

**Owner's
&
Resident's Handbook**

Published by

**Beekman Place Estates
Association
430 Main Street, Suite 102
Agawam, MA 01001**

**A supplement to the
Association By-Laws,
Regulations,
And Master Deed**

Updated December 2025

IMPORTANT PHONE NUMBERS

Beekman Business Office	(413)786-9710
Beekman Maintenance Office	(413)789-1714
Beekman Maintenance Emergency	(413)345-3166
Medical/Safety Emergency	911
Agawam Police Department	(413)786-4767
Agawam Fire Department	(413)768-1241
Agawam Water Department	(413)786-0400 X225
Eversource (For gas leaks, call 911 first and move to safety)	1-800-592-2000
Mass Poison Control	1-800-222-1222

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Welcome to Beekman Place Estates

Most likely you're moving here from an apartment or your own single-family home. This may be your first experience living in a condominium. This handbook will help ease that transition and acquaint you with living at Beekman Place Estates.

When you purchased your unit, you became associated with all your neighbors in a joint venture of sharing. We share walls, roofs, backyards, swimming pool, streets, parking areas, sidewalks, etc. And, to a degree, we share each other's problems, as we all share in the cost of maintenance, insurance, landscaping, and snow removal for our mutually owned property.

Some of the rules stated in this handbook are imposed by the laws of our Commonwealth as well as the town of Agawam. Other rules help make living in a community of shared facilities equitable and pleasant for all. Basically, they are simply to remind us to be thoughtful of the privacy and property of others. From time to time,

the Board will issue new and revised regulations. We suggest you keep them with this book for ready reference. This handbook will be revised periodically.

We urge you to become familiar with the Owner's Rights and Responsibilities found at the back of this book. We hope that, with an understanding of owners' obligations, and a spirit of cooperation, we can avoid problems or at least deal with problems as responsible adults.

As a condominium complex which is self-governed, we take a great deal of pride in our community, working together to provide all owners with the ultimate satisfaction in condominium living. Please don't hesitate to contact any Board member to offer your expertise in a particular area or share ideas on how the quality of life here can be improved.

Please join us in abiding by our rules and regulations so that we may all continue to enjoy the peaceful and relaxed lifestyle that Beekman Place Estates offers.

Please refer to our website regularly as it will also contain the most current and beneficial information. (www.beekmancondos.com)

BY-LAWS AND MASTER DEED

When you become a unit owner, you were given a book containing the Articles of Association and By-Laws, the Rules and Regulations, the Master Deed, and supplementary information governing Beekman Place Estates. We encourage you to review Exhibit E in the By-Laws, Rules and Regulations for Beekman Estates Condominium: they are the origins for many of the rules and regulations discussed in this handbook. Both books should be kept in a convenient place for easy reference. Replacement cost for either of these documents is \$35.00 per copy or can be found on the Beekman Place Estates website.

OWNERSHIP AND RESPONSIBILITY

Two questions that new condominium owners invariably ask are: "in physical terms, what do I really own?" And: "What am I responsible for in the areas of insurance and maintenance?"

Let's clarify ownership first. In your building, the Association owns everything from the studs of your unit outwards, the building, roof, siding, etc. You own everything from the

wallboard inward: the wallboard, wall finish (paint, wallpaper, and paneling), lighting fixtures, appliances, floor covering, etc. While this explanation is essentially correct, there are exceptions: the air conditioning condensing unit, for example. You own your own heating and air conditioning system, and the condensing unit that rests on the patio is part of that system. So, even though the condenser unit is outside the building, its maintenance and repair are your responsibility.

Insurance is the next topic. As required by the Master Deed, the Association carries a blanket policy sufficient to restore a building and unit destroyed by fire or other cause to the same status that the contractor delivered the unit when it was originally built. Unit owners are encouraged to carry sufficient insurance coverage to replace personal belongings and any betterments in their unit, which are not covered by the Association policy. A betterment is any changes that former owners made to the unit that materially altered the unit from its original status: finishing the basement is the most common example of a betterment, since originally, the basements in the units were left unfinished by the contractor. Additionally, any work to enclose porches is considered a betterment and is the owner's responsibility.

The Association policy does not cover replacement of personal belongings, so you are encouraged to explain to your insurance agent that you require condominium coverage and make the agent aware of any such betterments as mentioned above.

