



These Rules and Regulations are adopted by the Board of Directors to supplement, and not to supersede, the Declaration of Condominium and the Bylaws for The Highland Homes Condo Association. They are intended to assist all Owners in carrying out their activities as members of the Association, particularly in some areas where additional guidance may be helpful. They may provide further details and specifics to some of the generalities found in the governing condo documents noted above. All Owners are expected to abide by these Rules and Regulations.

1. Condominium Fees. Owners will receive a coupon book from the Association's management to be used for paying condo fees. Condo fee payments are due on or before the first day of every month. Please make the check or money order payable to The Highland Homes Condo Association. No cash will be accepted. Payments may be mailed to Highland Homes, c/o Evergreen Management, Inc., PO Box 970065, Boston, MA 02297-0065. If payment is not received by the 10th of the month, a late fee of \$25.00 will be applied to the balance due. If a check is returned to management from the bank, a \$35.00 processing fee will be charged. Management also allows Owners to pay their fees automatically each month, and that procedure is found on the manager's website for the Association.
2. Exterior (structure) Changes. Owners may make additions, deletions, or modifications affecting the appearance or function of the exterior of their building Units (including to the house itself, porches, decks, patios, fences, exterior air conditioning equipment and HVAC pads, exterior power generators, front lampposts and mailboxes), only after first receiving written approval from the Board. The form for requesting approval for these structural changes is found on the manager's website for the Association. All expenses of approved changes made by Owners to their exterior buildings (structure) are to be borne by the Owners. Exterior antennas and satellite dishes ("over-the air" reception equipment) may be installed on the Units if expressly permitted under applicable FCC regulations only after receiving written approval from the Board and complying with the Board's specifically designated placement preferences for any such equipment. Owners may, without receiving prior Board approval, make seasonal decorations to the exterior of their Units for reasonable periods of time before and after holidays or other calendar events. The Board, however, reserves the right to require limitations to, or modifications of, any display that, in its discretion, is demonstrably excessive or ostentatious.

3. Initially Installed Landscaping. The annual landscape contract paid by the Association out of common expenses includes all landscaping in the Common Areas installed by the Developer on each Unit as part of that Unit's base price. In general, this is the landscaping in the front of each Unit, usually on both sides of the walkway, and a maple tree in front, or on a side, of most Units. In some instances, the Developer planted trees or bushes in other Common Areas around the Units or the utility boxes to enhance the quality of the property, and the annual landscape contract includes these Common Areas as well. The contract covers expenses for the annual maintenance, including additional mulching, pruning and care treatments of these Common Areas as well as the landscaped islands within, and certain areas along, the internal roads. If any repair or replacement of any plantings in these Common Areas may arise, the Board, in its discretion, will decide on the appropriate action.
4. Landscaping Changes. Owners may make improvements, additions or modifications to the land in their Limited Common Areas and appurtenant Common Areas only after first receiving written approval from the Board. These landscaping changes include the planting of trees, shrubs and bushes, installing mulch, wood chips and crushed stones. The form for requesting approval from the Board is the same as set forth above in Rule 2, and must include the species of trees and shrubs to be planted, types of mulch, stone, etc., and a design layout, including approximate dimensions, showing the location of plantings with regard to the Owner's Unit and the neighbors' Units. The Board may order any Owner who has installed any landscaping prior to receiving written approval to remove such landscaping at the Owner's expense.
5. Expenses of Landscaping Changes. All expenses of approved landscaping in the Limited Common Areas, including the plantings themselves, installation, mulching, maintenance, repair, replacement, and removal of dead material are to be borne by the requesting Owner. The expenses of approved landscaping in the Common Areas (other than those covered under the annual landscape contract set forth in Rule 3) are to be divided. The requesting Owner will bear all expenses of installation and any subsequent repair or replacement. If, in its discretion, the Board requests removal of dead material in these Areas, the expenses are to be borne by the Owner. The expenses of maintenance of these approved landscaping changes in the Common Areas, such as pruning, mulching and care treatments, will be the responsibility of the Association and will be covered under the annual landscaping contract set forth above.
6. Outdoor Embellishments and Items. Owners, at their own expense, are permitted to plant flowers (bulbs, annuals and perennials) in the mulched areas around their Units to add color and attractiveness to the property. One bird bath and one bird feeder are permitted in the mulched areas around any Unit; more than one of these items requires Board approval. Lawn furniture, bicycles, and any other personal articles and equipment cannot be left in conspicuous locations outside a dwelling, and when used outside, will be maintained and employed in such a fashion as not

