

Welcome to Summer Reach



Community Handbook

Summer Reach is an over 55 active adult 112-unit condominium community, built by the Thorndike Development Corporation.

The Summer Reach framework of governance is guided by our Master Deed, the Bylaws, the Rules, and Regulations which are all overseen by our Board of Trustees. All Summer Reach governing documents can be found on our Summer Reach website.

www.SummerReachPlymouth.com. First time users must register.

Our governing documents were established to protect our homeowner investment, preserve the association's architectural integrity, as well as offer direction on how to share in the use of our common areas. Each unit owner and their guests are legally responsible for following our governing documents.

Definitions:

- Master deed is the legal document that developers use to inform the state and towns about their intended condominium project. It is the declaration or outline of the community building, common areas and percentage of interest for each unit owner. The master deed contains the basic rights and responsibilities intended for each unit owner within our community.
- Declaration of trust is the legally binding document that records the financial agreement between sellers. It is predicated upon the master deed and is the legal instrument that allows unit owners to transfer ownership during a point of sale.
- Bylaws are generalized procedures that govern our Trustees and unit owners. Bylaws can be amended with majority approval of unit owners.
- Rules and Regulations are more specific and cover all things that are not in the bylaws. The rules and regulations can be updated, as needed, by the Trustees on behalf of unit owners.

This handbook is a summary of the Summer Reach Condo documents.



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Board of Trustees:

The governing body of the Summer Reach Condominium Association:

- Consists of five (5) elected members.
- Each term runs for two years. Elections are held annually; alternating one year where two members are elected and then three members the following year.
- Board members are legally registered and recorded with the Plymouth Registry of Deeds for certification. {See Article III, Section 3:3, Trustees Certification of election in the Declaration of Trust}.

Responsibilities:

- Hire and correspond with the management company, attorney, and other professionals for the association.
- Oversight of rules and bylaws with support from the management company.
- Appoint committees and Board liaisons.
- Review and vote on modification requests.
- Financial and budget oversight with support from the Finance Committee.
- Collect bids, review, and approve contracts to hire contractors.
- Oversee and prioritize maintenance and upkeep of property.
- May appoint new committees for special projects as necessary.

The Board of Trustees has a fiduciary duty that requires each member, to act in good faith on behalf of the Summer Reach Condominium Association. *For consistency, all Board members will be referred to as “Trustees” throughout this handbook.*



Condominium Financial Information

Budget Overview:

- Operating Fund (Annual Budget)
 - Routine maintenance.
- Operational Contingency Fund
 - Contingency for unexpected costs within the yearly budget.
- Working Capital Reserve (Short term)
 - Fund for unforeseen expenditures.
 - Acquire additional equipment or services.
 - Shall equal at least 2 months of condo fees.
{ See Declaration of Trust section 5.2 (B) }
- Replacement Reserve
 - Used for major repairs, replacement, rebuilding, or restoration of common elements.
{ See Declaration of Trust section 5.2 (A) }
- The Annual Budget determines the monthly condo fee to be paid by unit owners based on their percentage ownership. { Refer to the Management company for payment options and questions }.

The finances of the association are overseen by the Trustees, Financial Committee, and the Management Company. The Summer Reach Financial Committee was appointed by the Trustees to advise and assist the Trustees with asset management recommendations, reserves planning and budgeting.

Association Insurance Information

The association carries the Master Insurance policy. This policy insures:

- Replacement costs of all buildings in the association. Each unit owner has the duty to report to the Management Company improvements made to their unit to ensure that additional Master insurance coverage can be obtained.
- Unit owners need to also purchase an individual homeowner policy (HO-6) to cover interior repair costs, furnishings, and personal property. Homeowner HO-6 policy should also cover the Master Policy's deductible. Unit owners should consult with their personal insurance agent to arrange for proper and adequate coverage.
- A letter from the current insurance provider of the Master Policy for the association can be found on the Summer Reach Website.



Property Management Information



A property management company is hired by our community to oversee the operations of the community. Duties include:

- A designated Property Manager works for our entire association.
- Serve as the intermediary between unit owners and the Trustees.
- Key responsibilities include association communications, management of condo operations and financial accounts.
- The Property management company is hired by our Trustees and reports directly to the Trustees.
- Collect all condo fees on behalf of the association.
- Provide ongoing communication to unit owners.
- Organize, schedule, and pay vendors as needed to maintain the common areas for the association.
- Facilitate homeowner requests. Property Manager will monitor and track the progress of each request. They will also notify unit owners when decisions by the Trustees are made.
- For unlimited information and documents/forms related to our community, go to our website: www.summerreachplymouth.com



Maintenance/Modification/Upgrades Information

In general, The Association is responsible for:

- Roofs and siding.
- Exterior porches, decks and patios (excluding routine cleaning and snow removal) - **Maintaining exclusive use areas in good order and cleanliness is the responsibility of the homeowner. Owners should report any damage to the management company.**
- Exterior portions of garages.
- Landscaping including each unit's exclusive use area.