The question of "who is responsible" when a maintenance problem arises is governed by the concept of commonality. Commonality refers to whether the item in question serves your unit only or is shared with others in the complex. A good example of how commonality comes into play is a leak under the sink in your kitchen. Since the drainpipe serves your unit alone, you would be responsible for calling a plumber and paying for the replacement of the leaking drainpipe. However, should there be a leak in the pipe that carries wastewater from your unit as well as your neighbor's unit, the pipe is common and therefore the Association would be responsible for the repair.

Whenever a question arises concerning ownership, or matters of responsibility, discuss the matter with our office manager or maintenance supervisor.

BOARD OF MANAGERS

Beekman Place Estates is managed by a Board comprising of five volunteer unit owners, elected for staggering three-year terms. The Board is bound by the Master Deed and By-Laws to enforce the rules, and in general makes all decisions for running the Association. Board Members are elected from among unit owners. All unit owners are eligible to vote. Elections are held at the annual meeting in October. Owners are encouraged to consider volunteering for a term on the Board.

Being unit owners themselves, Board Members endeavor to make decisions that make Beekman a desirable place in which to live, while at the same time protecting and enhancing the market value of the property. The decisions of the Board are carried out by our Office Manager and Maintenance Supervisor who handle the day-to-day operations of the Association.

Communicating with the Board - Since they serve as advocates for all unit owners, the Board is naturally interested in comments and suggestions. Unit owners are encouraged to attend monthly meetings, as described below. Prior notification to the Office is required to be added to the agenda. Suggestions and comments can likewise be mailed to the Business office or dropped in the Beekman message box located near the maintenance shed.

Complaints regarding violation of Beekman regulations must be in writing to the Board, as directed in our by-laws. The letter must state the date the violation was observed and be signed by the letter writer. The writer's name will remain confidential in the Board's dealing with the situation, however, the writer's testimony may ultimately be required, should litigation take place.

MONTHLY BOARD MEETINGS

The Board holds its meetings once a month at the Association Business Office at 430 Main Street, Centre Bldg., Suite 102, Agawam. Meetings start at 6:00 PM, unless otherwise designated. Any unit owner who wishes to address the Board is welcome to attend. Please call the business office prior to the meeting so that you can be put on the agenda. Information regarding Board meetings can also be found on the Beekman website.

ANNUAL ASSOCIATION MEETING

Beekman Place Estates Association, as directed by our By-Laws, holds an annual meeting in October of each year. You will receive a written notice of this meeting well in advance so that you can arrange your schedule. As an owner, you have an obligation to attend this meeting. This is your opportunity to be heard and participate in your Association by electing new board members.

VOTING PRIVILEGES

As a unit owner, you have voting rights in Association business matters. The weight of your vote is based on the percentage of the Association's property that your unit represents. This percentage of ownership also determines the common charges for your unit.

ASSOCIATION BUDGET

The annual operating budget is prepared by the Board of Managers, and published copies are distributed to all unit owners at the annual meeting. Details of the contents of the annual budget are discussed in the By-Laws book.

COMMON CHARGES

The Association's operating revenue comes from monthly common charges that unit owners pay, based on each owner's percentage of ownership.

Common charges pay for those expenses reflected in the budget presented at the Annual Meeting: salaries for staff, office expenses, phone, taxes, insurance, legal fees, operation and maintenance of the swimming pool, trash pickup, maintenance equipment, landscaping and lawn care, snow removal and ice control, emergency repairs and general maintenance of buildings, roadways, and sidewalks.

Common charges are due on the first of each month. A late fee is charged if no payment is received at the business office by the 10th of the month.

Payments for common charges may be mailed to Beekman Place Estates, 430 Main Street, Suite 102, Agawam, MA 01001 or placed in the Association message box located near the swimming pool.

RESERVE FUND

A portion of the common charges is also set aside in a reserve fund. The reserve fund, the maintenance of which is required by law, ensures that the Association can meet its financial obligations for long-term capital improvements, such as roofs, siding and road resurfacing.

Additional Common Charges (Special Assessments)

From time to time, because of unusual expenses beyond those anticipated in the annual budget, the Board may levy an additional charge.

