

OWNER & RESIDENT HANDBOOK

STRATHWICK CONDOMINIUM

93 & 97 STRATHMORE ROAD

46 CHISWICK ROAD

BRIGHTON, MA 02135

Updated June 2023

Prepared by:



The Stefanelli Company
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Strathwick Condominium is a residential community of 34 Units at 93 & 97 Strathmore Road and 46 Chiswick Road in Brighton, Massachusetts. This Owner and Resident Handbook is designed to inform both owners and tenants of the rules contained in the Association By- Laws for the peaceful existence of those living at Strathwick.

BOARD OF TRUSTEES

The Condominium is governed by five Board members of Trustees, which is responsible for the general administration of the affairs of the condominium. Board members are elected for two-year terms.

Board meetings are scheduled periodically and typically held via Zoom Conference. The Board welcomes unit owner attendance for the first 30 minutes of meetings to discuss items with the Board and Management. Please contact The Stefanelli Company, Inc. if you'd like to schedule to meet with the Board at an upcoming meeting.

MEETING OF ALL UNIT OWNERS

The annual meeting of all unit Owners are typically held the third Thursday in October. Special meetings may be called from time to time as necessary. Sufficient notice of times, location and purpose of such meetings will be given in accordance with the By-Laws.

MANAGEMENT COMPANY

The Stefanelli Company, Inc.
PO. BOX 320542
West Roxbury, MA 02132
P: (617) 327-2222
F: (617) 327-2223
annie@thestefanellicompany.com

Management is available to recommend contractors or service personal to all unit owners. All requests for service should be made between the hours from 9:00am - 5:00pm unless there is an emergency. Tenants must contact their unit owner for repairs in-unit.

Service in response to problems originating from a unit is billable to the unit owner. Service in response to problems originating from the common areas of the building must be approved by the Board of Trustees. Any complaints regarding service of the building should be made to the Management company.

CONDOMINIUM FEE

The common expenses of the condominium are set at least annually by the Board of Trustees. Each unit owner's monthly condominium fee is set according to the percentage ownership of the common area facilities as set forth in the Master Deed.

Condo fees are due on the first of the month and are subject to a late charge of 1.5% plus \$25.00 per month if received at the offices of the management company after the fifteenth of the month. Condominium fees and other assessments can either be mailed to the management company at the address below or paid via online portal. Please contact management for instructions to set up electronic payment.

**Strathwick Condominium
PO Box 26078
Miami, FL 33102-6078**

Checks returned for any reason will subject the unit owner to a \$25.00 penalty.

SECURITY

The protection of our property and of each other is the utmost importance. Please be mindful of your neighbors and of the building general.

- Use your intercom to identify visitors. Know the person you let in! Do not let anyone in the building if you do not know them, even if the individual tells you that he or she is going to visit someone in the building. Ask utility companies or other personnel for identification. If this matter of general practice is not adhered to, the buzzer system will have to be disconnected for the safety of all concerned.
- Make sure the front and back doors are closed behind you. Notify the management company immediately if the doors are not latching securely.
- Do not prop the front doors open for even a short period of time.
- If you change your locks, please notify the management company. Please give a set of keys to the management company for access to your unit in case of an emergency or routine exterminations. Failure to provide access may result in removal of locks at the unit owner's expense, in the event of an emergency.
- Lost or stolen keys (front door or unit keys) should be reported to the management company or to a Board Member immediately.
- First floor residents should particularly be careful about securing their units. Remember that access through the first-floor window provides access to the entire building.
- Your personal property should be insured against fire, theft and water damage. The building insurance does not cover personal property.

SAFETY

In the event of an emergency, please call the Management Company or one of the Trustees listed below. If the emergency is life threatening call 911.

Don Neuwirth - (617) 962-1480 dneuwirth2@gmail.com

Mark Steinert - (757) 377-4483 markst89@gmail.com

It is strongly recommended to have a fire extinguisher in your unit. There are fire extinguishers strategically placed throughout the building.

The sidewalks, entrances, and lobbies must not be obstructed in any way. Nothing may be left in the back stairwells, on the front or back stairways, or in the hallways.

Please report any safety hazards to the management company.

LAUNDRY ROOMS

Laundry Rooms are located in the lower levels of each building. Each room is equipped with two washers and two dryers. If any of the machines malfunction, call American Laundry Equipment at 781-894-6600.

Please keep the laundry rooms neat, use the trash barrels provided when disposing lint / debris and turn off lights when leaving. Do not put anything heavy or dirty on the folding table; it is designated for clean clothes.

COMMON AREA STORAGE

There is no external storage for residents' personal items in the common spaces, with the exception of bicycles. Bicycles may be stored only at the bike racks at 46 Chiswick, but please note that the condo trust is not responsible for their safety. All other personal property stored in the common areas of any of the three buildings will be considered abandoned property and discarded with warning.

