

# The Sixteen Chauncy Street Condominium Handbook



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This handbook has been provided and written in part by the Board of Trustees and is intended to be used as a quick and helpful resource for present and future owners and tenants. This handbook includes a description of many of the rules and regulations governing various aspects of that living experience. It should be emphasized that the rules and regulations are for the benefits of all. For additional detailed information, refer to the Condominium's Declaration, By-Laws, and Rules and Regulations provided to each Owner. If you do not have a copy of these, please request it by calling Renzi Bulger Group (RBG) at (617)420-2260. See [www.renzibulger.com](http://www.renzibulger.com) for a description of the company.

Issues within your unit are the responsibility of the owner unless they are related to building systems, but feel free to contact RBG for recommendations of vendors.

**Management Company responsibilities:**

- Collect condo fees and assessments on an ongoing basis
- Pay Condominium bills
- Produce monthly financial statements according to agreed-upon budget
- Propose and help develop an Annual Budget with the Trustees
- Upon direction from the Board, hire and oversee all contractors and vendors who maintain the common areas and equipment, including elevator, boiler, landscaping, cleaning, etc.
- Negotiate all contracts, including insurance
- Ensure taxes are filed
- Attend regular meetings of the Board of Trustees each year and the Annual Owner's meeting of the Association

Owners can access useful 16 Chauncy St specific information on RBG's property management software, AppFolio. If you have not received instructions to set up your AppFolio owner portal account, please contact RBG at 617-420-2260.

In addition to the above, the management company is responsible for the collection of all common area fees from the owners, paying all common area bills, repairing and maintaining all common area elements, being "on call" for building wide emergencies, and contracting for common area services such as all common area utilities, janitorial services, building front door repairs and roof repairs.

The Board of Trustees' job is to oversee the operations of the management company, review the monthly management and financial statements sent to each Board Member and create rules and regulations, among other things.

All maintenance fees, notices and written requests to the Board of Trustees can be mailed to:

Renzi Bulger Group  
PO Box 750057  
Arlington, MA 02475

**Communicating with Renzi Bulger Group:**

- Both routine and emergency maintenance problems should be reported directly by owners by calling RBG at 617-420-2260. Emergencies include such things as fire, flood, active water leak, no heat, fire alarm.

**Annual Owners Meeting**

The Annual Meeting is for all unit owners of the Sixteen Chauncy Street Condominium. Per the By-Laws the Annual meeting shall be held on the first Thursday of December in each year. The date of this meeting may sometimes vary and the announcement of the meeting is provided at least 21 day in advance of the meeting. The annual meeting agenda generally includes the election of new trustees, a review of the financial status of the association, a recap of the past year's accomplishments, presentation of the coming years plans, and open discussion of matters of concern to members. All unit owners are encouraged to attend.

**Board Meetings**

The Board of Trustees meet on a periodic basis. Owners may wish to discuss an item of concern with the Board during this board meeting. Any owner wishing to discuss a matter, must provide a description of the concern in writing to the Board via the Managing Agent in advance of the meeting.

**Bicycles**

Bicycles shall not be parked or stored on or in any Common Element of the property. However, bicycles may be stored in the rear courtyard in the bike rack. Bicycles must be kept ONLY in the racks and not attached to the buildings structural post. Please note, bikes must be in working condition and not be kept with flat wheels and/or missing wheels, seats, etc. Any bicycles that are unmarked and/or abandoned will be removed from the property and donated to a local non-profit organization.

### **Water leakage between units**

Plumbing leaks can cause minor or major property, both to the unit where the plumbing leak originated, adjoining units and to also units below.

Please report any signs of water leaks, puddling and signs of water staining to the Managing Agent immediately.

What you need to do – if this happened to you:

If you were the recipient of water damage you would need to contact **Renzi Bulger Group, and your homeowner's insurance policy to file a claim immediately. If you rent the unit you MUST contact your landlord.** An adjuster from your insurance company will come out (typically) and inspect the damage, usually providing you with a scope of work and a dollar amount to get the repair work done. You would then contract to have the work done. If you had damage but you do not have insurance, you might directly contact the insurance of the unit owner who caused the damage to seek coverage, but most likely you will be held responsible to pay.