ASSOCIATION BUSINESS OFFICE

The Association business office is located at 430 Main Street, Suite 102, in Agawam. A phone answering machine will take messages both during and after regular office hours. The office telephone number is (413)786-9710. Office hours of operation are posted on the Beekman Place website.

RESIDENT'S CENSUS FORM

All unit owners are required to complete a Resident's Census Form periodically and file it with the Business Office. A sample form is posted on the Association website. The information includes the number of people who are living in the unit and their names, a description of all vehicles with their registration plate numbers, and who in the complex has a key for your unit and your vehicles.

Please notify the Business Office of any major changes that would affect the census form, such as a change in the number of people living in the unit, buying or selling a vehicle, etc.

The Board agrees to hold the information on the census form in strict confidentiality and use it only for security purposes.

~Beekman Resident Census 2025~

The Board of Managers requires a current and complete census of your unit here at Beekman Place Estates. This information is needed so that we may contact you regarding snow plowing or in case of any emergency. Please fill out the following information and return this form to the Beekman mailbox, located by the pool, or return it to our Business Office located at 430 Main Street, Suite 102, Agawam MA 01001.

Residents Name _____ **Unit#** _____

Phone _____ **Cell** _____ **Email** _____

List Names of all occupants including Home and Cell Phone Numbers

Pets: Dogs, Cats, Other (type and breed)

List Make, Year, Color & Licenses of all vehicles – (2 resident spaces per unit are allowed).

Emergency door key left with (Name & Phone #)

Fireplace in unit? YES NO (circle one) - Last Time Cleaned

Name of Owner of Record (if different)

Address _____ **Phone** _____ **Cell** _____

Signed _____ **Date** _____

SELLING, RENTING OR REFINANCING YOUR UNIT

The By-Laws (Article VII, Section 1) state that the owner may not sell, rent, or lease a unit without giving notice to the Board of Managers. The Board has 30 days in which to exercise or waive its right of first refusal. You should submit your waiver request early enough to take this 30-day time limit into consideration.

Selling your unit: Once you've decided to sell your unit, before contacting a realtor, inform the Beekman Business Office. Our Office Manager will begin to prepare the necessary forms and other paperwork, which can aid in the smooth and timely sale of your unit. All changes in the ownership of a unit must be reported to the Business

office. This includes the transfer of ownership of the unit to family members.

Refinancing your unit: Notify Beekman Business Office if you intend to refinance your unit, or change mortgage holder, so that the proper documentation can be prepared. There is a small **processing fee for this service.**

The following checklist outlines the steps required to sell a unit:

1. File *Notice of Intent to Sell* with the Board of Managers.
2. File copy of *Purchase and Sale Agreement* with the Board of Managers.
3. File *Application for Waiver of Right of First Refusal*, along with filing fee, with the Board of Managers.
4. Arrange for buyer to attend an orientation PRIOR TO THE CLOSING date.
5. Provide owner's copy of By-Laws booklet and pool key to buyer at closing. (If your book and key are lost, new ones may be obtained for a nominal replacement charge).
6. Obtain *Notarized Waiver* from the Board of Managers for closing. Assuming the Board votes to waive its right of first refusal, obtain a *Notarized Certificate of Compliance* from the Board of Managers for the closing, assuming all common charges, special assessments, interest and fees are paid in full.
7. Arrange for the Agawam Fire Inspector to inspect smoke detectors.

Renting Your unit: Lease agreements are for a one-year maximum period. You can obtain the necessary forms for the sale or rental of your unit from the Business Office. Renting your unit is with permission of the Board of Managers as only 5 percent of the ownership is allowed to rent at any one time. (Approximately 9 units)

As a unit owner, it is your responsibility to inform your renter of the Beekman rules of conduct and other regulations, such as observing the no-parking zones, the use of visitor's parking spaces, picking up after a pet, and so on.

For further information on selling or renting, refer to the book containing the Articles of Association and By-Laws, the Rules and Regulations and the Master Deed.

INSURANCE – Beekman Association Master Policy

Beekman Place Estates Association maintains coverage on the buildings and common areas, as described in Article V, Section 9 of the By-Laws. As a unit owner, you are responsible for insuring your unit and its contents, as described in Article V, Section 2.

If your insurance agent has any questions regarding the Association's blanket coverage, information may be requested in writing from the Board of Managers.

