

THIS VERSION WAS APPROVED BY BOD IN SEPTEMBER 2023

POLICIES AND PROCEDURES MANUAL

FOR RESIDENTS OF

HICKORY HILLS LANDOWNERS, INC.



Revised August 12, 2022

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PREFACE

This Manual describes the Policies and Procedures governing the conduct of all residents, shareholders, and tenants of the Hickory Hills Landowners, Inc. (HHLI).

The reader is also directed to the BOD (Board of Directors) Guidelines Manual, to be posted on HHLI website, which provides the BOD procedural and enforcement guidelines as well as policy rationales.

MISSION STATEMENT

The mission of the Hickory Hills Landowners Corporation is to protect, preserve and enhance the value and experience of Hickory Hills Lake and surrounding properties for shareholders and residents. The Board of Directors will serve as stewards of an incredible natural resource. It is the obligation of the Board of Directors to manage the natural and recreational resources effectively and fairly, to educate and include residents and shareholders, and to maintain a safe and legally compliant entity.

To wit: The directors shall consider, clarify, and research all matters brought before the board, then make recommendations or establish policies which preserve or protect the assets of HHLI within the guidelines of a budget approved by shareholders.

POLICIES

BOAT STICKERS

POLICY

Any floatation device that is powered by wind, motor, oars, paddles, or paddle wheels requires a boat sticker. This document does not apply to inflatable flotation devices or rafts used in conjunction with recreational swimming.

PROCEDURES

1. Annual stickers are mailed to property owners after they have paid their annual lake dues, have properly filled out boat registration form, and have paid boat sticker fees.
2. Annual stickers may also be purchased at the office. They are not for sale by the operator of the patrol boat.
3. All stickers are serialized, and serial numbers for all watercraft are recorded on the registration form by the office manager.
4. Stickers must be applied to the watercraft's starboard (right) side in the upper right corner of the bow (front) facing the lake.
5. Stickers are valid from the date issued through May 1st of the following year.
6. Only property owners who have paid their annual fees are permitted to license boats for use on the lake. Property owners may not obtain stickers for non-residents' boats.
7. Property owners may allow use of their licensed boats by guests carrying the owner's valid ID card.
8. Property owners are allowed a maximum of 5 stickers (not including Kayaks), and they must purchase replacements for any lost stickers.
9. Stickers are not transferable from boat to boat, and are valid only on the boats for which they are issued.

RELATED INFORMATION

Annual license. (Provision #9)
Minutes from Annual Shareholders Meeting on September 28, 1991.
Motion passed at Board of Directors meeting April 14, 1994.
Minutes from Annual Shareholders Meeting on September 17, 1994.
Minutes from Annual Shareholders Meeting on September 16, 1995.
By-Laws - to be approval at Special Shareholders Meeting in 2023

COMMON AREA BOAT STORAGE

POLICY

Limited boat storage on Corporation Property is provided to non-lakefront residents at the Canoe/kayak Racks at the Island Rd. Beach, Hemlock Beach, Brookview Beach, and at the Hickory Hills Boat Lot off Townsend Harbor Road. Storage space is governed by the following conditions:

- a. These Boat areas are to be utilized with approval and oversight by the Board of Directors. Authorized users shall hold Hickory Hills Landowners, Inc. (HHLI) harmless for any damages or injuries sustained by themselves, their family members, tenants or guests while using the lake or other facilities owned by HH Landowners, Inc. (HHLI).
- b. HHLI requires that all portable, non-motorized watercraft (kayaks, canoes, paddleboards, etc.) on all Corporation Property (beaches, etc.) be stored only on Corporation-approved storage racks and display current boat stickers. Pedal boats, sailboats and any other watercraft that does not fit on an approved rack cannot be stored on Corporation property.
- c. Priority is given to those who do not currently have a reserved boat slot at a Boat Lot.

PROCEDURES

1. For an application and approval for a boat storage, contact the HHLI office at 978-582-6365 or by email.
2. Agreement for use at each area must be renewed each year.
3. Hickory Hills Landowners, Inc. (HHLI) reserves the right to terminate the Agreement at any time for any reason.
4. Specific boat locations within each area are to be assigned. The Office Manager will attempt to accommodate requests for specific locations when space is available.
5. Safety at the licensed storage areas is the responsibility of the users.
6. Security of one's property is the owner's responsibility and all boats parked in these areas are at the owner's risk.
7. As with all shared spaces owned by HHLI, courtesy for others and respect for property and neighbors at the licensed boat environs must be maintained.