The building master insurance policy currently has a \$5,000.00 deductible and would not respond to claims of this nature unless the damage exceeds the deductible. Thus, it is prudent for each unit owner to insure for at least the deductible amount and other typical liability and personal property coverage amounts as recommended by your professional insurance agent.

### **Cable TV**

All units are wired with the ability to connect to cable TV. Currently, Comcast, is the only Cable TV/Internet provider available in Cambridge, MA. You can contact them at 1-800-COMCAST

### **Common areas**

The common areas (interior and exterior) of the building are for all residents' use. The common areas include the hallways, laundry room, lobby, courtyards and entryways.

Smoking is strictly prohibited in all interior AND exterior common areas. (See also: Smoking)

The condo documents require that no items be left in the common halls – this is usually for fire safety reasons but also to maintain cleanliness in the building. Welcome mats, shoes or other general personal items can greatly impede exiting the building in the case of an emergency but operationally can also be in the way of the cleaning company charged with cleaning the hallway corridors.

Please do not leave personal property (boots, shoes, umbrellas, furniture, doors, boxes, tools, etc.) in the hallways, lobby or stairways. If you have an item you want to give away, put a note on the bulletin board near the courtyard door. Do not leave it in the laundry room or foyer. Do take note, items that are left in the common area will be removed and disposed of.

### **Common vs. Unity Owner/Individual Responsibilities**

The management company is responsible for maintaining the common areas of the building only. Common areas consist of the hallways, the front doors to the building, exterior and interior vestibules, the front and back courtyards, the sidewalks, the basement, the roof, the exterior membrane of the building (the building envelope), common area drain lines, plumbing lines and pipes which run (typically) vertically and common electrical components. A full description of all Common Areas can be found in the Master Deed.

The management company is not responsible for the maintenance or repairs of any items located inside the individual units, i.e., steam radiators and associated vents and valves, the dishwasher, walls, windows, floors, kitchen, bathroom, fireplaces, etc. Should you experience any problems relating to the unit, please contact the appropriate vendor or if you are a renter, the person who owns the condominium. Vendor referrals may be obtained from the property manager.

Many tenants and residents have difficulty in determining what elements of their unit and the building are common elements and which are the responsibility of the unit owner. In general, any item that exclusively serves your unit is the owner's responsibility; any item that serves more than one unit is a common element. See also the Master Deed.

### **Communication with the Board of Trustees**

The Board of Trustees meet regularly. Unit owners who wish to address an issue of concern may contact the property manager, preferably in writing, and that concern shall be addressed to the Board. The Trustees may then meet to discuss the issue and may invite the unit owner to attend part of their meeting to provide more information.

### **Condominium Documents**

The condominium documents, consisting of: Master Deed, Declaration of Trust and By-Laws and Rules and Regulations, were given to each owner when the building was converted or when the owner purchased the unit. These governing documents more accurately boundaries of the unit's vs common area,

responsibilities of the owners, board and management and provide a host of rules and regulations which are used to govern the condominium.

It is important that each owner and tenant read those sections of the condominium master deed, trust and by laws before they take occupancy of a unit. Failure of the owner or tenant to comply with the rules and regulations stated in the condominium documents may result in a fine assessed against the owner of the unit. In the event you lost your set of condominium documents and wish to obtain a new set via email, please to contact RBG.

### Condominium Fees

Condominium Fees and related charges are due and payable the first of each month. All Units with balances outstanding in any amount as of the 15th of each month will be charged a Late Fee of \$25.00. Balances which are 60 days in arrears will be referred to Condominium's attorney to recover the fees owed. The attorney's fees and costs incurred to recover the fees owed will also be charged against the Unit.

### Drains

The plumbing drains in the building are very old and may not have full capacity due to years of buildup in the pipe i.e. grease build up. This may cause drains to clog easily and/or back up. If you are experiencing any slow drain or back up, please report to Management or you're the Unit owner right away. It is critical to get the drain line properly snaked right away.

Most of the drain lines in your unit have what is called a drum trap. This is an old-fashioned drain that does not easily allow for the use of a snake line. Typically, a professional drain service needs to be called in to clean lines. If the clog is found to be at your unit or caused by you (i.e. hair clogging the drain, wipes or paper towels found in the drain at your unit) – the charge for the drain service will be billed to your unit. If you are a renter and your drain clogs you will need to contact your landlord. **Do not use liquid drain cleaners as it can seriously damage the pipes and the chemicals are caustic to people and the environment.**

### Disturbance

Residents shall not make disturbing noises in the building nor conduct activities, such as hosting social functions attended by many, that will interfere with the rights, comfort and convenience of other residents in the building. Residents should be aware that sound carries, should be mindful of the volume of television sets, loud music, parties and/or loud appliances and turn down the volume of the like after 11:00 PM.