The Master Policy covers the cost to restore a unit to its original state (i.e., the condition when it was new). The Master Policy does not cover improvements and betterments that a unit owner has added to the unit, such as finished basements, upgraded light fixtures, carpeting, etc.

Payment for items covered by the Master Policy (appliances, etc.), will be based on the features and quality of the items that came with the original unit.

The Master Policy does not provide coverage on your personal property or your personal liability.

Suggested - Condominium Unit Owner's Package Policy

Unit owners are encouraged to consider purchasing a Condominium Unit Owner's Package Policy (HO-6). Here is an example of what such coverage provides:

Coverage A – Building Items: The policy automatically provides a \$1,000 limit on improvements and betterments. You can increase that limit by purchasing more coverage, if needed.

Coverage C – Personal Property: This portion of the policy covers personal property such as clothing, furniture, etc. You select the limit of coverage. The limit should reflect the cost to replace items at today's cost. If you own expensive jewelry, furs, silver, artworks, etc., they should be specifically identified and described in the policy.

Coverage D – Loss of Use: This coverage pays for the extra cost of living (motels, meals), while your damaged unit is being repaired.

Coverage E – Personal Liability: This provides personal legal liability, including defense coverage. The automatic limit is \$100,000 but it can be increased to \$500,000.

Loss Assessment Coverage: In the event there is insufficient insurance to pay a claim, you may become liable for an assessment to pay off the claim. The basic policy provides \$1,000 to handle such a contingency. Limits up to \$50,000 are available.

If you need a *Certificate of Insurance* for your bank, call the office and one will be provided for you.

VEHICLES, PARKING AREAS

Speed Limit: The speed limit within the Beekman grounds is 10 miles per hour. Please don't exceed this speed limit; it is for the protection of all residents and visitors, especially your children and senior citizens. Speed limit signs are posted throughout the complex. Numerous speed bumps help you observe the limit.

Off-Road Use of Vehicles – Motor vehicles are not permitted on lawn areas or sidewalks to protect the lawn, sidewalks, drainage pipes, underground utilities, and the sprinkler system.

Moving Vans – When moving in and out of a unit, or when delivery of large appliances and furniture requires the use of rear patio doors, inform the driver that the truck must not be driven over curbs or onto grass or sidewalks. Heavy trucks damage the curbs and sidewalk, as well as underground utilities and the sprinkler system. Unit owners will be assessed for any damage caused by vehicles that violate this rule.

Vehicle Registration – For security, the Board asks you to list your vehicles with the office. Information required includes make, color, year, and license plate number. Please let us know when you acquire or drop a vehicle, so the listing can be kept current.

Parking Spaces – EACH UNIT IS PROVIDED WITH TWO PARKING SPACES FOR USE BY PASSENGER VEHICLES ONLY. FOR CONSIDERATION OF YOUR NEIGHBORS, PLEASE PARK IN YOUR DESIGNATED SPOT AND INSTRUCT VISITORS TO USE THE SPACES MARKED FOR VISITORS. PLEASE DON'T PARK ONE VEHICLE BEHIND ANOTHER AS STACKING POSES A SAFETY HAZARD!

No-Parking Areas – Fire hydrants and fire lanes along the roadway are clearly marked “NO PARKING”. These areas must be kept free of parked cars for safety. Cars violating the no parking zones will be reported to the Agawam Police Department.

Visitor Parking Spaces - There are a number of parking spaces throughout the Beekman complex marked for visitors. Out of courtesy to your neighbors, please inform your visitors to park in the yellow striped spaces marked “Visitor”.

Commercial and Recreational Vehicles – The parking of commercial vehicles, recreational vehicles, boats and utility trailers is discouraged at Beekman, in order to maintain the curb appearance of our property. Request to park such vehicles temporarily must be in writing to the Board of Managers for their approval.

Parking During Snowstorms – Each fall, the Board of Managers issues instructions explaining parking procedures to follow during snowstorms. If you are going to be away from home, please leave a spare set of car keys with a neighbor, so your car (or other vehicle) can be moved during snow removal.

Vehicle Cleaning and Repairs – You are free to wash your vehicles, and water taps are provided on the exterior of each unit. However, no major vehicle repairs or oil changes are allowed in the parking areas.

