

CAMBRIDGEPORT COMMONS  
CONDOMINIUM ASSOCIATION

HANDBOOK FOR COMMUNITY LIVING

2017

## **CAMBRIDGEPORT COMMONS**

Cambridge, Massachusetts

Owners and Renters  
Cambridgeport Commons Condominium  
2-16 Chestnut Street  
1-11, 29-33 Henry Street  
276-294 Sidney Street  
Cambridge, MA 02139

Dear Owners and Residents,

Welcome to Cambridgeport Commons! This handbook has been compiled to familiarize you with the day-to-day operation, management structure and emergency procedures within your Condominium complex. It is recommended that you thoroughly read through this information, and use it for reference as future questions and situations arise.

Included in this handbook are key phone numbers. It is suggested that you keep these numbers in a convenient location and update them as changes occur. Among these numbers are those of the superintendent, management contacts, and your local police and fire departments.

We recommend that all owners abide by the outlined procedures and suggestions in order to maintain the highest possible quality of living for everyone living at Cambridgeport Commons. It is only with the cooperation of each and every resident that this goal can be achieved.

Should you have any questions while reading over this information, please do not hesitate to contact one of us or Premier Property Solutions.

Sincerely,

Trustees, Cambridgeport Commons Condominium Association

Robert Gemmell, Jody Haggard, Lynn Li, Margaret McMenimen, Marguerite Reynolds, Robert Walsh and Sam Wang

C/O Premier Property Solutions, LLC  
Acting as Agent for Cambridgeport Commons Condominium Trust  
Phone: (617) 345-0045  
Email: [cm@premierpropertyma.com](mailto:cm@premierpropertyma.com)

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**Editor's Note:** The text references several types of people at Cambridgeport. To avoid confusion, I would like to outline them.

**RESIDENT:** Anyone residing at Cambridgeport - Renters, Tenants or Owners.

**UNIT OWNER:** The person(s) or entity who legally owns a Unit at Cambridgeport.

**NON-RESIDENT OWNER:** The person(s) or entity who legally owns the Unit but does not reside at the building.

**TENANT:** A person who is renting a Unit.

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### **WHAT IS A CONDOMINIUM?**

The term Condominium may be defined generally as a system of separate ownership of individual units in multi-unit projects. The owner of a Condominium Unit owns not only the unit described in his deed but also an undivided interest in the "common areas and facilities" of the Condominium which may be defined generally as those facilities which serve all owners of the Units in the Condominium. These facilities may include land, driveways, walkways, lobbies, exterior foundations, exterior walls, exterior roofs, piping and mechanical systems serving the entire building, and elevators. The common areas for your complex are specifically defined in the Master Deed.

There are certain expenses for the overall operation of the condominium for such things as electricity, water, maintenance of the grounds, maintenance of the building, personnel and insurance. These are called common expenses and are shared by all of the unit owners according to each owner's respective percentage interest in the building. This percentage interest, known as the beneficial interest, has been predetermined based on the value assigned to each Unit. Such common expenses are paid on a regular basis (usually monthly) directly to the Association.

In many respects, ownership of a Condominium Unit is not different from ownership of a single family home. Instead of owning a house and land, the Condominium Unit owner owns his or her Unit, together with the percentage interest in the common areas. Like the owner of a house, the Condominium owner may mortgage his or her Unit independently of any neighbor. Likewise, the Condominium owner's Unit will be assessed and taxed separately by the community in which it is located.

A Condominium becomes an effective organization upon the recording with the Registry of Deeds of the Declaration of Trust, Master Deed, By-Laws and any plans required by the provisions of Chapter 183A of the General Laws of the Commonwealth of Massachusetts. Condominium living is also a form of communal living. Because of your immediate proximity to your neighbors, and because everyone's actions affect property values and the quality of life at the Condominium, everyone must cooperate and abide by the Rules and Regulations established by your Trustees and the By-Laws set forth in your documents.

## **CONDOMINIUM DOCUMENTS**

As noted, the Cambridgeport Commons Condominium has been created and is governed by the recording with The Middlesex South County Registry of Deeds, Book 19712, Page 284. A brief description of these and related documents is set forth below.