For safety reasons minors should always be supervised. All residents are entitled to the quiet enjoyment of their units and the surrounding area.

Please do not operate your dishwasher after 11:00 p.m. or before 7:00 a.m. The sound carries and is disturbing to those who may be sleeping.

If you encounter a noise problem, we encourage you to take a neighborly approach and attempt to resolve the matter immediately. If this approach is not effective, or you are not comfortable, please either call the police immediately (in the event of loud party, or significant music disturbance) or contact the management company during the next business day to discuss the next steps.

### **Smoking**

Cigarettes, Pipes and cigars is prohibited in all common areas such as the front entrance, hallways, elevators and lobby. This also includes drifting secondhand smoke that rises to the level of becoming a nuisance to neighboring units.

### **Emergency Phone Number**

The emergency number for the building is (617) 420-2260. Owners should use this number 24/7 to report only building wide emergency situations, such as building wide no heat, fire or flood or for other safety issues, such as malfunctioning common areas doors. When reporting lack of heat or hot water, Management must hear from multiple persons that there is a building wide heat/hot water issue before we call for a service call or repair. If you receive a voicemail when calling, you must leave your unit number, your name and a telephone number on the voice mail message, in the event we need confirmation of an ongoing event.

Residents who are tenants must always call their landlord.

### **Other Emergency Phone Numbers**

Cambridge Police Emergency	911 or (617) 349-3300
Cambridge Fire Department	911 or (617) 349-4900
Poison Hot line	1-800-682-9211
Renzi Bulger Group	(617) 420-2260

### **Fire**

In the event of a fire, or when you hear a fire alarm, always leave the building immediately and then call 911. The building has a central annunciation fire panel

and is monitored by an independent company. When an alarm is sounded, the monitoring company notifies the Cambridge Fire Department (CFD).

### **Flammable Materials**

No unit owner or any of their agents, employees, licensees, tenants or visitors shall at any time bring into or keep in their unit or any portion of the common areas or the building any gasoline, kerosene, or other flammable, combustible or explosive fluid, material, chemical or substance, except such lighting, cleaning and other fluids, materials, chemicals and substances as are customarily incidental in residential use.

### **Heat**

The building has a central system that feeds radiators in units. Any issues with leaks or non-working radiators should be addressed with the unit owner. Any major problems notify management.

### **Hot Water**

The Domestic Hot Water (DHW) for the entire building is supplied from the gas fired steam boiler in the basement.

### **Intercom**

The current intercom system uses a separate and individual intercom box located in the lobby and is programmed to one cellular or landline phone number associated with each unit.

The intercom system allows you to have two-way communication with a visitor who is standing in the outer vestibule, and you also can “buzz” the visitor into the building. To provide entry into the building you must press the number six (6) on your phone handset, when called. This will release the electronic door mechanism at the front door.

### **Keys and Locks (units)**

All unit doors are individually keyed. Management does not hold or have keys for any unit unless provided by the unit owner.

This is also true for the mailboxes. If you change or lose your unit or mailbox key, you will need to contact a locksmith to replace the core and keys for you. Door locks and mailboxes are considered property of the unit owner and as such all care and maintenance is at the expense of the unit owner.

Management does not provide lockout services to any resident. It is suggested you provide a neighbor with a spare key in the event of lost keys or a lockout or contact B&B Locksmith at 781-324-4365

### **Kitchens**

**Kitchen fans should be on when cooking**, especially when frying or broiling, to minimize odors in the corridors. Do not open the unit door, leading to the corridor, when frying or broiling, as this may set off the smoke alarms.

A removable grease filter is located above each cooking range beneath the exhaust fan. It should be removed frequently and washed in the dishwasher.

### **Laundry**

The building has purchased and installed two washing machines and two dryers. The laundry room is in the basement, at the rear of the building. Please be considerate when using the machines, making sure to clean up any detergent or bleach spills, not overloading the machines and not monopolizing the machines. Please clean out the filters (lint traps) in the dryers after each use. Do not leave clothes in the machines for long periods of time. Please put all trash in the wastebasket provided. The Board of Trustees has elected to keep the cost of a wash and dry most reasonable and encourages you to remember that 53 other households need to do laundry! Please be mindful that the laundry room hours are 7:00 a.m. to 11:00 PM.

