



**CLARKS HILL VILLAGE**  
HOMEOWNERS ASSOCIATION

# INFORMATION FOR UNIT OWNERS



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## Clarks Hill Village (CHV) HOA Information for Unit Owners

Welcome to the Clarks Hill Village HOA! We are self-managed, which means that all of us work together to keep our costs low and our property values high. Please be kind and considerate of your neighbors in all that you do. Your trustees are here to answer your questions.

### NEW OWNER TO-DO LIST

- Send your name(s), cell phone, and email information to the Clarks Hill HOA gmail account at [trustees@clarkshillhoa.com](mailto:trustees@clarkshillhoa.com).
- Read the *Trust* and *Deed* and *By-Laws* documents.
- Check out our Facebook page! Find it at [www.facebook.com/groups/clarkshillvillage](http://www.facebook.com/groups/clarkshillvillage). This is a place for us all to ask questions and share our photos, events, family news, recipes — almost anything! Let's keep in touch!

### TRUSTEES

<b>How do I contact the trustees?</b>	If you have questions or concerns, send us an email <a href="mailto:trustees@clarkshillhoa.com">trustees@clarkshillhoa.com</a>
<b>When is our annual meeting?</b>	In December. At this meeting, we discuss open issues and approve the budget for the upcoming year.
<b>How often do the trustees meet?</b>	Bi-monthly, quarterly, or more frequently if necessary. Aside from formal meetings, every day we pay the bills, work with our vendors, and respond to your questions and requests for help and information.

### HOA MONTHLY FEES

\$423 \$346 \$371	Andover units Belmont units Concord units Affordable housing units
<b>HOA fee rules</b>	<ul style="list-style-type: none"> <li>• You must pay your HOA fee on or before the 1st of every month. You may prepay.</li> <li>• Fees are considered late after the 15th of the month. If that happens, we will assess a late charge of 5% of your HOA fee.</li> </ul>
<b>Pay by check</b>	<ul style="list-style-type: none"> <li>• Make your check payable to CLARKS HILL HOA.</li> <li>• Either:                             <ul style="list-style-type: none"> <li>» mail it to 32 Clarks Hill Ln, Framingham, MA 01702, or</li> <li>» drop your check in the slot of mailbox 32.</li> </ul> </li> </ul>
<b>Pay by Venmo</b>	@ClarksHill-HOA (see APPENDIX A: How to Pay Your Condo Fee with Venmo)

## TRASH

### When

- Weekly on **Tuesdays**
- Trash and recycling containers must be
  - » on the street by 7 AM
  - » off the street at the end of trash day

### Who

#### Waste Management

(508) 549-8920

- CHV is a commercial account
- Call them immediately if your trash is not picked up.
- If you want to dispose of any special items, make separate arrangements with Waste Management for pickup and payment. And, email us to let us know.

### Important Rules

- 100% of the trash needs to be inside your trash bins with the lid down.
- **No overflow**
- **No trash outside the bins**
- You may put extra trash in a neighbor's trash bin. (This does not cost us more.)

Waste Management charges us for a violation of these rules.

**If we are charged extra for your trash, we will assess your unit for that charge.**

## LANDSCAPING AND SNOW REMOVAL

### Who

**Green Landscape Lawn Service**

### When

#### Snow

We call the contractor to plow the driveways and clear the walks after it snows, provided there is enough snow to warrant it.

#### Lawns and landscaping

The grass is mowed weekly in season. Leaves and debris are cleaned up once in the fall and once in the spring.

#### Irrigation sprinklers

The trustees schedule these to run as needed. We try to maintain a balance between keeping our plants healthy and keeping water usage and water bills low.

### Rules

#### Snow

- You should purchase your own road salt to use between storm cleanings.
- Salt is also available at our mailboxes. If you can, please take a moment to spread some salt there when it is icy.
- You should clear the snow from your back deck or patio, especially against the house and around the door. This protects the foundation and helps prevent leaks.

#### Plants and trees

You need approval from the trustees before you plant anything, even if you are paying for it yourself. Start by sending us a written proposal of what you want to do, including a diagram.

## INTERIOR WORK

### Who

You can hire your own contractor for interior work, but **they must meet the qualifications.**

The HOA has an agreement with a local contractor who can perform the work or identify qualified vendors. Send us an email for more information.