Owners Responsibilities:

- Maintenance, repair, and replacement of interior features of their unit including the interior of the garage.
- Exterior doors, door frames, windows and window frames, garage doors.
- Repair and replacement of heating, ventilation, air conditioning units, chimney and flue issues, appliances, electric meter, water meter, light bulbs for the exterior, smoke and carbon monoxide detectors, telephone, cable television.

Modifications:

Minor and Major modifications are defined as any physical changes from the original "Unit Description" as described in Exhibit B of the Master Deed. The architectural integrity of the association condo units and landscape shall be preserved by the master deed {Master Deed Section 6.1(E)}.

Minor Alteration examples:

- Modification of interior non-structural walls within the Unit.
- Modification to a Unit's exclusive use area that are not visible from Common Areas.
- Replacement from the Unit's original exterior lights, doors, or windows

Major Alteration examples:

- Structural alteration to a Unit.
- Modification to unheated space (basement, attic, porch, or garage).
- Alteration to the paved area of a patio or landscaping.
- Modifications to Unit's exclusive use area that are visible from a Common Area or adjacent unit.
- Change to the Exterior of a Unit. For example: paint color change, modification of the deck, patio, or porch.
- **MAJOR AND MINOR** modification requests must be submitted to the Management Company using the Design Review Form (found on website), along with a design plan and specifications, a Certificate of Insurance from the installer, and any necessary building permits.
- The Management Company will forward each request to the Trustees for review. The trustees will ensure that requested modifications changes conform to the association standards permitted under the Summer Reach Master Deed {see Exhibit D to the Master Deed – Design Guideline}. These guidelines are to ensure that the original community design is consistent.
- Once approved by the Trustees, the Management Company will notify the unit owner in writing along with any specific conditions that might be attached to the approval. No work shall commence without written approval from the Trustees.
- Prior to starting any outdoor approved project, the contractor must also notify DIG SAFE, the landscaping contractor, and the Management Company to mark utilities, irrigation, and drainage.
- Upon completion of major modifications, the homeowner must notify the Management Company to ensure that the Association's master insurance coverage is updated. The Unit owner will also update their individual condo insurance coverage as well. {More detailed information regarding Modifications can be found in the Master Deed Section 6.3(B) and 6.3(C)}.
- Modification Request is not needed for Storm Door installation.
For Front door use: Anderson HD 3000 or Anderson HD 4000
Must Use: Color: Black Hardware: Brushed nickel (available at Home Depot)
For Patio door use: Phantom Screen, Color: Black (available at Horner Millwork, Pembroke)

Common Areas



- Defined as a system of separate ownership of individual units in a multi-unit project.
- Unit owners share in the “common areas and facilities” of the association. This includes common land, driveways, walkways, exterior walls, exterior roofs, swimming pool, victory garden, and the club house.
- The percentage of interest shared by each owner was determined by the developer based on the value assigned to each unit style.
- Common Expenses are the operational costs of the association to include condominium units, common areas and shared facilities. Some of the expenses paid through our condo fees are:
 - Insurance for exterior shell of homes and all common areas.
 - Maintenance of landscaping for common and exclusive use areas.
 - Snow removal of all common areas including streets, driveways, common walkways, front entrances to homes and other parking areas.
 - Electricity, heat, and water to all common areas.
 - Maintenance of exterior portions of all buildings, including decks, patios, exterior porches, garages, roofs.
 - Maintenance of the Clubhouse and pool.
 - Management company fees as well as other negligible costs.
 - Trash and Recycling pickup.
 - Well pump, irrigation, waste pump, utility boxes, streetlamps, and signage

{See The Declaration of Trust, 5.2, Common expenses, profits and funds along with provisions of Chapter 183A of the General Laws of the Commonwealth of Massachusetts for more information}.