Canoe/Kayak Racks at 3 HHLI beaches

To obtain a space for canoe/kayak storage, at Hickory Hills Landowners (HHLI), a property owner should be a shareholder.

- The shareholder must sign an agreement and waiver releasing HHLI from any responsibility for theft or damage to their watercraft.
- Shareholders may apply for available canoe/kayak storage spaces at any time by notifying the HHLI Office. A waiting list will be maintained and issued in the order the request is received.
- An adjusted rate will be levied for non-shareholders who wish to use a kayak rack.
- The agreement to use the canoe/kayak storage rack is non-transferable.
- Shareholders will be given priority but if there is space available, a non-shareholder can reserve a spot at this boat storage area.
- Authorized users shall hold HHLI harmless for any damages or injuries sustained by themselves, their family members, tenants or guests while using the lake or other facilities owned by HHLI.

Townsend Harbor Boat Lot

- Shareholders may apply for a boat slip at any time by notifying the Office. A waiting list will be maintained and issued in the order the request is received.
- Before using a boat slip, property owners must sign an agreement and waiver releasing HHLI from any responsibility for theft or damage to their boats.
- The Boat Lot shall be used only for storing/docking of one boat per user.
- All boats must be inspected and launched according to the published Boat Launch Policy.
- Boat slip holders must be a shareholder in HHLI in good standing with current HHLI License fees paid.
- Boat slip holders must not have direct access from their property to the water's edge of the main lake.
- Use of the area shall be available from Spring to Fall while the boat ramp is open.
- Limited parking is available within the fenced-in area. Authorized boat slip holders must not block the RIGHT side of the driveway which abuts private property. Vehicles must display a current HHLI parking sticker. Only one parked vehicle per boat.

- Authorized boat slip holders are responsible for removing all trash and must respect the property and quiet of neighbors next to the Boat Lot.
- HHLI is not responsible for loss or damage to users' property while boats are stored on this lot.
- Authorized boat slip holders shall pay an annual fee prior to using the boat facility for the season.

Hemlock Road Boat Docks

Two additional boat docks have been added to the Hemlock Road area, near Hemlock Beach. Each boat dock may be acquired by two Shareholders, who will share a space/side of the dock. To obtain a space at this HHLI boat dock, a property owner must be a shareholder.

Purchase of Dock Use

Each dock will have two spaces, one on each side of the dock. The first Hemlock Rd. dock users will provide a donation of ½ the cost of the dock for rights to use a spot on the Hemlock Rd. dock. (The dock will remain the property/ ownership of HHLI.)

There will be no fee for dock use for the first year. At the second year, HHLI will charge a rental fee of \$250 for that year and subsequent years. Rights to use the dock after providing the donation will extend until the Shareholder leaves the HHLI area and/or sells their home.

- If the shareholder, who uses the dock spot, sells their property, they may not transfer usership to the new homeowner. The dock spot usage goes back to the HHLI and the spot becomes available to the next person on the boat slip waiting list. Subsequent dock users must pay the annual dock fee for the Hemlock Rd. Docks (note: \$250)
- If the shareholder who donated the funds for the dock, moves and rents his/her property, their renter may use the dock if the owner continues to pay the annual dock rental fee.

Installation

The Shareholder dock users are responsible to notify the LRM (Land and Resource Management) chairperson of the installation (no earlier than April 1) and removal (no later than November 1) of the dock. The dock user is responsible to install and remove the dock.



Maintenance

The Shareholder/dock user is responsible for any damage to the dock beyond normal wear and tear. HHLI reserves the right to seek reimbursement for dock repair.

Subsequent Dock User

Subsequent dock users will pay the annual fee for dock use, as is the policy for Townsend Harbor Boat Lot.

Rules for the Hemlock Road Docks are the same as stated under Townsend Harbor Boat Lot (above).

In addition, when walking to the docks, please stay on the path.

RELATED INFORMATION

Boat Launch Policy
Canoe Rack Agreement

REVISIONS

- 1) Added section for Hemlock Beach Docks, approved by BOD June 2023
- 2) Added “staying on path” statement to Rules, approved by BOD Sept 2023

BOAT LAUNCH AND EXTRACTION

POLICY

All boats and trailers launched, must be inspected prior to launch and extraction at the boat ramp by an authorized, trained inspector.

