

**Kingsberry Hill Condominiums**  
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November 29, 2021

To all homeowners/residents at Kingsberry Hill Condominiums

As we all continue to deal with the challenges as it relates to Covid-19, we are glad that our community has remained safe, and we are all hopeful for a much better 2022.

We were not able to have our annual meeting this year; we are looking forward to scheduling an owner's meeting during the upcoming Spring 2022 provided that circumstances permit us to safely do so.

The Association is working to develop a plan for our next capital project which is to replace the front steps of the end and middle units. Once the planning stages of this project are completed, we will share the details of the project with all the owners. In the meantime, we continue to complete temporary repairs on the front steps as needed until they are fully replaced.

**We have completed the 2022 budget, and it calls for no changes to the monthly condominium fee.** You all will be receiving the official 2022 budget notice. In the meantime, whenever you have a question, please do not hesitate to contact us.

Attached is an informational sheet from our insurance agent regarding the Master Policy. We suggest you share this with your own insurance agent to make sure your condominium is properly insured in the event of a loss.

The CCLS septic product will be delivered to all units within the next week, as always please pour the product down one of your toilets or sinks promptly upon your receipt of the product. Please take a moment to review the attached reminders regarding our septic systems.

With the winter season upon us, we wanted to share some winter reminders with our residents. Attached please take a moment to read the reminders we have prepared for you. In addition, we have also attached the snow removal procedures so that everyone can re-familiarize themselves in preparation for the snow season.

Thank you for your time in reading this information and as always please do not hesitate to contact us should you have any questions or require further information.

Sincerely,

Kingsberry Hill Condo. Trust

**A VERY HAPPY AND SAFE HOLIDAY SEASON TO ALL RESIDENTS, FROM THE BOARD OF TRUSTEES AND  
SOUTHEASTERN PROPERTY MANAGEMENT**

KINGSBERRY HILL CONDOMINIUM TRUST

A FEW WINTER REMINDERS...

- **Water Faucets:** If you have not yet shut off the water running to your outside water faucet, please do so now. The cold weather is here and you do not want to have any pipes freezing. Shut the water off inside of your home, then open the outside faucet to drain it of any water in the pipes.
- **Parking:** Double parking is not allowed. Some visitors or residents continue to double park causing some close calls with vehicles. There is no parking on any grassy areas of the property. **Parking on roadways is never allowed**. Please avoid parking on roadways directly opposite driveways or cars parked on the other side of the road as this narrows the roadway. Owners are responsible for their guests' activities while on the property, and this includes where they park. **There are designated visitor parking spaces at the end of the roadway between buildings #3(Units 13-18) and building #4 (Units 19-24) and buildings #6 (Units # 31-36)** During the winter storms, the space at the end of the roadway in front of building #5 (Units #25-30) is designated for snow storage/removal and is not available for parking. These regulations will be strictly enforced. Autos violating these rules will be tagged and owners fined for each incident.
- The area **underneath the rear decks** were to have been cleared of any items (chairs, tables etc.) by September 30, 2021. If you have not already done so, please immediately store away these items as to avoid a possible fine being assessed to your unit.
- **Holiday decorations:** Please remember that the guidelines for holiday decorations include only white candles in your windows and a wreath on your front door. Please adhere to these guidelines to ensure uniformity within the community.
- **Snow removal:** See the attached **Snow Removal procedure**. We expect that all homeowners will adhere to this procedure. Please insure that no autos are parked in the roadway and are only parked in the designated visitor or owner parking areas.
- **Christmas Tree Disposal:** When the time comes for the disposal of your Christmas tree, please DO NOT place it inside the dumpster, but please do neatly stack it behind the dumpster enclosure. After the holidays the association will make arrangements to have them removed from the property.
- The cleaning of the **gutters** on all buildings has been completed.
- A reminder that the onsite dumpster is for **HOUSEHOLD TRASH ONLY**. Please always breakdown your cardboard boxes and always place your trash inside the dumpster. If the front of the dumpster appears to be full, please check the back. Often the front is full, and the back is empty.
- A reminder to all that window grids must be always white in color and in place in each window. Also, any window and/or door replacement must be done with the exact same style door currently there. All window/door projects must be submitted to the Association for approval prior to the start of the project.