### **Lobby**

Every effort is made to keep the entryways and the lobby clean and attractive. The lobby contains the mailbox station with space on the bottom of the mail station for packages. Please retrieve any delivered packages the same day, or within 24 hours, of delivery so as not clutter the lobby.

Residents may want to consider the use of local Amazon lockers for package delivery if you are not able to pick up your package same day of delivery.

### **Mail**

Keep mailboxes locked. Please include your unit number when giving your address and in your return address. The zip code for Sixteen Chauncy Street is 02138.

Fed Ex or UPS will usually leave a sticker on your mailbox or at the door asking that you contact them for delivery. Building staff members cannot sign for packages for residents.

### **Maintenance and Repairs**

All maintenance, repairs and replacement which may be required to keep your condominium unit in good condition shall be made by, and are the responsibility of, the individual unit owner.

The individual unit owners are responsible for any undertaking affecting, or activity within, the condominium unit and related financial obligations.

Management will be happy to supply contact names and numbers of licensed, insured, and reliable vendors who have done satisfactory work in 16 Chauncy or other RBG managed buildings in the past.

### **Movers and Deliveries**

The common areas at Sixteen Chauncy Street have occasionally experienced damage when people are moving in and out of the building or when residents have large deliveries. To control late night noise and to recover some of the maintenance costs associated with these moves, the trustees developed the following policy (effective October 1, 2020):

- The owner of the unit will be charged a \$150.00 moving fee
- The building Management Company must be notified in advance of the move in and move out dates.
- Failure to schedule a move will result in a \$250.00 fine to the offending unit owner (in addition to the move in / move out fees).
- Moves into and out of the building must take place between the hours of 8:00 a.m. to 5:00 PM Monday – Saturday.
- In most instances the building staff will inspect the building for damage prior to and at the completion of a move or large furniture delivery.

- Please notify your movers of these regulations, particularly the 8:00 PM completion time.

### **Non – owner residents**

If you are a renter and experience any problems within your unit, you must contact your landlord. The building's management company is responsible for the common areas of the building and has limited or no responsibilities within the individual units.

### **Pets**

All pets require prior written Board approval.

The Condominium has a pet policy established by the Condominium Documents and the Board of Trustees.

- Attached please find a pet registration form. All existing pets should be registered by completing this form.
- The board will approve or disapprove each pet on a case-by-case basis and will respond to each request for a pet in writing. Written approval must be obtained prior to a pet being brought into the building.
- Pets (dogs) must always be leashed when traversing the common areas, including the hallways, courtyards and immediate sidewalk areas.
- As required by the city of Cambridge, every dog owner must use a pooper-scooper, plastic bag or other method of cleaning up after your pet. The common courtyards may not be used for a pet to relieve itself.
- If anyone pet should receive three written complaints from other residents, (e.g. for failure to pick up after your dog, the pet being unleashed or unattended, continued barking) the board reserves the right to have the offending pet removed from the building.
- Any legal or other associated expenses incurred related to rule violations or requests to remove the pet will be billed back to the unit owner where the pet resides.

### **Renovations**

Plans/outlines of any proposed alteration must be submitted in advance, and approval by the Board must be granted before work starts. Please contact the Property Manager for specific rules. When a unit owner wishes to structurally alter the interior space, the Board of Trustees will determine, with an architect of its choice (if necessary), that the integrity of the building will not be compromised as

a result of the proposed renovation. The expense for this professional service, or any other professional service the Trustees deem necessary to help them in their determination, will be borne by the unit owner requesting the alteration or renovation.

All renovation work must be submitted in a format that includes vendor insurance certificates, a written (typed) scope of work and a timeline of events. Often the timeline will be published to neighboring units to apprise them of paint odor or noise.

### **Contractor Protocol**

The Contractor Protocol governs how and when vendors and contractors, whether working for individual unit owners or the management company, may work within Sixteen Chauncy Street. The Contractor Protocol was created to assist owners and to provide appropriate protection for the quiet enjoyment, during construction, delivery, or appliance repair, of your neighbors in nearby units. We encourage all owners to review these important policies with management in advance of any project, large or small, to ensure compliance.