### **Master Deed:**

The Master Deed is the basic legal document submitting the property to Condominium status and providing for the administration of the Condominium. Chapter 183A of the general laws designates with the particularity of the required contents of this document, which include complete descriptions of the land and building to be dedicated to the Condominium use and of common elements and the proportionate interest on each Unit therein, floor plans, a statement of the purpose for which the buildings and Units are intended, the method of amending the Master Deed and the name of the organization which will manage and regulate the Condominium. The Association itself is governed by a committee known as the Board of Trustees elected by and from the Unit Owners.

### **Unit Deed:**

The Unit Deed is the instrument by which a Unit must contain all normal elements of a deed. In addition, Chapter 183A requires that it include a reference to the Condominium, a description of the land or the address of the property, the designation of the Unit in the Master Deed, a statement for the uses for which it is intended and any restrictions on its use and the interest of the Unit in the common elements of the Condominium. Note that the initial deed of each Unit must also have attached a copy of the floor plans recorded with the Master Deed showing the designation of the Unit being conveyed and adjacent Units depicting the layout, location, dimensions, approximate area, main entrance to the Unit and the immediate common area to which it has access.

### **By-Laws of Association:**

In contrast to the Master Deed, which is limited to a description to the basic structure of the condominium, the By-Laws set forth the day-to-day operating rules and regulations under which the Condominium will be run. The By-Laws may provide:

- The method for the necessary maintenance, repair and replacement of the common elements and payments thereof.
- The manner of collecting from the Unit Owners their shares of the common expenses.
- The procedure of hiring all personnel, including whether or not a managing agent should, or may, be engaged.
- The method of adopting and amending the administrative Rules and Regulations governing the details of the operation and use of the common elements.
- Such restrictions on and requirements respecting the use and maintenance of the Units and the use of the common elements not set forth in the Master Deed.
- The specific requirements for obtaining funds for repairs, maintenance, and upkeep of the common areas which are to be financed by all Unit Owners through a regular or special assessment paid to the Association in accordance with each Unit's percentage interest. It should be noted that each Owner's share of these expenses constitutes a lien upon the Owner's interest in common elements. This provides the Association with the necessary means to assure collection of the common funds.

In addition to the various provisions required by law, the By-Laws include many other provisions deemed necessary for the management and regulation of the Association. These include items such as procedures following in the case of reconstruction after a fire or casualty and in the case of condemnation, as well as items based on the needs and characteristics of the Condominium.

Rules and Regulations for the Association can be found beginning on Page 2-30 of the documents.

## **FORMAL STRUCTURE OF THE CONDOMINIUM**

### **Master Deed & Condominium Trust:**

Cambridgeport Commons Condominium Trust was established by a Master Deed dated March 17, 1989 which is recorded in the Middlesex County Registry of Deeds in Book 19712, Page 324. There has been only one amendment, in April of 1992.

### **Property Description:**

Cambridgeport Commons is a 100 Unit Condominium consisting of two larger mid-rise buildings, two low-rise buildings and three townhouses. There is a main desk stationed in the lobby of 20 Chestnut Street.

### **Governance**

The By-Laws of the Condominium Trust provide that the Management of the Property will be overseen by an elected Board of Trustees. These Trustees represent the interest of the Unit Owner and have been chosen to maintain the economic and physical condition of the Condominium.

The current Board of Trustees consists of:

- Robert Gemmell, 20 Chestnut Street, Unit 507
- Jody Haggard, 20 Chestnut Street, Unit 307
- Lynn Li, 8 Chestnut Street
- Margaret McMenimen, 294 Sydney Street
- Marguerite Reynolds, 20 Chestnut Street, Unit 604
- Robert Walsh, 14 Chestnut Street
- Sam Wang, 2 Chestnut Street, Unit 51

The documents allow for a total of between three to seven Trustees. Trustees are elected on a staggered basis at the annual meeting. The Trustees meet regularly with management to review policies, maintenance concerns, administrative issues, financial issues, as well as many other issues.