Seasonal Decorations and U.S. Flags

- Temporary seasonal greetings, welcome signs and reasonable seasonal decorations may be displayed outside of a unit. Potted plants may be displayed on bricked area at an entryway and on a deck/patio or between the garage doors. (Must not impede safe transit).
- Seasonal Holidays are recognized as dates between Thanksgiving and New Year's and all seasonal decorations must be removed by January 15th. {See Declaration of Trust Exhibit A:5}.
- Plastic decorations (large Santa, candles, reindeers, etc.) and motorized decorations are not permitted.
- No decorations are allowed on common areas.
- All other holiday or sports displays can be displayed for a maximum up to two weeks.
- Due to The Freedom to display the American Flag Act 2005, homeowners are allowed to display the American Flag in the front of their units. Because of the permanent placement of the flag, it is NOT permitted to secure the holder to exterior siding, trim frame or wall of a building. Flagpole holders must be affixed to a porch post only, and not obstruct view of the house number. Billington homes may attach flag to the garage post to not obstruct house number. (Refer to Summer Reach Website FAQ's)

Personalized Name Plaques

- Name plaques outside homeowner units need approval by the Board of Trustees. A modification request form should be submitted to the management company.

Outside Furniture

- Sporting/recreational equipment, lawn furniture, and other personal items/equipment shall not be left in any common areas. {See Declaration of Trust, Exhibit A:9}.
- Open wood fires and chimeneas are not permitted. Gas firepits and hot tubs are permitted within the Exclusive Use area. Privacy screening must be in place using vegetation or fencing. Modification request form should be submitted for trustee approval. {See Declaration of Trust, Exhibit A:22}.
- Clothes lines are not permitted. Clothes cannot be hung in or on Common Elements, decks, or patios. No such articles shall be placed in a unit, on the patio, or in a common area to be exposed to neighbors. {See Declaration of Trust, Exhibit A:7}.
- Furniture in exterior exclusive use areas must be maintained by owners in good repair.

Landscaping Information

Many residents chose a condominium lifestyle to eliminate the responsibility of yard work. The Board of Trustees and the Management Company hire commercial landscapers to maintain the common areas and exclusive use areas for:



- Routine yard maintenance and upkeep of original base landscaping.
- Residents are allowed to make alterations to their exclusive use area with approval from the Trustees.
 - Alterations must not impede the enjoyment of adjacent homeowners.
 - Residents must submit a Landscape Review Request Form to management company for Trustee approval (available on the Management Company website and Summer Reach Website).
 - Homeowners must also submit a drawing and description of the proposed change.
 - Trustees will review homeowner request and the management company will notify homeowner in writing of Trustees' decision.
 - No work shall commence without written approval from the Trustees.
 - The Association may charge a supplemental assessment for any added costs of upkeep related to homeowner modifications.
- Repair and replacement of any landscaping, other than the original base landscaping, shall be the responsibility of the Unit Owner.
- **No invasive plants are allowed.**

Clubs and Committees



Summer Reach residents share their talents and interests by participating in a wide variety of volunteer committees and community clubs.

A complete and current list of all resources, committees and clubs is available on the Summer Reach website along with descriptions, charters, and contact information for all committees.



Clubhouse Information and Guidelines

- The use of the clubhouse is available for social events, club/committee meetings, as well as for private events.
- To reserve a room for general social activities, email the Summer Reach Website and the web manager will enter the request onto the clubhouse calendar.
- For private functions/rentals or organized classes (exercise groups/yoga that require insurance verification) a more formal request must go directly to our property manager. This formal request form is located on the Property Manager's and the Summer Reach website. Once that formal request is approved by the Board of Trustees, the Property Manager will notify the unit owner and enter the event onto the community calendar on the Summer Reach Website.
- Only unit owners may reserve the clubhouse for a private/personal event. They are not allowed to reserve events for family members or friends.
- Private, non-community events require a rental fee. (Check with the management company for more information).
- Private events do **not** include the use of the swimming pool.
- Clubhouse capacity is limited to 69 people in the great room and 29 in the library. This includes the number of adults and children per order of the town of Plymouth (see certificate of occupancy located in the clubhouse).
- Everyone using the clubhouse is expected to keep the environment clean and well maintained.
- The clubhouse thermostat is programmed each season. When using the clubhouse, you may manually adjust the temperature. The temperature will programmatically reset every couple of hours.
- Due to insurance liability, any minor children must always be accompanied by the homeowner.
- Unit owners should not share any access passcodes with guests.
- Residents must ensure that clubhouse lights and the fireplace unit are shut off and all entrance doors are securely closed when leaving.
- The clubhouse is a non-smoking environment.