BACK COURTYARD

The back courtyard and hill are intended for the quiet enjoyment of the residents of Strathwick Condominium. Parties are not permitted in the courtyard and pets are not permitted off of the sidewalk. Please report any suspicious persons or unauthorized activity to the management company or to a board member immediately.

TRASH

There are trash barrels in the trash rooms at 97 Strathmore and 46 Chiswick Rd. Each resident is responsible for taking their own garbage out. Please put all trash in sturdy plastic bags and tie them securely. Do not leave trash in the back hall or in the hallways for even a short period of time. Under no circumstances may any trash be placed on or by the sidewalks in front of the three buildings, or the courtyard and adjacent hill. This is a serious health and safety hazard. Any violation of this policy by owner or occupant will subject the owner to a \$300.00 fine. Please use trash barrels at the REAR of the trash rooms first.

Although we employ a maintenance service to keep the property clean, it is everyone's responsibility to help maintain the condominium. Please try and keep the property clean and neat in appearance. Do not litter the grounds, parking, lot, or hallways and entrances.

Mattresses and box springs may not be discarded in any trash room, common area, or in front of the building. Residents are responsible for properly recycling mattresses and box springs per City of Boston guidelines. Unwanted furniture must be put out with regular curbside trash and recycling on your scheduled collection day. Residents may not leave furniture in any common area, including the trash rooms or outdoor space. Improper disposal by any owner or occupant will subject the owner to a \$300 fine.

RECYCLING

PLASTIC BAGS cannot be recycled. Please do not recycle items IN plastic bags.

Boxes MUST be broken down and placed in the box compartment in 46 Chiswick Road.

DRAINAGE AND GARBAGE DISPOSALS

Please be mindful about what can and cannot be put down drains, garbage disposals, or flushed. Clogged drains can cause water damage, water/sewer service interruption to multiple units, and can be expensive to repair.

Examples of things that should not go in the garbage disposal include: onion peels, potato peels, egg shells, coffee grounds, and cat litter.

Examples of things that should not be flushed or put down the drain include: cleaning wipes, paper towels, cat litter, and cooking grease/oil.

BUILDING EXTERIOR

In order to preserve the architectural integrity of the building and the units, the following rules must be observed.

- Broken panes and deteriorated glazing must be repaired / reglazed as soon as possible, weather permitting. Unit owners are responsible for cleaning any debris and broken glass that falls on the landscaping. Failure to adequately clean will result in fines assessed to the unit owner.
- Starting July 2024, exterior window glazing must be painted black.
- Windows may not be boarded, blocked, or obstructed in any way.
- Affixed AC units may not be covered, excluding seasonal covers specifically meant for AC's
- Window ACs must be designed specifically for casement windows or fit snugly in place of one window pane. AC units must be sealed to the window frame. Maximum of one AC per window.
- Use of portable ACs requires installation of one vent hood per window per AC, which must be painted black. The vent hood should replace only one window pane.
- No exterior shades, awnings, vent hoods, or screens may be added to the units without the written permission from the Board.
- No signs, notices or advertisements may be displayed in any window, nor may anything be projected out of any window without the written approval of the Board.
- Decals or other decorations may not be attached to doors without the Board's written approval.
- No television or radio antenna may be attached to or hung from the exterior of the units without written approval from the Board.
- Nothing may be kept on the fire escapes for any period of time.

MAINTENANCE AND REPAIRS

Unit owners are responsible for the maintenance and repair of all appliances within their units as well as for electrical, plumbing and heating repairs of facilities exclusively serving their units. In addition, any maintenance, repairs and or replacements necessitated by damage of a unit owner or their tenant shall be paid by the unit owner. This means that the unit owners are responsible for any damage caused to the common areas (carpets, walls, etc.) or other units by visitors, including individuals employed by unit owners. If in doubt about your responsibility or liability, please consult your By-Laws or bring the matter to the attention to the management company.

NOISES AND DISTURBANCES

Please take care to respect the rights of your fellow residents. Use discretion in playing stereos, radios, televisions, and musical instruments at all times. Extra caution should be used between 11:00 pm-7:00 am. Problems with respect to noises or disturbances should be brought to the attention of the management company. Repeated violations may result in fines assessed to the unit owner.

Please also note the permitted work hours for contractors (see Contractor Policy), which are Monday through Friday from 8:00 AM – 5:00 PM.

PETS

While pets are allowed in the complex, the Condominium Trust insists that they be strictly supervised. All pets on the premises must be leashed at all times. Unit owners who violate the leash law will be fined in accordance with the schedule of fines spelled out below. Unit owners whose pets disrupt the operation of the Condominium will be asked to remove the pets from the premises within one week following a written notice to the unit owner by Management or the Board. Reasons for banning pets from the premises include but are not limited to excessive noise, defecation on the grounds and safety concerns by other unit owners. Pet owners must pick up after pets should they defecate anywhere on common grounds including the center courtyard.

