage and driveway must use their own driveway and garage.
2. Parking is limited to passenger cars and pick-up trucks weighing less than 5,000 pounds.
3. Parking is limited to registered and inspected vehicles. No vehicle may be stored in the parking areas. All vehicle information must be given to the Nagog Woods Office. You will be subject to a fine if we do not have the appropriate vehicle information. Unit car stickers correspond with specific license plates. If you are an owner you should give your sticker to the new owner and advise them to contact the office with their vehicle information. ***Please take note: A new owner will receive a warning first and then a fine if they have a sticker on their car but our database has the old owner's license plate.***
4. Generally, units without a garage, driveway, or an assigned space may park in the lot that is closest to those units but within their Nagog Woods Condominium. Due to the extremely limited spaces in some parking areas, some units have been assigned to another lot. If you are not sure where to park, please contact the NWCC office.
5. Parking is not permitted in Fire Lanes or on roads, except as allowed during snow removal. Snow removal plans are issued at the beginning of each snow season.
6. Vehicles must be parked straight and as close together as possible in order to allow the maximum number of vehicles.
7. Condos I, II, III, IV have their own assigned lots. There are no assigned spaces.
8. All vehicles are subjected to Parking Enforcement Rules & Appeals.

Handicapped and Medical Parking

The Handicapped and Medical Parking Guidelines as approved by the NWCC Board of Directors apply to all parking areas within the Village of Nagog Woods.

Limitation and Storage of Motorized Vehicles

No unregistered motorized vehicle may be operated within the Village of Nagog Woods, whether on or off road vehicles. This includes mopeds and snowmobiles. No unregistered or uninspected motorized vehicle may be stored in any residential parking area. These vehicles must be stored at the Clubhouse parking lot, subject to approval by the Community Manager. Storage time is not to exceed 30 calendar days. Vehicles stored in excess of that time will be towed and stored at an outside facility at the owner's expense. An application form for approval from the Community Manager is available at the NWCC office.

Parking Enforcement and Appeal

The NWCC Board of Directors is responsible for enforcing Village Parking Rules and all Nagog Woods Condominium Parking Rules in accordance with these Parking Enforcement Rules:

1st offense: a warning will be issued.

2nd offense: a fine of \$ 25.00 will assessed to the unit owner.

3rd offense: The vehicle will be towed at the expense of the unit owner, including storage fees.

At each level, the NWCC Board of Directors or its designee will send a letter to the offender stating the violation and any action taken and any further action, if necessary, to bring the vehicle into compliance. The third offense notice will be sent by certified mail.

Residents may appeal an enforcement action, in writing to the Village Manager, and receive a hearing before the Board of NWCC.

Pets

Subject to the following rules, pets may be kept in units -- provided that they are not kept for any commercial purpose. Pets other than those normally kept indoors as house pets may be kept only with the prior approval of the Board of Directors. No **dog or cat** shall be permitted in any common residential area unless carried or on a **leash**, and **under** the control and supervision of its owner. These rules exist for the protection of the animals, as well as for the benefit of other residents. Under no circumstances shall pets be permitted to relieve themselves on the common areas (near buildings, on the grass, in parking lots). Please walk them in the woods, or away from common areas.

Trash/Recycling Rules and Regulation

Trash and recyclables are collected by Nagog staff once each Tuesday and Friday mornings. All trash and recyclables must be out between 4-8 AM on the day of trash pickup only. If you miss these times, you may bring trash to the maintenance area and discard it as explained below.

1. **General Trash**-must be put in plastic trash bags and tied. Any opaque color is acceptable; **clear bags** are for recyclables **only** and should not be used for general trash. Bags must be 13 gallon or larger and be at least 1 mil. in thickness. No barrels or any trash containers are allowed. **Plastic grocery or paper bags are not allowed.**
2. **Recyclables**-including newspapers, recyclable plastic bottles (water, soda , milk & detergent), glass and metal containers and all other recyclables must be put in **clear plastic** 13 gallon trash bags or larger. Clear bags can be purchased from the Village office at a discount. **Plastic grocery or paper bags are not acceptable.**
3. **Cardboard**-cardboard and cardboard boxes must be broken down, flattened and tied. Smaller and lighter cardboard items (such as cereal boxes and dividers sometimes used in packaging) may be included with other recyclables in the 13 gallon clear bags.
4. **Hazardous materials**-are not allowed to be disposed of at Nagog Woods. The Town of Acton holds a special day twice a year where these items can be disposed of. Acton takes most of the items for free except for TV's and computer monitors. Please contact the Acton Board of Health for current prices and times at 978-264-9634.
5. **Other items**-including furniture, rugs and metal items including barbeque grills, can be picked up for an extra fee of \$25 per item if arrangements are made with the Village office in advance. Such items must be at the curb on trash days only. Please call the office at 978-263-4887.
6. **Items not taken**-any hazardous materials, appliances, mattresses, box springs, tires, gasoline, oil, electrical ballasts and fluorescent bulbs are not taken (this is not a complete list of all such items).Trash may be disposed of at the Maintenance area, but it must be placed in the back of the trash truck or placed inside the recycling container if it is recyclable. No other dumping is allowed.