Each time that there is trash left outside the dumpster or sprinkler head and lawn damaged from parking, the association incurs additional expenses above our budget and can result in assessments or increased condo fees. All these rules are in place to ensure the safety, aesthetics

and maintenance of our community property. The community property is any area beyond the internal walls, windows and doors of you unit.

**Thank you for your ongoing cooperation.**

Kingsberry Hill Condominium Association

Snow Removal Procedures 2021-2022

- The snow removal vendor will be responsible for plowing and sanding the roadways as needed during a storm. Everyone's safety is always the deciding factor on when to treat the property.
- For the end units owners who need to have their driveways plowed out early when the roadways are cleared, we ask that you leave your garage light on and insure that no cars are parked in your driveway. Driveways with parked vehicles will not be plowed .
- For the clean-up of the general parking areas, the vendor will honk to alert homeowners to move their autos, usually around 8:30 in the morning, but the timing will vary based on the timing of the storm. **We ask that homeowners not move their cars into the roadway until directed to do so by the plow drivers.** There will be a systematic clean up if all homeowners move their vehicles when asked to do so by the plow drivers. Before moving your vehicle to the street or to the spaces at the end of the buildings, please ascertain the vendor's location on the property. If the streets get congested with vehicles, the plows will not be able to maneuver within the property. If you move your vehicle to someone's parking space or driveway to allow the vendor to clean out your area, move it back to your own space immediately after the vendor has cleaned out your area. As a courtesy to owners in end units, please notify them before parking in their driveway and cutting off their path in or out.
- Do not block the snow storage area at the end of the street in front of building #5 (Units 25-30). No parking is allowed in this area during winter storm periods.
- If homeowners are going to be away please make arrangements for a neighbor to move your vehicle or park in one of the visitor areas.
- The vendor is responsible for sanding walkways, driveways and roadways dependent on predicted and actual weather conditions. This procedure is for safety and liability, so please do not direct the vendor to do anything differently.
- If you have any questions about the condition of the roadway, your driveway or the plowing in general, please contact the property management office and do not approach the plow drivers directly. The property management number is 508-286-0095. The outgoing voicemail at that number includes a number to be used in case of emergency.

## **IMPORTANT NOTICE**

### **Septic Care and Maintenance At Kingsberry Hill Condominium Trust**

As previously reported our septic systems are aging and we must do the necessary to promote their life expectancy. We are all aware of the expense involved in repairing/replacing a septic system. An expense shared by all in the Association.

To this, we must remind each resident to please do their part in not abusing their septic system. This includes:

- Make sure there are no leaking faucets or running toilets in the unit. This contributes to the deterioration of the septic system as it adds unnecessary water to the system. Please make sure all faucets and toilets are in good condition.
- Garbage disposals are never allowed in any unit at Kingsberry. They are one of the leading contributing causes of a failure of a septic system.
- Do not flush anything other than toilet paper or if it was not humanly consumed. NEVER TO BE FLUSHED are sanitary pads, tampons, rectal wipes etc. Previously we have found these items in the tanks. These items are another major source for a failure of a septic system.
- Do not use water excessively. Conserve water whenever possible. Any water you use is water going into the septic system.

The Association will continue to provide the CCLS (tank cleaner) product that we have previously provided. Please continue to pour this entire bottle in one of your toilets. We will deliver the product quarterly to each unit. We have also upgraded the filters within the systems and we will continue with the appropriately scheduled pumping of the systems.

Everyone's cooperation is required to make sure that our systems remain functioning to avoid very costly repairs and possible replacement of a system.

Please contact us if you have any questions.  
508-286-0095