PROCEDURES

1. Trailers not owned by HHLI residents (e.g., corporate trailers) must be inspected by a trained Security Inspector prior to entering the lake.
2. An annual boat and trailer inspection training program will be conducted. Following the training program, a list of trained and authorized individuals will be provided to the office manager. At the end of training, the resident will be given the combination for the lock at the boat launch area to be used in launch and extraction when desired. Security members will be trained each year, as well. The combination to the lock will be issued only after inspection training is complete. The lock is to be used by the approved trained resident for their personal watercraft ONLY. (The combination will be changed each year prior to inspection training.)
3. During the training session, the trainees must sign a form indicating if their boat and/or trailer is used on any lake other than HHL. (This form will be filed with the office.) Note: if a resident's boat or trailer is used on other lakes it must be inspected by a second trained inspector, in addition to themselves.
4. Residents who launch their boats/trailers from their property must sign a statement (on the boat registration form) certifying that their boat is used only on Hickory Hills Lake. (If their boat/trailer is used on other lakes, their boat must be inspected by an authorized, trained inspector at the boat launch area.)
5. Boats and trailers will be inspected and launched during designated boat launch times. However, HHL residents may launch and extract their boats outside of the designated boat launch times, if done safely and if the boat is inspected by an authorized inspector. Boat launch may not be done during peak beach hours.
6. A Boat Launch Schedule is posted at the beginning of the boating season. Boats launched during the established hours will be inspected by Security, an authorized, trained inspector, and is free. A resident, who is not a trained inspector, who wants to launch a boat outside of the normal schedule, must make an appointment by calling or emailing the HHLI office, to schedule a specific time for boat launch/extraction and pay a fee to Security.

7. Fishing Tournaments

- The office must be notified of each tournament - date, time - so a record can be kept and the Security team member can check for HHLI stickered boats during the tournament.
- Fishing tournaments must have a point of contact listed with the office and that individual should ensure that tournament boats that have been in another lake are inspected.

RELATED INFORMATION

Common Area Boat Storage
Canoe Rack Agreement

WATERCRAFT, SNOW MOBILES AND ALL TERRAIN VEHICLES

POLICY

Use of the lake is restricted to HHLI registered watercraft and operated by residents, their tenants and guests. HHLI has established rules for the operation of watercraft, snowmobiles and all terrain vehicles.

PROCEDURE

It is expected that all individuals shall follow HHLI Policies and all applicable Massachusetts State Rules and Regulations.

Watercraft Operation

1. Any individual who utilizes the lake and HHLI (Hickory Hills Landowners, Inc.) property does so at their own risk. Users are also required to operate watercraft safely and with consideration for swimmers and other watercraft.
2. Use of the lake is restricted to HHLI registered watercraft and operated by residents, and their tenants and guests. In this section only, tenants are considered to be Residents. HHLI reserves the right to collect annual maintenance fees for the privilege of using watercraft on the lake.
3. Residents may register a maximum of five (5) motorized watercraft on the lake.
4. All watercraft, including canoe, kayak, paddle board, must display current HHLI registration stickers
5. In accordance with Massachusetts Boating Regulations all persons using a canoe or kayak MUST wear life jackets from September 15 through May 15. This is due to colder water temperatures.
6. Watercraft must always be operated safely and at a reasonable speed, including remotely controlled craft.
7. According to state law no one under the age of fourteen (14) is permitted to operate a power craft unless directly supervised by an adult.
8. "NO WAKE" areas have been established, and are in effect where posted .
9. All engines used on watercraft of twelve (12) feet or more shall be limited to one (1) 9.9 horsepower and those less than twelve (12) feet shall be limited to one (1) six (6) horsepower.
10. Pontoon boats shall be less than nineteen (19) feet in length and have a maximum beam (width) of eight (8) feet.

11. The Board of Directors may issue on request a written WAIVER of length restrictions on pontoon boats purchased prior to September 1991, the date on which Shareholders voted the existing restrictions, and grandfathered the use of pontoon boats purchased prior to that date.
12. Towing of any type of watercraft, persons or pets, etc., from any motorized watercraft is prohibited on Hickory Hills Lake with the exception of an inoperable watercraft towed directly to shore for safety.
13. Power-generated ski-type and hydroplane watercraft (e.g., jet skis) are prohibited on the lake.
 - Note: The Board of Directors may issue on request a written WAIVER of horsepower restrictions on specific oversized motors, including those grandfathered for use on pontoon boats by Shareholders at the September 17, 1994, Annual Meeting.
 - The Board of Directors may issue on request a written WAIVER of horsepower restrictions on specific oversized motors grandfathered for use on non-pontoon boats by Shareholders at the September 16, 1995, Annual Meeting.
14. Failure to comply with the above policies may result in denial or revocation of license.