Only Nagog residents may dispose their trash at the maintenance area. The Village will be installing a video monitoring system to ensure rules are complied with at the maintenance area.

Fines

1. Residents will fined \$25 for each trash rule violation and charged for any hazardous and/or material disposal fees that are applicable.
2. Any trash and recyclables put out before 4 AM or after 8 AM on trash day will be subject to fines.

Policy for POD/Storage/Shipping Containers

Guidelines for Moving in or out of the Nagog Woods using “PODS”/Storage/Shipping Container

1. Will be permitted for no longer than 3 days with prior approval by the manager. Please call the Nagog office for permission and approved location before having the container delivered.
2. If the container exceeds the 3 day limit, it will be removed at the Owner’s expense.
3. A \$100 damage deposit must be received before the container is delivered to the Village.
4. The container will be allowed, only in the Resident’s driveway or parking space, and cannot impede other Residents access to their driveway, garage or unit.
5. Are not permitted to be placed on the street.
6. The manager reserves the right to inspect the property after removal. The Owner will be billed for any damages resulting from the container. Please call the management office after removal of the container so that we can inspection the area. If there is damage, the Association will have the repairs made and use your deposit for this repair. If the damage is in excess of the \$100.00 deposit you will be billed for the extra cost. Once the inspection is completed and there is no damage the deposit will be returned.

I accept these terms:

Signature

Date

Signature

Date

James Shope, Jr., Village Manager
Village of Nagog Woods

By: The Dartmouth Group, Inc., its Managing Agent

**** Nagog Woods Community Corporation ****

This form must be returned to 100 Nonset Path, Acton, MA 01718

***** EMERGENCY NOTIFICATION FORM *****

Unit Address: _____

Date of Purchase of Unit: _____

NAMES OF ALL PERSONS (1) _____

LISTED ON DEED (2) _____

(1) Tel #: (Home) _____ Tel #: (Work) _____ Tel #: (Cell) _____

(2) Tel #: (Home) _____ Tel #: (Work) _____ Tel #: (Cell) _____

E-MAIL ADDRESS: _____

PLEASE PRINT CAREFULLY

Mailing Address of Persons listed on deed (if different from unit address):

Street: _____

City: _____ State: _____ Zip: _____

EMERGENCY CONTACT/AGENT:

Name: _____

Street: _____ Tel #: (Home) _____

City: _____ State: _____ Zip: _____ Tel #: (Work) _____

Is this person authorized to order maintenance/repairs? Yes No

UNIT OCCUPANT INFORMATION (OWNER OR TENANT, AS APPLICABLE):

Occupant Name(s): _____

IF UNIT IS LEASED, PLEASE COMPLETE ADDITIONAL TENANT INFORMATION:

Tenant Telephone: (Home) _____ (Work) _____ Lease Expiration _____
(Copy of lease should be attached, as stated in the Condominium Documents)

Is tenant authorized to order maintenance/repairs? Yes No

Vehicle Information	Vehicle #1	Vehicle #2
Make/Model	_____	_____
Color/Year	_____	_____
License Plate #	_____	_____

Pet Information
Brief Description _____

I have received a copy of the Nagog Woods Community Corporation Rules and Regulations. Initial Here: _____

Signature of Unit Owner/Date

Signature of Unit Owner/Date

If you need a copy of NWCC Rules and Regulations email: jlambros@thedartmouthgroup.com

MORTGAGE AND TENANT INFORMATION REQUIRED PURSUANT TO

CHAPTER 400 OF THE ACTS OF 1992

This form must be returned to The Dartmouth Group

Unit Address: _____

Unit Owner(s) Name(s): _____

Mailing Address: _____

City/State/Zip: _____

First Mortgagee

Bank/Lender Name: _____

Mailing Address: _____

City/State/Zip: _____

Loan or Account Number: _____

Second Mortgagee

Bank/Lender Name: _____

Mailing Address: _____

City/State/Zip: _____

Loan or Account Number: _____

Any Other Mortgagee

Bank/Lender Name: _____

Mailing Address: _____

City/State/Zip: _____

Loan or Account Number: _____

Investor unit owners must also provide the following information:

Tenant Name(s): _____

Phone Number: _____