Clubhouse Bulletin Board The Summer Reach bulletin board is an important source of information for our residents. Its purpose is to inform our residents of upcoming social events. No anonymous postings or notices are allowed.

- A paper copy of the calendar on the bulletin board will indicate dates/times of various activities and clubs that are available to residents.
- Upon approval, a private event in the clubhouse will be posted on the calendar.



Pool and Patio Information

The Summer Reach pool is an important community amenity. Both the pool and patio areas provide a place for residents to enjoy and socialize with fellow community members. In the spirit of cooperation, all unit owners and guests are expected to follow:

- The pool is open to all homeowners during the summer months.
- The gate to the pool should always remain closed and locked. Residents use the access code to enter the pool deck area.
- There are no lifeguards on duty and residents using the pool and pool area do so at their own risk.
- Our volunteer pool committee members are only responsible for opening and closing the pool daily. They have been trained to handle the necessary chemical testing. See addendum for specific pool hours.
- Residents must always remain with guests and child-guests in the pool, pool deck, and patio areas.
- Residents are responsible for the conduct of their guests.
- Each household is limited to four guests at a time.
- No food or glass containers are allowed in the pool or pool deck area.
- No smoking in the pool, pool deck or patio areas.
- No animals in the pool or pool deck areas.
- No diving, jumping or ball playing in the pool.
- Water wings, life vests, and noodles are permitted. No inflatable rafts or toys are allowed in the pool or pool deck area.
- Children must be toilet trained or wear swim diapers to use the pool.
- Lounges, tables and chairs in the pool deck and patio areas may not be reserved.
- Respectfully limit cell phone use to a minimum.
- Audio devices should not interfere with neighboring homes and the enjoyment by others in the pool area. Kindly use earbuds.

Pet Guidelines



- Residents may own 2 domestic dogs or 2 domestic cats or combination of one of each per unit {see Master Deed exhibit C-2}.
- No other animals or reptiles are allowed without Trustees permission.
- All dog and cat owners must maintain a current rabies vaccination status on file with the Management Company. Pets that are medically exempt from receiving a rabies vaccine must be examined by Veterinarian. Owner must provide legitimate paperwork stating why receiving a rabies vaccination is inadvisable. {See section 145B on Mass.gov guidelines on rabies}.
- All dogs living in our community should be registered/licensed with the town of Plymouth. {See section General Law-Part 1, Title XX chapter 140, section 137}.
- Dogs may only be left unattended inside their condo units.
- Dogs must always be leashed and controlled by their owners {see Town of Plymouth chapter 23, article 1, 23-4}.
- No dogs should be roaming into other neighbor's yards.
- Any pet creating a nuisance, unreasonable disturbance or excessive noise may be permanently removed from the community. {See master deed exhibit C2}.
- No animals are allowed in the Club House, Pool area or the Victory Garden.
- All pet owners must clean-up and properly dispose of pet waste in the unit owners own trash bin. Do not flush pet waste in your toilets or dispose of pet waste in the storm drains, or in the common area trash bins.
- Any pet owner using a pet caregiver service or pet walking service, must follow these pet guidelines.
- Residents embracing temporary pet visits by family or friends must ensure that the visiting animals are vaccinated for rabies and follow the community pet rules.
- Pet owners are liable for all damages caused by their pets.
- Any pet (residing or visiting) that causes injury to another pet, resident or property should be reported directly to management company within 24 hours by the parties involved.
- This is a pet friendly community where homeowners share close living and common space areas. By following these guidelines everyone in the community will benefit.





Trash and Recycle Guidelines

Summer Reach contracts for Trash and Recycling services. Trash bins are provided. A yearly updated calendar can be found on the Summer Reach website

- Any service delays or changes due to weather conditions will be emailed to residents by our Management Company. Refer to the addendum for more information regarding the schedule.
- For disposal of large or bulky items, homeowners should contact the Management Company or use the Manomet Transfer Station.
- Available to Plymouth residents is the Manomet Transfer Station. Contact them directly for hours of operation. The phone number is 508-830-4162 ext. 12100. Transfer Station Stickers are available and additional information found online at www.Plymouth-ma.gov.