Typically, the Board of Trustees Meets on the first Tuesday of each month. Due to space constraints, these meetings are not open to all Unit Owners. If you would like to present an idea to the Board, please contact Catherine MacAlpine at Premier Property Solutions, LLC, to make arrangements. You can also mail or email Catherine at [cm@premierpropertyma.com](mailto:cm@premierpropertyma.com). Communications will be presented to the Board and a response will be received in writing.

Unit Owners can receive Minutes of these meetings via email. Please contact Premier Property Solutions, LLC to request copies of the Minutes.

## **ANNUAL MEETING OF UNIT OWNERS**

The annual meeting of Unit Owners is held every Spring. This meeting is an occasion during which all Unit Owners are assembled to discuss the past, present and future operation of the Condominium. Trustees are also elected and votes may be taken on all issues that require a vote.

Unit Owners are strongly encouraged to attend in order to remain fully informed about the current state of the Association and future plans. This is also a good opportunity to ask any questions that you may have.

## **MANAGEMENT**

The Board has engaged the services of Premier Property Solutions (PPS) as the Managing Agent for the Trust. PPS works under the direction of the Trustees to carry out the actual management and maintenance responsibilities. Included in these responsibilities are the collection of the Common Area Charges (condominium fees), maintenance of the common areas (hallways, grounds, roof, main mechanical systems) and restoration projects as needed. If you have a problem which you believe is a common area problem or which will affect the common areas, you should contact Premier Property Solutions.

The Management's office address and telephone number is:

**Premier Property Solutions, LLC**  
**311 Summer Street**  
**Boston, MA 02210**  
**(617) 345-0045**  
**Email: [cm@premierpropertyma.com](mailto:cm@premierpropertyma.com)**

Please respect the rights of the staff to privacy and do not call for items that can reasonably wait until morning or normal business hours.

Your contacts at Premier Property Solutions are:

<b>Property Manager:</b>	<b>Catherine MacAlpine</b>
<b>Maintenance:</b>	<b>Rick Sampson</b>
<b>Accounts Receivable:</b>	<b>Carla Borgeson</b>

In order for Premier Property Solutions to respond to a concern, every maintenance call must be placed through the office. Please do not request Condominium services directly from the maintenance superintendent, cleaners, or contractors. Regular business must be taken up during the standard work week, however, if you have an emergency that requires immediate attention, call (617) 345-0045 and the answering service will contact the on-call PPS superintendent, who will in turn contact you directly. This service is available 24 hours a day, seven days a week for **EMERGENCIES**. When calling in an **EMERGENCY**, please be sure to leave your name, phone number and a brief description of the situation.

## **ONSITE PERSONNEL**

Cambridgeport Commons presently employs a full-time Maintenance Superintendent (Armando Aguilar) Monday-Friday, 7:00 a.m. to 3:30 p.m. and a part-time Cleaning Service (ABM Janitorial Services North East, Inc.) Monday-Friday, 6:00 a.m. - 10:00 a.m. The desk station is located in the lobby of 20 Chestnut Street. Armando checks his voicemail frequently throughout the day. A large portion of Armando's time is allocated to the upkeep of the common areas and various projects around the property.

## **WEB SITE**

Quest Community is a web site established and maintained by the Management Company and is available to each unit owner with a dedicated username and password. Condominium documents, budgets, and minutes from the monthly Board meetings are available at any time, as are real-time unit account statements. Questions to the Board or those that are of a time sensitive or personal nature should be directed to Premier Property Solutions, LLC directly.

## **CONDOMINIUM FEES/Common Areas Charges (CAC)**

The cost to operate the condominium is paid monthly by every unit owner according to his/her percentage beneficial interest in the property. This interest is specified in the Master Deed. The Condominium Trust is a non-profit organization which is dependant upon fee income to pay its bills. Each month those fees (CAC) are collected and bills are paid. Payments must be made promptly on or before the first of every month. Statements are sent prior to the first of the month in which payment is due. In the event that statements do not reach you, fees are still due and payable.