Snow Mobiles and All Terrain Vehicles

Winter operation of ATVs and snowmobiles on corporation property is done at operators' risk.

1. According to state law no one under 14 years of age shall operate a snowmobile, ATV, or other motorized vehicle unless directly supervised by an adult.
2. ATVs and snowmobiles are prohibited from the dam/berm and all islands.
3. ATVs and snowmobiles are ONLY permitted on designated "Snowmobile trails".

RELATED INFORMATION

Boat Sticker Policy
Common Area Boat Storage

DOCKS AND RAFTS

POLICY

The BOD shall grant approval for constructing, replacing, or adding docks or rafts for use on the lake or the shore should such construction or replacement be consistent with the governing documents and follow the procedures as stated below.

PROCEDURES

1. A Hickory Hills property owner must submit a written plan to the Board of Directors describing the dock, or raft to be constructed, including the nature, kind, shape, height, materials and grading plan, and sketch showing relation to shore and property lines. It is the property owner's responsibility to assure that the dock will provide lake access within the boundaries of the owner's property, and that the placement of his dock or raft will not interfere with any neighbor's ability to use the lake. The owner must also obtain all necessary approval from the Lunenburg Conservation Commission for construction or replacement of any dock.
2. Rafts, defined as a floating, moored structure, must be of a temporary nature, and must be removed from the lake during the winter months.
3. Owners must mark their rafts and floating docks with their address, clearly visible in paint, indelible marker, or other permanent means.
4. Raft installation is limited to one per waterfront residence within 50 feet of the owner's waterfront so they are not a hazard to any watercraft.
5. Existing docks in need of significant repair must be replaced with a removable structure, unless removal and replacement is deemed to be more disruptive to the lake environment than replacing only decking. Questions regarding removal should be directed to both Lunenburg Conservation Commission and HHLI Board of Directors.
6. Docks must not extend more than 30 feet into the lake.

RELATED DOCUMENTS

Annual License. (Provision #110)

By-Laws - to be approval at Special Shareholders Meeting in 2023

Policy for Cleaning and Inspection of All Watercraft Prior to Launch

Lunenburg Conservation Commission Policies, including MA Wetlands Restrictions

ANIMALS IN HHL BEACH AREAS

POLICY

No household pets or dogs, with the exception of service dogs, are permitted at the beaches. (The Board of Health strongly discourages animals on beaches.)

USE OF HICKORY HILLS ISLANDS

POLICY

1. NIGHT USE OF HICKORY HILLS ISLANDS, CAMPING AND CAMPFIRE

- Residents, with a current annual license, must notify the office or Security and supply their contact information for overnight use of the islands. Unless the office or Security is notified in advance, use of Hickory Hills Islands is prohibited overnight.
- Open fires, not contained, are prohibited on Hickory Hills Islands at all times. Campfires are permitted in the appropriately constructed, permanent fire pits.

2. ROPE SWINGS

The placement or use of a rope swing on any Hickory Hills-owned property is prohibited due to potential liability. This restriction has been put in place for the protection of the Corporation.

3. ANIMALS AND DOGS

- No household pets or dogs, with the exception of service dogs, are permitted unrestrained on the islands or swimming areas. The Town of Lunenburg By-Laws prohibits unrestrained (uncontrolled) dogs from any public/town land. All dogs must be restrained by voice control or leash at all times.
- Dog owners must pick up after their dogs on the islands.

PROCEDURES

REPORTING a VIOLATION of ISLAND USE:

Any Resident who observes a violation of this rule should contact the HHLI Office or Security. (978-877-1338).

RELATED DOCUMENTS

Annual License. (Provision #12)
Fire Dept. Regulation against Open Fires
Town of Lunenburg By-Laws: Chapter 110; Article 1
By-Laws - to be approval at Special Shareholders Meeting in 2023

FACILITIES REQUEST PROCEDURE

POLICY

Residents must request the use of Hickory Hills properties and facilities such as: HHLI private beach and swimming areas, Office, woods, and lake for purposes other than those covered by the annual license.