TRASH REMOVAL AND RECYCLING

Trash Removal – Beekman has a contract with a private firm that picks up trash each Tuesday and Friday. For everyone's benefit, please observe the following guidelines:

1. Trash must be secured tightly in leak-proof bags and placed in front of your unit at curbside on the pickup day.
2. Trash cans are discouraged but if you choose to use a trash can, it must be always kept inside your unit or on the patio with a covered lid.
3. Use a strong, dark colored plastic bag made for trash removal, if possible. Lightweight or white-colored bags tend to attract birds, who tear the bags open and scatter trash around the complex.
4. Please don't put trash out the night before as animals tear at the bags, scattering the trash. Additionally, this may be a tripping hazard if residents are walking in the evening after dark.
5. If your trash is put out late and you miss the pickup, it is your responsibility to remove it from the sidewalk the same day.

Recycling – Beekman participates in the Town of Agawam's mandatory recycling program. The former owner of your unit should have left behind a blue recycling container. If there is no container one may be provided by the Town of Agawam depending on availability.

Call (413) 821-0600 with questions. The Town also recommends lighter weight Rubbermaid type totes as a replacement for the blue recycling bins.

PREPARING MATERIAL FOR RECYCLING

Glass, Metal, Plastic – Rinse, place in recycle container. There is no need to remove labels, caps, lids or neck rings.

Newspapers, Paper – Place in recycling bin.

Boxes, Cartons – Flatten and tie in bundles of 50 pounds or less. Place next to the

recycling container.

Button Batteries – Place in special red plastic bags that may be obtained at the DPW. Set on top of other materials in the recycling container.

Please Note:

Recyclables should not be placed in plastic bags or in the same container with refuse for collection.

Refuse should not be placed in the blue recycling container for collection.

HAZARDOUS WASTE

The Town of Agawam generally has a hazardous waste collection drive once a year. For information about disposing of hazardous waste, contact the Agawam Department of Public Works at (413)821-0600 or refer to the Beekman Place Estates website.

PETS

Owning a pet at Beekman Place Estates is a **privilege**, governed by the By Laws of the Association and the ordinances of the Town of Agawam.

New owners and present owners who are thinking of acquiring a pet must submit a written request. **Application for permission to keep a dog must be accompanied by proof of current rabies vaccination and current Agawam dog license. Application for permission to keep a cat requires proof of rabies vaccination.**

By signing the request form, owners agree to abide by the rules and regulations. In cases of serious violation of these rules, the Board may revoke permission to keep a pet at Beekman.

The Town of Agawam has very strict dog ordinances. If you own a dog, obtain a copy from the Agawam Town Hall. The Town Hall is located at 38 Main Street, phone 786-0400.

Please adhere to the following rules and regulations for pets:

- Pet owners must obtain written permission from the Board of Managers, pursuant to the Association By-Laws. Failure to obtain such permission can result in revocation of pet privileges.
- When submitting the application to the Board, dog owners must provide proof of the current Agawam dog license.
- Cat owners must provide proof of rabies vaccination.

- Harboring more than a total of three dogs or cats in a unit violates the town's kennel laws and will not be permitted.
- **Dogs and cats must be on a leash no longer than 6 feet (town ordinance) or carried out of doors; they are not permitted to run loose or left unattended.**
- Dog and cat feces must be picked up immediately and disposed of in a sanitary manner, in accordance with the Animal ordinances of the Town of Agawam.
- Dogs and cats are not permitted in the pool area.
- Pet owners are responsible for any damage done by their dog or cat to the property of Beekman Place Estates Association.
- For each offense, the Board must receive a complaint either from a resident or a member of the Board. The complaint must be in writing, stating the date, time, and place the violation was witnessed. (All complaints will remain on file. The complaint to the pet owner will be from the Association, not an individual resident. For security, the complainant's name will not be revealed, unless the complaint results in litigation during which the complainant may be identified.)
- *First offense:* The Board will send a letter to the pet owner that a complaint has been filed and reminds pet owner of the regulations he/she signed regarding pet ownership. The letter will spell out the rest of the enforcement procedure
- *Second offense:* The Board will send a letter with a \$25 assessment.
- *Third offense:* The Board will send a letter raising the assessment to \$50 and a statement that further offenses will result in legal action and/or revocation of pet ownership.
- *Fourth offense:* The Board will initiate pet ownership revocation procedures. Pet owners must pay the costs of any action, legal or otherwise, made necessary by their failure to observe these rules and or the animal ordinances of the Town of Agawam.
- The pet owner can appeal against any offense notices by appearing in person, with prior notice, before the Board during a regularly scheduled Board Meeting.
- If the violator leases the unit, copies of each letter will also be sent to the Unit Owner.
- If one-year elapses from the time of the last reported offense (indicating that the pet owner has made a serious effort to correct the problem), the next reported offense will be considered as a first offense, and the cycle repeated.