**All payments should be made out to the Cambridgeport Commons Condominium (NOT PREMIER PROPERTY SOLUTIONS) and mailed to:**

**Premier Property Solutions, LLC  
311 Summer Street  
Boston, MA 02210**

To assure proper credit, be sure your name and Unit number are on the check.

If you have any questions about your account, please contact the Cambridgeport bookkeeper, Carla Borgeson at Premier Property Solutions, LLC.

If you wish to have your Condominium fees electronically debited from your bank account, please contact Premier Property Solutions, LLC and they will send you the necessary forms to complete.

## **LATE FEE POLICY**

A late fee of \$25 will be assessed for any monthly Condominium fees received after the 14<sup>th</sup> of the month.

The Trustees of Cambridgeport Condominium Trust established the late fee policy effective November 1, 2006.

Please be informed that the Condo fee bills are mailed around the 20<sup>th</sup> of the month. The Condo fee is due on the 1st. A late fee of \$25 will be assessed for any Condo fees not received by the 14<sup>th</sup> of the month, which gives all Unit Owners a 14 day grace period.

All legal fees connected with the collection of outstanding charges will constitute a lien against the Unit pursuant to Exhibit A 2A (v) and as amended, of the By-Laws of the Condominium and Massachusetts General Law 183A Section 6.

Non-resident Owners who are late more than 25 days may have their rents attached. This is subject to the amendment dated April 30, 1992 and Massachusetts General Law Chapter 183A Section 6 (c). Chapter 400 of Mass. General Laws provides an obligation for the Association to be informed in writing of the name and address of any mortgage holder. This information needs to be sent to Patrick Colbert at Premier Property Solutions, LLC to be updated.

Clearly, it is the hope of the Trustees that serious collection procedures will not have to be used. Most Unit Owners do make payments on time; however, a small percentage of your neighbors may fall behind in their fees. As always, if there is a specific problem regarding payment, Owners are encouraged to contact Premier Property Solutions, LLC or to speak to a Trustee.

### **TENANTS AND NON-RESIDENT OWNERS**

The appropriate behavior of Tenants is an important issue for the Trustees, Resident Owners and Non-resident Owners of Cambridgeport. The following is a summary of Section 30, Exhibit A, page 2-41 of the Condominium Documents. Tenants and Non-Resident Owners should refer to the documents for a complete description.

Any Unit Owner may lease or rent his Unit, subject to the following conditions:

All leases must:

- Be in writing.
- Be for a term not less than 2 months.
- Expressly provide that the lease shall be subject in every respect to Master Deed of the Condominium, the Declaration of Trust, and the By-Laws and Rules and Regulations.
- Contain the following notice:

"It is clearly understood that the apartment unit being leased (rented) under this lease (occupancy agreement) is located in a condominium building - not a rental apartment house. The condominium building is occupied by the individual owners of each apartment (except for certain apartments, such as this one, which are being occupied by tenants). The tenants understands that his or her neighbors in the building are (except for aforesaid) the owners of the homes which they occupy, and not tenants living in a rental apartment house. The tenant, by signing this lease (occupancy agreement) acknowledges that he or she has been furnished with a copy of the master deed of the condominium, the declaration of trust of the condominium trust and the by-laws and rules and regulations thereto, and that he or she will be expected to comply in all respects with the same, and that in the event of any noncompliance, the tenant may be evicted by the trustees of the condominium trust (who are elected by the unit owners) and in addition, the tenant may have to pay fines, penalties and other charges, and that the provisions of this clause take precedence over any other provision of this lease (occupancy agreement)."

Failure by the tenant to comply in all respects with the provisions of the Master Deed of the Condominium, the Declaration of Trust of the Condominium Trust and the By-Laws and Rules and Regulations, shall constitute default in the lease, and in event of such default, the Trustees of the Condominium Trust shall have the following rights and remedies against both the Unit Owner and the Tenant, in addition to all other rights and remedies which the Trustees and the Unit Owners assumed otherwise.

- The Trustees shall have the right to give written notice of the default to both the tenant and the Unit Owner.
- If the default continues for 5 days after the giving of said notice, then the Trustee shall have the right to levy fines against the Owner of the affected Unit in accordance with the provisions of Section 20 of the By-Laws, and terminate the tenancy by giving notice in writing to quit to the Tenant in any manner permitted by law.