- to cause harm to other Owners or unreasonably interfere with the possession or proper use of their units and Limited Common Areas.
7. Outside Cooking. To comply with local fire and safety regulations, no outdoor cooking or storage of LP-Gas containers is permitted within ten (10) feet of any structure.
 8. Clothes Lines. No clothes, laundry, other materials or objects can be hung or otherwise left or placed in or on windows or exterior portions of buildings, including decks and patios. No such articles can be placed on any property in such a way so as to be exposed to public view.
 9. Improper Use of Common Areas. No one can use the Common Areas in a way which damages or destroys these areas or the plantings thereon, increases the maintenance thereof, or causes unreasonable embarrassment, disturbance or annoyance to the Owners in their enjoyment of the Highland Homes. The speed limit on the roads within the property of the Association is 20 mph.
 10. Household Pets. Allowable household pets cannot become a nuisance to others. If pets make noises in any way to create a disturbance or unpleasantness, the Board can order the pet removed. Dogs are not permitted outside of dwellings unless on a leash (chain, rope, tether) and accompanied by an adult. This is to prevent dogs from running freely on any Association property. Pets, particularly dogs, preferably should be taken behind the Owner's dwelling to relieve themselves, not taken on walkways or paved roads or on other Owners' areas. Owners are required to pick up and properly dispose of all animals' solid waste. Owners are fully responsible for injuries, damages, costs, loss or liability for all actions of their pets.
 11. Guests and Others. Owners are responsible for, and are expected to supervise, their guests, tenants, vendors, contractors (including the Developer (Builder) during and after the construction phase of the Units), visitors, and others, and their actions to assure that no violations of these Rules and Regulations, the Bylaws or the Declaration occur. If occupancy or the activity by any of the foregoing persons creates a nuisance to other Owners, the Board has the authority to demand that such persons leave.
 12. Trash and Recycling Containers. No trash or recycling container is to be stored on driveways, walkways, in the front or on the sides of the Units or otherwise be in public view. Trash and recycling containers may be placed at the end of the driveway at the road, but not prior to 4PM of the day before pickup, and must be removed from the end of the driveway after pickup not later than 9PM of the day of pickup.
 13. Irrigation System. The irrigation system for the entire Highland Homes' property, including all of the individual Units, is handled by the Association and the

watering expenses are paid for out of the common expenses. The landscape contractor hired by the Association is responsible for the proper operation and maintenance of all sprinkler heads during the watering season, including adequate water coverage, timing and scheduling operations. The various irrigation boxes, including pits and rain sensors, are run strictly by the landscape contractor. No owner is permitted to adjust or alter sprinkler heads, timers or the operational controls, or otherwise interfere with the operation, of the irrigation system. All issues, including emergency problems, relating to the irrigation system are to be referred to the property manager.

14. Complaints. Complaints of violations of these Rules and Regulations, the Bylaws or the Declaration should be addressed in writing to the manager of the Association. The Association may take whatever action it deems necessary or appropriate, including the assessment and imposition of fines against the offending party, and such decision will be binding on all the involved parties. All unpaid fines are to be a lien on the Unit charged. All parties involved in the complaint will be notified in writing when a decision has been made.
15. Amendment. These Rules and Regulations may be revised in any way at any time by the Board as conditions warrant, provided that written communication is furnished to each Owner, including by way of the Association's website maintained by management, advising of such revision.

These Rules and Regulations have been adopted by the Board of Directors of the Highland Homes Condominium Association and are effective as of the 27th day of August, 2016, and they supersede and cancel all prior Rules and Regulations of the Association that may have been in effect prior to the above-recited date.