### Qualifications

To protect all of us from legal consequences, the HOA Trust and Deed require that all contractors who work on our units must provide current and valid certificates before work begins for **Workmens' Compensation** and **General Liability Insurance.**

Please copy the trustees and contact us if you have questions.

## UNIT EXTERIORS AND COMMUNITY GROUNDS

### Common areas

All the outdoor area directly outside all units is the common property of the HOA. This means it is owned by all of us.

The common areas are there for you to enjoy. However, **if you damage** the grass, plants, trees, or structure of those areas, even the ones right next to your unit, **you are responsible for the cost to repair it.**

### Rules

- Before you use community spaces for large events, you must:
  - » submit a written request to the HOA for approval
  - » tell your neighbors about your plans
- You must clean up after any gathering.

Think carefully about placing anything on the ground that might kill the grass or cause other damage, such as tents, inflatables, pools, etc. If you do, remove them as quickly as possible after you are through.

### Unit exteriors

The exterior of each unit is the property and responsibility of the HOA.

- **You cannot add, remove, or change anything on the exterior of your unit without the approval of the trustees.**
- Let us know if there is an exterior repair that needs to be addressed.

### Rules

Exterior changes that require approval include (but are not limited to):

- video cameras
- shrubbery and flowers
- doorbell cameras
- seasonal decorations/flags/lights

Submit a written request for approval to the HOA **before** you install anything on the outside of your unit.

### Seasonal decorations

These include flags, lights, and similar ornaments.

The HOA by-laws prohibit this kind of decorating. However, flags and lights have been allowed if "tasteful" for a short period of time. We ask that you remove seasonal or celebratory decorations promptly (e.g., take down your Christmas lights in January).

## OTHER INFORMATION

### Dogs

- Dogs must always be on a leash when outside and never left alone (no exceptions). No barking outside.
- Dog owners must clean up dog waste and properly dispose of it.
- Please be considerate of your neighbors who may not be comfortable around dogs.

### Fire Sprinkler Inspection

Once per year, we hire an outside company to test our fire suppression (sprinkler) systems. This is required for our master insurance policy as well our safety. You are responsible for the cost. We plan all unit inspections for a single day which lowers the cost considerably. In 2020 the cost was \$100/unit when inspected on the appointed day, and \$250/unit when scheduled separately.

We will notify you well in advance of the date which is usually in August. Please make every effort to allow the inspectors access to your unit on inspection day. Any infractions or need for repair is your responsibility.

## OTHER INFORMATION, CONTINUED

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**Refinancing Documents for Unit Owners** The HOA charges \$75 to fill out refinancing documentation if it requires a trustee's confirmation or signature. We typically need at least two weeks to provide this information.

Please keep track of what your lender asks us for. This will help to avoid duplicate info and charges.

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### 6D Certificate

The HOA will provide a completed 6D certificate prior to the sale of your unit affirming all HOA fees are paid. You can download this document from our website at [clarkshillhoa.com/files](http://clarkshillhoa.com/files).

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### Rentals

#### Rules

- Notify the HOA if you are planning to rent your unit.
  - Provide the renter contact information to the HOA as soon as possible.
  - You are responsible for making sure your renters know and abide by the Condo By-Laws which are part of the Master Deed and Trust. You can download this document from our website at [clarkshillhoa.com/files](http://clarkshillhoa.com/files)
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### Parking

There is no parking on Clarks Hill Lane. Please inform your guests that they may park only in your driveway, on the road near the entrance to our community, or in the surrounding parking lots. Violators may be towed without warning.

## APPENDIX A: How to Pay Your Condo Fee with Venmo

as of Nov 2020

- 1.** Download the Venmo app.
- 2.** Open the app.
- 3.** Choose a sign-up method.
- 4.** Verify your phone number and email address.
- 5.** Add and verify your bank account. For more info on this, see [Verifying Your Bank Account](#).
- 6.** On the home screen, select Pay Guest.
- 7.** Add @CLARKSHILL-HOA as a recipient.
- 8.** Enter the amount to pay.
- 9.** In the What's it for? field, enter your unit number, the month, and HOA. For example, "U12 FEB2020 HOA"
- 10.** Click Pay. A screen with a summary of the payment opens.
- 11.** At the bottom of the screen, click the field that says "Pay Clarks Hill HOA \$nnn".

Going forward, you'll just click on Clarks Hill HOA, enter the amount and the What's it for? info, and click Pay as described above.