- All of the expenses of the Trustees incurred by the Association in connection with any action against the Tenant and/or Owner will be the responsibility of the Owner.
- The Unit Owner shall provide copies of the Condominium Documents and this handbook to the Tenant.
- Any renewal or extension of any lease or occupancy agreement shall be subject to the prior written approval of the Trustees in each instance.
- A copy of the lease shall be delivered to the Trustees, care of Management, upon execution.
- The provisions of this section shall take precedence over any other section in the lease.

This summary is provided for your convenience. Tenants and Owners should read Section 30 for the complete legal details before entering into any agreement. For your convenience, a Lease Rider, which can be attached to your lease, is located at the end of this handbook.

### **GENERAL ROUTINES AND POLICIES**

All Unit Owners are responsible for the actions of their guests. Non-Resident Owners are responsible for the actions of their Tenants and their Tenant's guests. Unit Owners will be held responsible for any damage caused by their Tenants or guests. Any fines levied by the Trustees as a result of the action of guests or Tenants, will be assessed against the Unit Owner.

Non-Resident Owners are required to incorporate this handbook and the Condominium Documents into their leases.

### **INITIAL OCCUPANCY**

The process of moving in needs to be addressed carefully as there are many details to coordinate, which can either cause or prevent problems and mishaps.

- All moves must be scheduled through the on-site management office at (617) 345-0045 to ensure that you have access to the elevators. Moves must be scheduled Monday through Friday between 9:00 a.m. and 5:00 p.m. only. Failure to schedule a move will result in a \$200.00 fine being levied to the Unit Owner. It shall be considered a violation of the By-Laws if moves are done other than during these times.
- There is a \$75.00 charge for moving in or out at Cambridgeport Commons. Checks should be made payable to Cambridgeport Commons. At no time should doors be left open or unattended. The Unit Owner will be solely responsible for any and all damages resulting from the move.
- Keys will be delivered to you at the time of closing by the seller or by your landlord if you are renting. Be sure to receive a Unit door key, lobby key and mailbox key. Currently, your Unit is most likely keyed to a Master key. The only people who should have a Master key are the Property Manager, the building Maintenance Superintendent and a Trustee.
- Exhibit A, Section 22B of your Condominium Documents, states; "The Trustees or their designated agent (Armando Aguilar) shall retain a pass key to each unit, townhouse, garage and storage bin, and no Unit Owner shall alter, change or install any new lock without first providing the Trustee or their designated agent with a pass key with respect to any changed, altered or new lock". If you decide not to re-key your Unit, you need to do nothing. If you re-key your Unit and wish to remain on the master, arrangements can be made through Armando Aguilar to stay on the master system through University Lock, or phone them directly. If you decide to take your Unit off the master, you must provide University Lock with a copy of the key.

- Neither the Condominium Association nor Premier Property Solutions provide emergency lockout service. It is suggested, once you get familiar with your neighbors, that you leave a key with one of them, in case you get locked out.
- Tenants with alarm systems **must** provide the superintendent with alarm codes and instructions. This data will be locked in a safe hidden on the premises.
- Except in an emergency, no one will enter your Unit without your permission. In the event of an emergency in your Unit, you will be notified as soon as possible. Any and all costs incurred while entering Units in an emergency as a result of Residents or Unit Owners not providing access to their Units shall be billed to the Unit Owner or Tenant.
- Please complete the "Resident Information Form" provided in your Welcome package as it is important to insure that future correspondence and official notification reaches you. When this form is completed, please return it to Premier Property Solutions. If any of this information changes, see the building superintendent and complete a new form.
- No names are listed on the intercom panels for security reasons.
- You should notify all utility services (electric and gas) to switch over the meters to your name as of the day following the purchase of your Unit or the beginning of your lease.
- Verizon should be notified 10 days in advance of your move-in date to have your phone service initiated.
- You should notify the Post Office of your new address. They will have mail delivered to the unit number you furnish them with. It is advisable to notify them two weeks in advance to allow for new delivery. In addition, tape on the inside front slip, the names of all persons receiving mail in that box. Please complete the Owner's information form included with this handbook and give it to the Armando Aguilar or mail it to Premier Property Solutions. With this information Premier Property Solutions will place your name on the mailbox listing.