EXTENDED OWNER ABSENCE

If you are going to be away for an extended period, please notify the Board, informing them of the time period in which you will be away and who has a spare key for your unit, in case of an emergency.

If you are going to be away during the winter months, please arrange to have your unit winterized. The Association will provide this service for a nominal fee. If you use your own contractor, the work must meet or exceed Association standards.

MAINTENANCE AND REPAIRS

The Association accepts responsibility for maintaining common areas such as the streets and lawns within the complex, trees, landscaping, and the exterior of the building. A description of responsibility can be found in the book covering By-laws, Regulations and Master Deed.

As a unit owner, you are responsible for maintaining the interior of your unit. You are also responsible for the exterior condensing unit, which is part of your heating and air conditioning system, and exterior betterments such as storm doors, awnings, patio extension, enclosed porches, railings, window, sliders and screens.

Although safety rails are considered a betterment, the Association has undertaken the responsibility to paint them at no cost to unit owners. The rails will be painted black with a paint type selected by the Maintenance Supervisor. If the inspection reveals the handrails require repair or replacement due to rust or other damage, the unit owner will be notified. The maintenance crew will not perform repair work on the safety rails.

Reporting Maintenance Problems – Maintenance problems can be called into the maintenance shop between 7:00 a.m. and 4:00 p.m., Monday through Friday. The number is (413)789-1714. An answering machine will take your call both during the day and after regular working hours. Please do not ask individual maintenance staff to handle a maintenance problem. The supervisor will assign jobs as deemed necessary.

Reporting emergencies after hours – If you have a true maintenance emergency that can't wait until normal working hours, please use the "After Hours Emergency" phone number which is (413)345-3166.

Avoiding High Water Pressure Problems – Beekman is in an area of high-water pressure. Each unit has a pressure-reducer valve to bring the pressure down to a working level, but the bivalve fatigues with age. If you notice water under your

water heater, it may not be from a leak, but rather from high pressure forcing water out the tank's safety valve. Have the pressure reducer checked before investing in a new water heater.

The high-water pressure also reduces the life of washing machine hoses. It is best to use reinforced hoses and get into the habit of shutting off water to the washing machine when it is not in use.

SEASONAL MAINTENANCE TIPS

Tips for winter: The following tips may help save on heating costs and reduce the risk of accidents and damage during the cold season.

- If your unit has ceiling fans, switch the blades so that they rotate to your right as you look up at the fan. This will help to distribute the warm air that accumulates at the ceiling throughout the room.
- If you use your fireplace often during the winter months, it is recommended that you have the chimney cleaned and inspected before winter sets in.
- Shut off your outside water tap using the valve in the basement.
- Exercise extra care when going out on snowy or icy days. Chemicals take time to work, especially when the temperature is below freezing. If you must go out, you may want to spread your own ice-melting chemicals as you walk to your car. All products that the maintenance crew utilizes for ice melting are pet friendly.
- Be alert to the snow plowing crew and move your car when asked to do so. This will help the crew clear snow more efficiently, which reduces the cost for everyone. If your car is not moved, the first offense is a \$100.00 fine. The second offense is to have your car towed at the owner's expense.
- To keep pipes from freezing during cold and windy weather, in garden units, leave the kitchen sink cabinet doors ajar to allow warm air to circulate around the water pipes. In townhouse units, leave the downstairs bathroom and hall closet doors ajar to allow warm air to reach water pipes located behind the walls in these areas.

In the summer: You can help lower cooling costs by switching your ceiling fan, so the blades rotate to your left as you look up at the fan. The change in direction will help to distribute the cool air more evenly throughout the room.