PROCEDURES

1. Requests will be issued on a “first come, first serve” basis.
2. A resident must be “in good standing” for the request to be granted.
3. If an outside group is requesting to use the beach, it must be a legitimate non-profit organization (i.e. boy scouts, girl scouts, etc.). Approval will not be granted to individuals who are non-residents.
4. If two requests come in at the same time and one person is a shareholder and the other is not, the shareholder receives precedence.
5. Only one event will be allowed on the facility at a time.
6. RULES OF THE BEACH
 - The beach is for the use only by authorized property owners of Hickory Hills Lake and their families and guests. Guests must be accompanied by their host or carry their host’s Hickory Hills I.D. card.
 - No motor vehicles permitted on the beach.
 - Illegal activities and disorderly conduct is prohibited.
 - No open fires on the beach.
 - No animals on the beach (including dogs).
 - Respect the rights of others at the beach.
 - No glass bottles on the beach.

RELATED INFORMATION

Facility Use Request Form.

BUILDING FENCES

POLICY

The covenants which appear in Landowners' deeds require Board approval prior to the construction of any structure, including fences.

PROCEDURES

1. A Hickory Hills property owner must submit a written plan to the Board describing the fence to be constructed. It is the resident's responsibility to assure that the fence will be on their property.
2. If the fence is within 100 feet of the water and excavation work is involved, the resident must also obtain approval from the Lunenburg Conservation Commission.
3. The fence must be made of acceptable material, and must conform to all other requirements in property deed.

RELATED INFORMATION

By-Laws - to be approval at Special Shareholders Meeting in 2023
Annual License. (Provision #10)
Wetlands Act.

CUTTING TREES

POLICY

The covenants which appear in Landowners' deeds states that Board approval is required prior to cutting down trees. A Hickory Hills property owner must request approval to cut down trees greater than four inches in diameter measured at 1 foot above the ground. If the trees are within 100 feet of the water, the property owner must also obtain approval from the Lunenburg Conservation Commission. Trees are to be cut one (1) foot above the ground.

PROCEDURES

1. Homeowner must submit an application for Tree Cutting to the HHLI office.
2. Homeowner should mark the tree(s) to be cut.
3. Board member(s) will visit the site, and will report the project as proposed to BOD at next BOD meeting. BOD will vote to grant or deny approval for tree cutting contingent on the following:
 - a. The property owner assumes responsibility for determining that the trees are on his property, and
 - b. Cutting of the tree(s) does not significantly defoliate the property.
4. Written confirmation shall be sent to the property owner from the office within 10 days of the BOD vote.

RELATED INFORMATION

By-Laws - to be approval at Special Shareholders Meeting in 2023
Annual License.
Wetlands Act.

GARBAGE, TRASH AND LITTER

POLICY

Carry in, carry out, and proper disposal, shall be followed on all HHLI property.

Glass bottles or containers are prohibited on the islands, beaches or other Landowners' property.

RELATED INFORMATION

Annual License. (Provision #11)

By-Laws - to be approval at Special Shareholders Meeting in 2023

HUNTING, TRAPPING, DISCHARGE OF FIREARMS & FIREWORKS

POLICY

1. No hunting or trapping is allowed on HHLI property, without proper permits and approval from the Board and appropriate town committees/departments.
2. No discharge of firearms is allowed on HHLI property.
3. The possession, use, and sale of fireworks are illegal in Massachusetts without certification and licensing.

PROCEDURES

Notification to Lunenburg Police

Any resident who witnesses an incident of discharging of firearms in the Hickory Hills community should report it immediately to the Lunenburg Police Department.

Notification to Security Officer or Office Manager

If a resident notifies the Security Officer, the Board of Directors, or the Office Manager of such an incident, the individual receiving the complaint shall record the resident's name, address, and phone number and shall immediately report the incident to the Lunenburg Police Department.

RELATED INFORMATION

Annual License. (Provision #13)

By-Laws - to be approval at Special Shareholders Meeting in 2023

Local & State Laws.

DUPLEX HOMES

POLICY

All property deeds in Hickory Hills expressly prohibit the construction of any dwellings other than single-family homes. However, four duplex dwellings have been built here, constructed in accordance with zoning provisions of the town of Lunenburg, and occupy single lots of at least 60,000 square feet. Due to the large lot size required by Lunenburg for construction of a duplex dwelling, it is unlikely that additional two- family homes could be built in Hickory Hills. The intent of this policy is to create a fair agreement between HHLI and the owners of duplex homes.