**TIP:** Do not address anything stating your "box" number. State it as your Unit number or #. The post office sometimes interprets "box" numbers as P.O. Box number and your mail will be delayed ( i.e. Unit 710, Apartment #710; not Box 710).

### **COMPLAINTS, SUGGESTIONS AND CONCERNS**

Complaints, suggestions, and concerns should be in writing and addressed to "The Trustees". You may either deliver them directly to a Trustee, or send it to Premier Property Solutions. They in turn will make a copy and mail them to the Trustees.

### **TRASH REMOVAL**

The association uses private, not city, pick-up.

Secure all trash in 2-ply plastic bags. Loose trash is unacceptable. Loose or open bags and exposed food waste invite rodents. Please dispose of your trash according to your location outlined below.

Trash chutes are located in the trash closets in 20 Chestnut Street and 2 Chestnut Street. Only those residents who live in those two buildings may deposit trash into these chutes.

Only trash tied and placed in trash bags can be placed down the trash chutes. Do not throw boxes or hangers down the chute. These objects clog the chutes resulting in a back up of trash. Please bring these items directly to the dumpsters in the garage.

Low-rise/Townhouse residents must place their trash in the dumpsters located in the trash room on the Sydney Street side of the garage. ALL large trash must go to the trash room (beneath Sydney Street) in the garage. Further details can be found in the trash room (beneath Sydney Street) in the garage.

Please put all items in the dumpster. Leaving items on the floor or on the recycling bins causes difficulty for other Owners and Residents. It also results in additional time being spent by the maintenance personnel.

### **HOUSEHOLD HAZARDOUS WASTE**

Our association will start collecting hazardous materials such as batteries, paint cans and florescent light bulbs. A separate bin will be allocated for the collection of hazardous material and placed in the trash room. These items will continue to be collected and held for property City disposal on April 9, June 4 and October 1.

### **LARGE ITEMS**

Please contact management for disposal of the following items: TV's, Computers, Microwaves, Stereos, Box Fans

Larger items and appliances require a special pick-up and purchase stickers in advance through the City. Call 617-349-4800 to arrange for the sticker and pick up of any of the following items: Washer & Dryers, Copiers, Printers, Dehumidifiers, Dishwashers, Exercise Equipment, Furniture, Refrigerators, and Stoves

Note: Most appliance stores will remove the old one for you. Please contact management with any additional questions.

### **RECYCLING**

Recycling is not only good for the environment, it is mandatory in Cambridge. City of Cambridge utilizes single stream recycling. For a list of recyclable materials, please see attached. Recycling bins and complete details can be found in the recycling/trash room in the garage under Sidney Street. 2 Chestnut also has recycling bins on the garage level.

Cambridgeport recycles plastics #1 through #8, metal food containers, glass and all printed materials. Bins and complete details can be found in the recycling/ trash room in the garage under Sidney Street.

### **PETS**

Subject to the By-Laws owners can have pets, **renters cannot**. See Section 23 of your condo documents for complete details.

Only one pet is allowed per unit. Pets must be on a leash at all times when on common area grounds or in the building hallways and walkways. Unit owners are responsible for actions of their pets. The owner of any pet that is deemed noxious or offensive by the Trustees will be asked to remove the pet from the property. Unit owners will be held responsible for any damage caused by their pets or their tenant's pets as well as any expense incurred by the condominium to clean up any mess that they leave. Unit owners are subject to fines for violations of the pet policies.

You and your neighbors at Cambridgeport spend over \$10,000 per year on landscaping. Pet urine kills plants and grass. Please be aware of this when walking your pets. Fining for this will be strictly enforced.

Violations of any part of the Pet Policy will result in a \$50.00 fine being levied on the Unit Owner per offense.

### **PARKING**

Parking is for residents only. There are no guest parking spaces in the garage. Unit owners may call Pat's Towing directly at (617) 354-4000 if a car is illegally parked in their space.