APPEARANCE AND CHANGES TO THE EXTERIOR OF UNITS

Beekman Estates is proud of the exterior look of the complex. The exterior has a strong impact on the marketability of our property, and therefore we are very particular about the curb look of our homes. To ensure this protection, the By-Laws of the Association state that no alterations or changes are permitted to the

outside of your unit without prior approval from the Board of Managers.

Restrictions include but are not limited to front doors, door color, storm doors, exterior light fixtures, mailboxes, unit number, handrails, windows, window screens and sliders, decks and patios, bulkhead doors, and the cutting and removal of shrubs and trees. Contact the maintenance supervisor or the business office to ascertain the name of the company used to install handrails.

In short, a degree of “personalization” is allowed, with permission from the Board as long as it is in harmony with the complex and does not interfere with the routine maintenance of the lawns and common areas.

Owners who wish to replace the front door, storm door, sliders, or windows in their unit with more modern, energy-efficient products must write to the board about the current replacement policy.

NOTE: Storm doors are required to be 3/4 glass/screen, 1/4 panel or close to it.

Owners who make unauthorized changes to the exterior appearance of their units will have their change evaluated by the Board and be notified of any corrective action.

Exterior of Building – The hanging of banners, towels, or blankets from unit windows is not allowed. Likewise, no external window air conditioners are allowed. Written permission must be obtained from the Board for the addition of awnings. Satellite dishes or antennas are not allowed without permission from the Board of Managers. For safety as well as appearance, please do not leave bikes, toys and unsightly lawn furniture in common areas. The appearance of the rear of

your unit is just as important as the front. Please keep the patio area free of discarded appliances, furniture and children’s toys.

For maintenance and security reasons, owners are not allowed to enclose their rear patios with shrubs or solid fences. The Board will advise on acceptable privacy fencing upon written requests. If other changes are contemplated to the appearance of your patio, please contact the Board in writing.

Landscaping: Planting flowers and limited shrubs around your unit is generally allowed upon written request to the Board. You will be responsible for their maintenance and trimming. The Association assumes no responsibility in case of damage to your planting due to lawn mowing, chemical treatments to the lawn or

other maintenance activities.

Lawn care: Please take special pains not to damage the lawn around your unit, especially the sprinkler heads. Careless damage to the sprinkler system costs the Association great expense in maintenance each year...a cost that we all share!

Lawn ornaments: Tasteful lawn ornaments are allowed with written Board approval, but they must not be placed in such a way that they interfere with routine mowing and landscaping activities. Landscape crews are authorized to remove any lawn decoration that interferes with their work.

FIREPLACES AND STORAGE OF FIREWOOD

Many units have fireplaces. Unit owners are responsible for the maintenance, periodic cleaning and inspection of chimneys. The Association recommends the work to be carried out by a contractor certified by the Chimney Sweeps Institute of America (CSIA).

Access to fireplace chimneys for cleaning is restricted to the fireplace itself, contractors are not allowed access to the roof. The contractor should coordinate the cleaning activity through our Maintenance Supervisor at 789-1714 during normal business hours (Monday-Friday, 7:00 a.m.-4:00 p.m.).

Storage of firewood: You can store a limited amount of firewood, as described in Article V, Section 12 (b) and (c), Article V, Section 15, and Exhibit E, paragraph 17. of the By- Laws. For safety and appearance, the Association asks that you observe the following guidelines:

1. The storage of firewood in the common area is limited to the rear patio of your unit.
2. Firewood must be stacked at least three (3) feet away from the exterior wall of the building.
3. Firewood must be stacked carefully by hand to ensure a stable and neat- appearing wood pile.
4. Firewood must be hand carried to the storage area: no vehicles are permitted on the lawn.
5. Only one row of firewood is allowed, not to exceed at any given time four (4) feet in length, three (3) feet in width, and three (3) feet in height.
6. Please clean up any debris remaining in the common area as a result of the wood delivery.

7. Fire pits are prohibited at Beekman.

STORAGE OF PROPANE GAS

The Agawam Fire Department issues the following regulations for the storage of propane gas for cooking grills. Failure to adhere to these regulations is unlawful and poses a fire hazard to you and your neighbors. Further, failure to comply could compromise your future claims against insurers in the event of an accident.