PROCEDURES

HHLI and the owner of any duplex dwelling shall enter into an agreement which provides that:

1. HHLI shall waive the single family home restriction.
2. HHLI shall grant to the owner privileges to use the lake and other facilities of the corporation upon receipt of promulgated fees.
3. The owner shall purchase an annual license from HHLI for each duplex unit.
4. The owner shall purchase one share of stock in Hickory Hills Landowners, Inc., representing one voting share for each owner/duplex address. (Renters of HHL properties are not eligible to be shareholders and therefore have no right to vote at Shareholder Meetings.)
5. The agreement shall inure to the benefit of HHLI and the owner, heirs, executors, administrators, successors, and assigns.
5. The agreement shall run with the land, and shall be recorded with the Northern Worcester County Registry of Deeds.
6. A copy of the recorded document must be provided to the Hickory Hills Office.

RELATED INFORMATION

By-Laws - to be approval at Special Shareholders Meeting in 2023
Annual License. (Provision #2)

CONSTRUCTION APPROVAL OF SINGLE-FAMILY HOMES

POLICY

All property deeds in Hickory Hills provide that each lot shall be used for single-family residential dwellings only, and that the Board of Directors must approve all building plans prior to construction.

PROCEDURES

A Hickory Hills property owner must submit a written plan to the Board of Directors describing the dwelling to be constructed. It is the owner's responsibility to assure that the dwelling will be on his property, and to secure a valid building permit from the Town of Lunenburg's Building Inspector. If the construction is within 100 feet of the water and excavation work is involved, the owner must also obtain approval from the Lunenburg Conservation Commission.

RELATED INFORMATION

Annual License. (Provision #2)

CONSTRUCTION OF GARAGES, ADDITIONS, & ACCESSORY BUILDINGS

POLICY

Board of Directors approval is required prior to the construction of any structure, including garages, additions, sheds, and accessory buildings; and provide that no garage, tent, trailer, or other building of a temporary nature shall at any time be used as a residence or dwelling.

PROCEDURES

A Hickory Hills property owner must submit a written plan to the Board describing the garage, addition, or accessory building to be constructed. It is the resident's responsibility to assure that the construction will occur on their property, and to secure a valid building permit from the Town of Lunenburg's Building Inspector. If the construction is within 100 feet of the water and excavation work is involved, the resident must also obtain approval from the Lunenburg Conservation Commission.

RELATED INFORMATION:

Annual License (Provision #2)

CONSTRUCTION OF WALLS & OUTDOOR FIREPLACES

POLICY

Board approval is required prior to the construction of any structure, including walls and outdoor fireplaces.

PROCEDURES

1. A Hickory Hills property owner submits a written plan to the Board of Directors describing the wall or fireplace to be constructed. It is the resident's responsibility to assure that the structure will be on their property.
2. If the wall is within 100 feet of the water and excavation work is involved, the resident must also obtain approval from the Conservation Commission.
3. Any wall or outdoor fireplace must be made of acceptable material.

RELATED INFORMATION

Annual License. (Provision #2)

INSTALLATION OF SEWAGE DISPOSAL SYSTEMS

POLICY

Board of Directors approval is required prior to the installation of sewage disposal systems.

PROCEDURES

1. A Hickory Hills property owner must submit a written plan to the Board of Directors describing the sewage disposal system to be installed.
2. It is the owner's responsibility to assure that the system will be contained on their property, and to secure valid permits from the Town of Lunenburg's Building Inspector and the Board of Health.
3. If the system is within 100 feet of the water, the owner must obtain approval from the Conservation Commission.

RELATED INFORMATION

Annual License. (Provision #2)

RECORD OF CHANGES

PURPOSE:

To provide a clear record of changes that are made to this Manual, and the rationale for making the change.

PROCEDURE:

Record a summary of ALL changes including the section where the change occurred, the date of BOD approval, the rationale for making the change, and a brief description of the BOD discussion.

CHANGES

2020-2022: Major overhaul of P&P Manual that had last been revised in 2011, including updates and splitting the Manual into Section A “Residents” Policies and Procedures”, and Section B “BOD Guidelines Manual”.

Sept 14, 2022: Cutting Trees: Procedure revision was approved by BOD.

June 2023: Common Area Boat Storage: BOD approved adding section for Hemlock Beach docks. Approved footpath addition in Sept 2023.

Sept 5, 2023: Facilities Request: Policy changed “public” beach to “HHLI private”

Sept 13, 2023 updates approved by BOD