Garage Cards should be delivered to you with your keys. If you lose your card, replacements are available through Armando the super for \$50.00. Automatic garage door openers are now also available at a cost of \$55.00. Please make your check - no cash will be accepted - payable to "Cambridgeport Commons Condominium".

All cars must be movable under their own power at all times and must be registered and insured.

Complete description regarding parking can be found beginning on page 1-7 of your documents.

Owners in the townhouse units with garages are asked not to park in such a way as to block the sidewalks. Cambridge By-Laws prohibit parking in a way that blocks access to pedestrians.

### **CAR REPAIRS AND WASHINGS**

No repairs to cars may be made anywhere on the property or garage, including oil changes. Cars can not be washed anywhere on the property or in the garage.

### **STORAGE AREAS**

Storage areas are located throughout the Condominium and are assigned at the closing.

Any items found that are not stored in a storage bin, will be removed and thrown out. Any resident who is using a bin not assigned to them risks having the contents removed by the assigned owner.

You have the right to switch storage bins with another owner. You also have the right to assign your right to use the storage bin to another resident in the building. If you assign your bin to another owner, you must inform the Trustees in writing through Premier Property Solutions, LLC.

If your storage bin requires maintenance, please contact Premier Property Solutions, LLC.

### **WINDOW DRESSING**

The Property value and appearance of the building is dramatically diminished by inappropriate window dressings. Residents are required to have appropriate window dressings installed in their units within two months of moving into their units. The side of each window dressing that faces the exterior of the building must be white, light grey or beige. Any unit owner whose unit has window dressings deemed inappropriate by the Trustees, may be subject to fines of \$50.00 per violation.

### **HEATING AND AIR CONDITIONING**

Heat is supplied by individual heat pumps located in each Unit. These heat pumps are the responsibility of each Unit Owner. Please be advised that maintenance and repair is the sole responsibility of individual Unit Owners. Access to the roof is required for the maintenance of most heat pumps. Access is available through Armando and is only accessible Monday through Friday between 7:30a.m. and 3:30p.m. For emergency service of your heat pump you can call G&G Mechanical at (781) 397-1004.

It is strongly recommended that you have your heat pump serviced at least twice a year. You have the option of contacting the contractor of your choice. **Under no circumstances during the winter should you ever turn your heat completely off.** A temperature of 55 degrees minimum is strongly recommended and necessary to avoid freezing. Shutting your heat off will result in frozen pipes and flooding of the building. Repairs and expenses associated with damages caused, is the responsibility of the Unit Owner and/or Resident.

### **EXTERMINATING**

Contact the building superintendent, Armando Aguilar, if you have any problems with pests.

### **PROPERTY AND SECURITY**

The security of the building is a high priority for everyone and requires everyone's cooperation. Outlined below are a few guidelines:

1. DO NOT let anyone into the building that you do not know.
2. DO NOT buzz anyone into the building that you do not know.
3. If you see any suspicious activity, CALL THE POLICE – 911.
4. If you discover a common door that is not closing or locking properly - call Premier Property Solutions, LLC.
5. DO NOT leave any door propped open and/or unattended.
6. When entering or exiting the garage, please wait for doors to close behind you for security purposes.

An additional dead bolt can be added to your door and keyed to your existing lock. The most effective seems to be the vertical dead bolt, sometimes referred to as a night lock. Contact University Lock and Safe (number located at end of this handbook).

### **UNIT MAINTENANCE**

Every unit is responsible for the proper maintenance and repair of their unit. If the improper maintenance of your unit causes damage to either a Common Element or another unit, you will be responsible for correcting the problem and the damage to your unit, the Common Element, or another unit. In some cases, damage over \$1000 may be covered by the Association. In every instance, you will be responsible for the first \$1000. See the section on insurance or contact your insurance agent.

If in the judgment of the Trustees, the Trustees feel that the improper maintenance of your unit is negatively affecting the value of the complex of other units in the building, the Trustees have the right, with proper notice to you, to enter your unit, correct the problem, and hold you responsible for all costs incurred by the Association.