OWNER INFORMATION & PET REGISTRATION

All owners must complete an owner information and pet registration form for whoever is living in the unit. Owners must complete and send to the property manager within 30 days of any change in occupancy. Failure to do so will result in fines assessed to the unit owner.

INSURANCE

All unit owners are required to carry homeowner's insurance. Unit owners whose units are damaged by a loss originating in a common area will be expected to file a claim for damages with their homeowner's insurance and will be expected to cover the cost of the deductible in the Association's insurance policy. Personal property damage is also covered under the unit owners or renters insurance policies.

MOVE-IN FEE

To maintain the appearance of the walls, woodwork, etc. of the common areas and to cover the costs to the Association for updating records, directories, and mailboxes, a \$250 move in fee will be due by the unit owner each time a new resident moves in.

The fee is to be assessed to unit owners whenever the composition of occupants of a unit changes. For instance, if two roommates occupy a unit and one roommate moves out the fee will be assessed. If a unit is sold, the fee will be assessed to the new owner. The fee will be charged only once for each combination of moving in/out.

FINES

Anyone violating the provisions of this handbook shall be fined in accordance with the following schedule:

First violation: Notice in writing informing the owner of the violation.

Second violation: \$250 fine

Third and subsequent violations: \$500 fine for every day the violation continues.

The Board of Trustees reserves their rights to levy larger fines outside of the above schedule depending on the infraction.

Violators may request a hearing before the Board of Trustees to contest any fine imposed. To request a hearing, the unit owner must send a request in writing to the management company detailing the reasons for contesting the fine.

DOCUMENTS

The management company will provide condominium documentation to unit owners at the following cost:

6(D) Certification: \$250 must be requested 10 business days in advance.

CONTRACTOR POLICY

All workers should be aware that all common area doors should not be left ajar for extended periods of time without being physically monitor.

Work hours are Monday - Friday only, from 8:00am - 5:00pm. No weekend or holiday work is permitted without express permission from management. Note: Domestic cleaners are exempt from this rule.

Per your condo documents, any alternations to the units require plans submitted to the trustees for approval, via management, prior to applying for a building permit. A copy of all building permits must be given to the trustees and management.

Contractors and/or workers must provide management with appropriate certificates of insurance for general liability and workers compensation coverage prior to beginning any work in the building. A minimum limits policy of \$1 million is required, and the certificate of insurance must list Strathwick Condominiums and The Stefanelli Company as "additional insured." A copy may be faxed to management at 617-327-2223

All demolition and construction materials, including paint, sheet rock and other hazardous materials, must be removed from the premises. Building trash receptacles are not to be used by construction personnel. In addition, contractors should be careful not to allow dust from a residence to disperse into common areas (potentially setting off smoke detectors). Individual units' smoke detectors and sprinklers heads are sometimes tied into the main fire panel and cannot be disabled without setting off the system. During construction, unit smoke detectors should be protected following the City of Boston codes and regulations.

All common areas must be kept clean during the workday and at the end of each workday, being vacuumed if necessary. Common areas must be kept clear of construction tools and materials. No materials may be stored in the common areas.

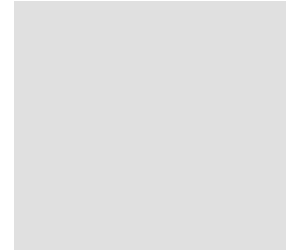
Any and all damages to the building or common areas caused by contractors and or workers will be repaired by the condo Association at the cost of unit owner who hired the company deemed responsible for said damages. Any work that requires penetration of any exterior wall will require approval by the board of trustees. Management needs notice of work done prior to exterior work commencing for approval.

The construction policy applies not only to contractors and workers, but also to unit owner, their family and friends who undertake construction work within the building.



PET INFORMATION FORM

Strathwick Condominium, Brighton, MA 02135



Please attach photo

Date _____

Unit Address _____

Unit Occupant Name _____

Unit Occupant Name _____

How long have you owned the pet _____ Pet name: _____

Pet Breed: _____ Pet Name: _____

Pet Approx. Weight (lbs): _____ Pet color: _____

Do you have experience with pets? _____ In a multi- unit housing? _____

Will the pet be left alone for extended periods of time (8 hours or more) _____

If yes how often? _____

I agree to comply with all the restrictions and provisions contained in the Association Rules and Regulations.

I understand that my pet may be banned from the premises due to excessive noise, defecation on the grounds and/or safety concerns by other unit owners/residents.

I understand that my pet is to be leashed or inside of a carrier at all times when on the premises either in the buildings or in the outside areas including the courtyard and hillside.

I understand that my dogs should not be urinating or defecating on the premises including the courtyard and hillside.

Unit Owner

Tenant (if pet owner)