1. No propane tank, whether full or empty, shall be within three feet of an opened or closed window or door.
2. No propane tank, whether full or empty, shall be within five feet of any mechanical ventilation (i.e. air conditioner). whether in use or not.
3. No propane tank, whether full or empty, shall be placed on any balcony or fire escape or secondary means of exit.
4. No propane tank, whether full or empty, shall be carried through or stored inside any place of residence including basement of said residence.

RECREATIONAL FACILITIES

Swimming pool – The pool is open beginning on the Memorial Day Weekend. The Board of Managers will issue an opening notice around the first of May with the pool schedule and any changes to the pool rules and regulations.

Pool attendants will be on duty as determined by the Board of Managers. You and your guests swim at your own risk as the Association does not provide lifeguards for the pool. An emergency telephone is located on the outside wall near the restrooms. Lifting the handset automatically connects the phone to the 911 emergency service.

For your protection, please observe the following swimming pool regulations:

1. The pool and pool area are for the exclusive use of Beekman residents and their guests. You are responsible for the conduct of family members and guests. You must accompany your guests in the pool area.
2. No residents of Beekman Estates under the age of 16 shall be allowed in the pool area unless accompanied and supervised by a parent, guardian or resident at least 18 years of age. Residents under 18 are not permitted to escort young children to the pool. Residents may not host or guardian more than four children at a time, to ensure proper supervision and safety for all children.
3. Each unit receives one security key. Lost keys will be replaced for a modest fee. Contact the maintenance Supervisor during normal working hours.
4. The number of people per unit is limited to six at any one time.
5. Sign in when you enter the pool area, listing yourself and any guests,
6. No person having any disease of the eyes, ears, nose, throat, or skin, or any communicable disease shall be permitted in the pool.

7. Bathers must use the shower bath before entering the pool.
8. Proper bathing attire is required. Cutoffs and street clothes are not considered proper attire.
9. Bicycles must not be left in front of the pool area. Please caution our children that this unsafe practice will not be permitted.
10. Food is discouraged in the pool area as it attracts ants and bugs. Picnic tables are available adjacent to the pool.
11. Smoking/vaping is not allowed in the pool area.
12. Pool furniture cannot be reserved. If you wish, you can bring your own chairs and lounges to the pool.
13. Diving, running, pushing, shouting, or unnecessary splashing are not permitted.
14. No glass containers are allowed in the pool area.
15. Alcoholic beverages are not permitted in the pool area.
16. Rafts, toys, flotation devices or other objects are not permitted in the pool. However, life jackets or bubbles may be used for tots, providing the child is attended to while in the water by a person at least 18 years of age.
17. Pets are not permitted in the pool
18. Children in diapers are not permitted in the pool without swimmer diapers, regardless of if they are wearing rubber pants. Not only is this a state health law, but disintegrating diapers tend to clog the filter system.
19. Disposable undergarments are not allowed in the pool at any time, as they tend to disintegrate and contaminate the water.
20. Radio or other audio and video devices may be used with earphones, to avoid disturbing others in the pool area.

Basketball court: The basketball court is for the use of Beekman residents only, on a first-come, first-served basis. Users must provide their own basketball and are asked to refrain from hanging on the hoop or tearing at the net.

Picnic area: Picnic tables for your enjoyment are located next to the maintenance office. Please clean up after your picnic so the facilities can be enjoyed by the next group. For health reasons, pets are not allowed in the picnic area. If you plan to hold a group picnic in this area, please schedule the event in advance with our Maintenance Supervisor so he can reserve the space, set out the grill, and leave the gate open for you.

SOCIAL FACILITIES

The complex does not have a community center for social events; however, many owners have taken advantage of the Captain Charles Leonard House, just around the corner and within walking distance. This warm, charming house was built in 1805 and is available for luncheons, teas, dinners, meetings, weddings, showers,

anniversary parties and other social gatherings. Call (413)786-9421 for fee information and reservations.

TAG SALES

Opportunities for tag sales are held twice a year. Sales are held in front of individual units and responsibility for set up and take down is up to each owner. Advance notice will be given with dates and any applicable information.

ASSOCIATION NEWSLETTER

A newsletter, *The Beekman Source*, is published twice a year to keep residents up to date on the latest news and developments of our little community. If you have something you wish to publish in the newsletter (an ad, story, recipe, etc.) please contact the Business Office. The newsletter will also be online and found on the Beekman website. (**www.beekmancondos.com**)