The most common cause of a problem is water. The most common source of water is from bathrooms, clothes washers, ice makers, and dishwashers. Tile floors are not water tight. Mop the tile floors with a damp mop only. Immediately pick up water that finds its way onto the floor from your bath and toilet. Do not pour water directly onto the floor.

Be sure washing machine supply hose connections are tight. You should replace them once a year with "burst proof" hoses. Whenever possible, shut the supply valves off after each use (install shutoffs if there are none). Be sure the discharge hose extends into the drain at least 24 inches.

Refrigerators with ice makers should be checked to be sure that the supply hose is not pinched when the refrigerator is rolled back into place.

Your discharge for your dishwasher is connected to your garbage disposal. Identify where it is and use caution when placing items under your sink.

The caulking around the bathroom fixtures (bathtub, toilet, shower valves and sink) should be examined periodically to insure that it is not cracked or missing.

### **UNIT IMPROVEMENTS**

Owners are free to renovate their units without consent of the Trustees so long as they do not affect the structure of the condominium.

Owners should use discretion with construction projects that involve noise; please respect your neighbors' rights to quiet enjoyment of their property.

### **NOISE**

Condominium living is communal living. Please be considerate about how noise (including your voice) carries in the complex.

The Condominium Documents state: "No noxious or unlawful activity shall be carried on in any unit or in the common areas which may be unreasonably annoying to the other (residents). No unit (resident) shall permit any disturbing noises that will unreasonably interfere with the rights, comforts or conveniences of other (residents) any noise which can be heard within another unit shall be deemed a disturbing noise."

### **DECKS BALCONIES, PATIOS AND YARDS**

Decks, balconies, patios and yards are common area for the exclusive use of the unit to which it is attached. No deck, balcony, patio or yard may be enclosed, covered, or used as a storage area. City regulations PROHIBIT all cooking of any type on the decks and balconies.

### **HALLWAYS AND STAIRWELLS**

No personal property may be stored or left in any hallway, stairwell, or common area.

### **UNIT SECURITY ALARMS**

Every unit is wired for an alarm system. Check the yellow pages for alarm companies.

### **FIRE ALARMS**

If the fire alarm sounds, leave the building. Use the stairs, not the elevators.

### **INSURANCE**

Residents and owners are responsible for their own personal property and liability insurance. Unit Owners are strongly encouraged to get Homeowner's Insurance, because, in the event of a claim, unit owners are responsible for their portion of the Association deductible (\$2,500.00). The Condominium Insurance covers the building structure and liability in the common areas of the building. Contact your insurance agent for information or contact the Association's agent – Inland Underwriters Insurance Agency 617-242-0244. Ask about Condominium HO6, HO32 and HO35 policies. For sale and refinancing purposes, Insurance Certificates are available through Inland Underwriters Insurance Agency. Please contact them directly.

### **BICYCLES**

Bicycles can only be stored in the provided racks, your storage bins or your unit. Any bikes found locked to anything else or in the property will be removed.

### **CONDOMINIUM RECORDS AND FILES**

Every unit owner has the right to examine the files and records of the Condominium. This information is kept with the Management Company and is available by making an appointment with Premier Property Solutions.

### **OWNERS AND RESIDENTS HANDBOOK**

The Trustees strongly encourage anyone who has suggestions for this handbook to submit it in writing to Premier Property Solutions. If you have an idea or suggestion that will make living at Cambridgeport more enjoyable for everyone, please let us know.

We hope this was helpful. As management is a central part of your community association, we welcome your input and look forward to working with you to make Cambridgeport Commons an even better place to live.

### **MISCELLANEOUS TELEPHONE NUMBERS**

City Hall	617-349-4000
NSTAR (Gas & Electric)	800-592-2000
Comcast Cable	978-345-7949
Webpass	800-WEB-PASS
Premier Property Solutions, LLC <i>All Calls, Please Contact Catherine</i>	617-345-0045 x115
Pat's Towing	617-354-4000
Fire Department	911
Ambulance	911
Police Department	911
Non-Emergency Police:	617-349-3300