

OLD HARVARD ESTATES HOMEOWNERS ASSOCIATION QUICK REFERENCE GUIDE

This quick reference guide to the Old Harvard Estates Homeowners Association (OHE-HOA), Inc. (oldharvardestates.org) is intended to be a helpful source of information to newcomers and to longer-term residents, who have not reviewed Association records recently. It outlines the critical points recorded in our deeds and more fully explained in the Declaration of Restrictions and Reservation of Easements, a document we all ought to have received prior to closing on our properties.

What follows is a brief synopsis of the Association, the role of the Board of Directors, the by-laws and the restrictive covenants, in addition to an attached list of the entire membership's names, addresses and telephone numbers.

The Association. Each lot owner is a member of our homeowner's association. OHE-HOA is a state certified, non-profit corporation charged with the operation, repair and maintenance of the tennis court and three parcels of land totaling approximately eight acres. We own the tennis court and this common area in their entirety. During annual and special meetings, we vote for consideration of capital improvements, legal costs and other ancillary expenses related to Association business. We also host social events to encourage greater community participation, and to promote collective responsibility through various charitable organization efforts.

The Board of Directors. The OHE-HOA Board of Directors is the representative body of the Association with the following obligations:

The Board maintains the Association's non-interest bearing checking account to pay bills, such as common area hazard insurance, lawn maintenance, improvements and electric bills for our street lights.

Annually, it must budget Association expenses, as well as any projected capital and legal costs, and bill the membership for payment of these expenses, which are divided equally amongst all lot owners.

The Board's method of collection is specifically defined within the OHE-HOA By-laws. Payment is due within 30 days. If a lot owner does not pay on the due date, that member is considered delinquent and subject to one and one half percent (1.5%) monthly interest or the highest rate allowed by law. Within 60 days of non-payment, the Board is legally obligated to place a lien upon the owner's respective lot until all outstanding arrears, legal and court costs are collected. Please review your restrictive covenants if you have further questions.

The Board is legally required to hold an annual meeting, typically held each spring, to report to the membership the amount of collected funds, expenses and projected costs. At the meeting, the membership conducts business, makes motions and votes on relevant Association issues.

Please note. No Association business can be conducted at the annual meeting without a quorum. A quorum is defined as a majority of Association members, which is at least 50% plus one who either attend or submit proxies for the meeting. Each lot has one member vote, regardless of how many people own any given lot. To assure a quorum, the Board strongly urges voting members unable to attend, to submit a proxy to allow the Association to conduct business.

The Board is charged with enforcing restrictive covenants contained within the OHE-HOA By-laws. Among its various sub-committees, the Architectural Sub-Committee must approve all plans for initial construction, additions and free standing structures. Recreational structures, fences, stone walls and large-scale landscaping projects, which substantially alter the terrain and/or appearance of the lot and are visible to the ways and other lots, are all subject to the approval process. All lot owners are obliged to submit plans to Architectural Committee (oldharvardestates.org/board-contacts). The turnaround response time is generally two weeks.

The Restrictive Covenants. The deed restrictions on each and every lot owner in Old Harvard Estates assure the membership of an attractive community, high property values and an enhanced quality of life. Please review your Declaration of Restrictions and Reservation of Easements for OHE-HOA to examine these restrictive covenants and architectural controls in greater detail.

If you do not have this important record, please call the Board of Directors' President (oldharvardestates.org/board-contacts). Also, if you want other documents, such as OHE-HOA's By-laws and Articles of Incorporation, please call President or any other Director listed in the resident directory.

Although certainly not exhaustive, as a quick reference, listed below is a condensed summary of the most salient elements of these restrictions:

Lots shall be limited to one single family residence with no more than two accessory structures, independent of a detached garage.

No trucks, boats, campers, motorcycles or off-road recreational vehicles shall be parked or stored on any lots or ways unless wholly enclosed in a garage.

Lots shall be maintained in a generally neat and orderly condition. Outside clothes lines and vegetable gardening shall not be visible from the ways and other lots. Placement of fuel tanks, storage devices, statues and other ornamental devices require architectural approval. Trash receptacles shall be stored in enclosed places such as garages or sheds.

Signs, posters or advertisements shall not be displayed on any lot with the exception of resident professional signs, For Sale signs by an owner or real estate broker, and political candidate posters, provided that a candidate sign does not exceed the Town By-law's 30-day-limit. Furthermore, any restrictive covenant that potentially violates state and federal law will be deemed unenforceable by the Association.

Business uses of residences are prohibited by Boxborough Zoning By-laws with the exception of a professional person entitled to maintain an office in his/her own residence.

Other Association Affairs. Each year, OHE-HOA supports several charitable organizations through various fundraising strategies. We encourage everyone to participate. The Board's Events Committee organizes the annual summer cookout, which is typically on a late Saturday afternoon in June. Everyone is invited to come with food and drink and to have a good time. The Landscape Sub-Committee has volunteer participation every spring for the annual cleanup to cut landscaping costs. We customarily have big turnouts of generous helpers, who bring high- and low-tech gardening tools and gadgets. These activities help to foster neighborhood pride and a sense of community.

As for lawn maintenance, all members are responsible for mowing and providing upkeep of the Town "frontage" areas along their own property lines. The OHE-HOA contract for mowing of common areas does not include lot frontage. By members cutting their own borders, the Board significantly contains landscaping costs, which is the largest percentage of the OHE-HOA budget.

The Board is in the process of starting a Newsletter. If you want to write an article, help format the Newsletter or volunteer for other sub-committees, please contact a Board member. We need your help.

Tennis anyone? OHE-HOA members have available a quality tennis court for member and guest use. You can reserve court time by signing up in advance. Usage is managed to avoid conflicts. To preserve the longevity of the tennis court surface, please play tennis only. In-line skates, skateboards and bicycles are prohibited. If you have any question please contact the member in charge of the Tennis Courts (oldharvardstates.org/board-contacts).

The Board of Directors sincerely hopes that this quick reference guide will refresh the memories of longer-term residents and acquaint newcomers to the Association. Thank you for your thoughtful attention to the above.

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