Pump Lift Station

During development of our community, the Town of Plymouth required SR to install a system designed to lift water, effluent, and sewage into the town's main sewer lines. Located in the community garden under the grey panels, this system requires regular scheduled maintenance. Adhering to the below guidelines will minimize additional costly repairs. Refrain from flushing or putting the below items into toilets/garbage disposers:

- Baby wipes.
- Facial wipes.
- Paper towels.
- Disposable diapers.
- Grease or bones.
- Celery, asparagus, broccoli.
- Coffee grounds or eggshells.
- Fruit pits, potato peels, or anything else that could jam the pump.



Parking Guidelines The parking regulations for the Summer Reach Community are in place to prevent property damage to a resident or guest's vehicles and to provide safe access for emergency vehicles.

- To avoid damage and repair costs to the raised edges of the berms (black top curbing) residents and guests should avoid parking on the berms.
- To prevent damage to sprinkler heads and irrigation lines, residents, guests, moving trucks, delivery trucks and contractors should avoid parking on lawns.
- Parking is not permitted in the hammerhead areas located at the end of Gristmill Road, Compass Way, Founders Way, and Walker Way. These areas are designated for emergency vehicle turnarounds. {see Declaration of Trust- Exhibit B-5 under snow removal which was filed with Plymouth Fire Department}.
- Regarding overnight guests, vehicles are to be parked in the resident's driveway. In case of more than one guest, vehicles may be parked in front of the clubhouse or in parking area by the pool.
- Parking or storing of any truck over $\frac{3}{4}$ ton, commercial vehicle, camper, mobile home, motorhome, boat, or trailer of any kind are not permitted in any driveway or parking space. They may be kept inside the garage.
- Please use caution and keep a reasonable speed when driving through our community.



General Information

- All permanent residents must be age 55 and over.
- Guests under the age of 18 are permitted for a maximum of 90 days per year.
- Unit owners may rent their unit for periods of 6 months or more with approval of the Trustees. Units may only be rented to persons over the age of 55.
- No offensive activity or improper noise that will interfere with the rights of others will be tolerated. Owners and guests should reduce noise levels after 9:00pm.
- Be cautious of obstructing the irrigation sprinkler heads with soil, mulch, containers/pots, etc.

A complete list of Rules and Regulations can be found in the Declaration of Trust – Exhibit A.

ADDENDUM- 1

Important Contact Information

- To report an emergency 9-1-1
- Non-emergency Police 508-830-4218
- Non-emergency Fire 508-830-4213
- Eversource (Gas & Electric) 800-592-2000
- Water Department 508-830-4162x138

- Plymouth Town Hall 508-747-1620
26 Court Street, Plymouth
Website: www.Plymouth-ma.gov

- Plymouth Council on Aging
44 Nook Road
Plymouth, MA 02360
508-830-4230
Website: www.Plymouth-ma.gov

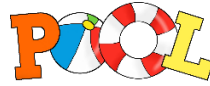
- **RGR Property Management**
139 Weymouth St, Rockland, MA 02370 Office 617-275-8105
Website: www.trustrgr.com
Use “Client Login” to access Residents Portal for all association information

RGR Property Manager: Mitchell Johanson
Email: mjohanson@rgrpropertymanagement.com
Phone: 617-752-1914

ADDENDUM-2

Pool Hours:

7:00am until 11:00am – Residents only.



11:00am until 4:00pm – Residents and guests.

4:00pm until 9:00pm - Residents and guests 18 and older.

The Board may extend pool hours during the summer months weather permitting and the pool may be closed during storms.

Trash pickup information:



- Republic Residential Trash Company.
- Trash pickup is scheduled for every Friday. Trash pickups are delayed one day the week of a major federal holiday.
- Recycle pickup is biweekly and scheduled on Friday as well.
- Trash/Recycle Bins are provided by Republic and placed curbside Thursday evenings or early Friday mornings. On weeks when both are picked up, Republic asks that bins be spaced 3 feet apart.

Victory Garden information

- The garden is overseen by the Summer Reach Garden Committee.
- The community garden has 49 available plots for interested residents.
- Each fall the committee will email residents a plot request form for the next year.
- Any remaining unassigned plots will be used and maintained by volunteers which provides produce to a local food pantry.
- There is a small community compost program.
- Garden tools, hoses and water are provided.
- Garden Committee is available to offer information on gardening tips and plantings.
- For additional information about the Victory Garden, contact the Garden Committee Chair listed on the Summer Reach website.



Summer Reach Association Handbook Change Log		
Version	Date	Change
1	April 2023	New Summer Reach Condo Community Handbook
1.1	April 2024	Addendum 2, Pool Hours removed the year designation
1.2	May 2025	Addendum 1, Property Manager updated