

## **Frequently Asked Questions about Living at Robbins Brook**

Welcome to the Robbins Brook website. The intent of this introduction is to acquaint prospective residents with our community and anticipate some of the questions they may have about living here. Brief highlights from Robbins Brook governance documents appear below. Prospective residents may want to review the Master Deed, Declaration of Trust, and Rules and Regulations on file with the Middlesex Registry of Deeds.

### **How many housing units are there in Robbins Brook?**

Construction at Robbins Brook was completed in three phases for a total of 108 units:

- Village Homes – 31 units
- The Pines – 24 units
- Town Homes – 53 units

Benchmark Senior Living at Robbins Brook is separately owned, managed and maintained.

### **What is the relationship between Robbins Brook and Benchmark?**

Robbins Brook is a neighborhood of individually-owned townhouses and a multi-unit building. Benchmark is a senior living apartment-style facility located within the Robbins Brook community that offers a range of services to its residents.

### **How involved are residents in setting policy and making decisions at Robbins Brook?**

Robbins Brook's governing body, Robbins Brook Condominium Trust (RBCT), is composed of eleven Trustees elected by residents in each residential grouping (called subgroups) according to the following formula: Village Homes, three (3); The Pines, two (2), Town Homes, four (4). Benchmark appoints two (2) to serve on the Board of Trustees.

RBCT oversees financial operations and property maintenance to maximize both property values and quality of life. Meetings are held monthly and are open to all residents.

### **How are condo assessments determined?**

Condo assessments are set annually by RBCT based on the approved budget for the following year. Condo assessments differ by subgroup and by unit and are related to square footage of the unit.

## **Does Robbins Brook have a Property Management Service?**

BRIGS, LLC, is the RBCT managing agent. The operation and management of Robbins Brook is governed by the governing documents (i.e., Master Deed, Declaration of Trust, Rules and Regulations) with direction provided by an elected Board of Trustees. The Trust, with the professional management services of BRIGS, is responsible for adhering to and ensuring members' compliance with the governing documents, billing and collecting condo fees and assessments, and maintaining property standards. A BRIGS Community Manager meets regularly with the Board of Trustees to review and report on the quality of vendor services, maintenance issues, owner compliance and overall operations of the Trust.

## **How can newcomers get involved in Robbins Brook activities?**

Apart from informal social gatherings where residents can get to know one another, each subgroup has an Operating Committee composed of subgroup Trustees and resident volunteers to monitor subgroup budgets, identify and resolve existing and emerging maintenance issues, and troubleshoot problems as they arise. Resident volunteers also serve on several working committees including the Finance, Governance, and Landscaping and Irrigation Committees.

## **What services are provided to residents?**

Robbins Brook has contracts for snow plowing, walkway shoveling, trash removal, landscaping and irrigation. Weekly recycling is available for residents of the Village Homes and the Town Homes. Robbins Brook contracts for Property Management Services with a 24-hour emergency call capability.

## **Are there organized activities for residents?**

A group of women residents meets monthly for breakfast at a nearby restaurant. In addition, the Hospitality Committee usually schedules four events during the year to which all residents are invited:

- March Meet-and-Greet
- June Barbeque
- September Backyard Meet-and-Greet
- December Holiday Dinner

## **Does Robbins Brook have its own clubhouse?**

Robbins Brook does not have a function hall or gathering spot. The Pines has a limited-capacity community room for the use of its residents. The Hospitality Group contracts with the Nashoba Sportsman's Club located behind Preston Way for some of its events.

## **Are residents allowed to have pets in their units?**

Owners are allowed to have no more than two pets (dogs, cats and/or birds). The following restrictions apply:

- Dogs may not exceed 40 pounds.
- Any dog outside the Owner's unit must always be on a leash and under full control.
- Dog owners are responsible for picking up after them.
- Dog owners are required to be licensed in accordance with Town of Acton regulations.
- Talking birds are not allowed at The Pines.

## **Does Robbins Brook have age restrictions?**

At least one household member must be 55 or older, and no household member can be younger than 35.

## **How are residents informed about what is going on?**

Robbins Brook has a website ([www.robbinsbrook.com](http://www.robbinsbrook.com)) where residents can access information and documents, including a resident directory that is updated frequently. The Management Company coordinates the distribution of Unit Owner notices, bulletins, announcements and other communications via email and U.S. mail. A newsletter is published several times a year by a group of Robbins Brook residents.

## **Is there any other information that prospective residents might want to know before deciding to move to Robbins Brook?**

- Robbins Brook owns, operates and maintains its own waste water treatment plant.
- Because garbage disposal waste clogs the septic system, use of garbage disposals is prohibited.
- Home offices and businesses are allowed but may not serve clients, patients or customers in the unit.
- Open flame grills may be used on patios and decks provided that they are 1) not under an overhang, and 2) installed according to manufacturer's equipment listings or instructions *or*, in the absence of such information, at least ten feet from the exterior wall.
- Leases must be a minimum of six months in duration and approved by the Trustees.
- The Pines is a no smoking facility.
- Marijuana may not be grown either indoors or outdoors. No use of the product will be allowed to become a nuisance to other residents.
- Unit owners who like to garden may plant annuals, perennials and herbs in existing beds adjacent to their units; any new beds require approval of the Board of Trustees or the Landscaping Committee.

- At its discretion, RBCT can waive or adapt policies based on individual circumstances, including reasonable accommodations for residents with disabilities.

It is in the best interest of prospective residents to know as much as possible about residential life within the community where they are considering relocating. If Robbins Brook becomes your community of choice, we look forward to welcoming you into the fabric of our vibrant, diverse and closely knit group of friends and neighbors.