- The Management Company must be notified, in advance, when any contractor or vendor is scheduled to be on the premises when renovating or altering units. This includes work that does not require a permit, like painting.
- A detailed schedule of renovations must be submitted Management for approval by the Board of Trustees. **No** work is to begin without submission and approval of the scope of the work.
- Contractor **must** be licensed and insured (workers compensation (\$500,000 minimum limit) and general liability (\$1,000,000 limit per occurrence), and a building permit is required when appropriate. Proof of all is required and must be submitted to RBG along with the initial written request for approval. Requests can be emailed to mailed to P.O Box 750057, Arlington, MA 02475.
- All work shall be performed between the hours of 8:00 a.m. and 4:30 PM, Monday thru Friday. Any additional days or hours will require **prior** Board approval.
- If any shutoff of gas or water will be required during the renovation period, the contractor must schedule such with the Management Company. A minimum of **72-hour** business day notice is required for any shutoff except emergencies. Management will send an email broadcast message to all owners alerting them of the water shutoff.

- Any damage that occurs as a result of delivery of materials to or from the property or unit will be billed back to the unit owner.
- Contractor shall **not** leave any doors open and unattended.
- Contractors should clean the common areas after work each day. Trash and construction debris should be taken away by the contractor, not discarded on the building premises.
- The owner of the unit granted permission to renovate **assumes full responsibility** for any damages, structural or cosmetic, that may be caused by the renovation or repair work. Should any damage result from this work, in either the common area or within a unit, the owner of the renovating unit will bear sole responsibility and cost for the restoration. Some examples are: damage to the common area (i.e. Hole in wall, broken door glass) or another unit (i.e. damage to adjoining unit from improper demolition measures, water leak from improper plumbing repairs) by your contractor or from the work you performed.
- 10. When performing work that may result in noxious odors or
- excessive amounts of dust being created, proper ventilation must be used. In these cases, unit doors must always be kept closed.
- Materials being removed or used for the renovation or alterations are not allowed to be stored or left in the common areas and are not allowed to be disposed of in condominium's trash and recycling areas.

If management must remove and dispose of materials left by a contractor, then the owner of the unit shall be responsible for the cost.

Please contact the Management Company with any questions, or should you need assistance of any kind.

### **Requests – outside vendors**

Insofar as possible, residents are asked to arrange deliveries and make requests for service (with their outside vendors) between the hours of 8:00 a.m. and 4:00 PM. After 4:00 PM, only emergency mechanical troubles should be reported and serviced (clogged toilets, significant leaks). These work hours allow someone from Management to assist if issues arise that require building management involvement/advice.

## **Safety Equipment**

A smoke detector is installed in each unit and several in the Common Areas on each floor. The maintenance and periodic replacement of the individual smoke detectors or battery is the responsibility of the unit owner. It is recommended that one routinely replace the batteries in such units in the fall, using the date of reversion to standard time. Per state and local laws, all unit owners are required to install a carbon monoxide (CO) detector in the unit. The method of enforcing compliance is that the Fire Department, upon the sale of a unit, now requires that a CO monitor as well as the fire alarm within your unit be in place and working properly.

You can purchase a CO detector at any hardware or large home improvement box store i.e. Home Depot, Lowes. Depending on the device model, the cost of a CO monitor will range between \$20 and \$40.

Make sure that you purchase one that plugs into an existing electrical outlet and has back up batteries. Double check the package because there are several kinds that use back up batteries but need to be hard wired – requiring the services of an electrician.

The monitor needs to be no more than three (3) feet off the floor. You can call the Cambridge Fire Department or go online for more detailed information at <https://www.cambridgema.gov/cfd/>.

## **Soliciting**

Selling, advertising, giving of samples, seeking opinions, asking for donations, or soliciting of any kind is prohibited. Please report any attempts promptly.

## **Supplement Fee**

On occasion, in order to finance a needed service or capital expenditure, or to inject capital into a depleted reserve account, owners are assessed a Supplemental Fee. Generally, these Supplemental Fees are payable over a set period of time. The Board of Trustees has the authority, per the condominium documents, to assess the Supplemental Fees. The ownership percentages found in the Master Deed (which stipulate the monthly condominium fee as well), determines the share each unit pays of any such Supplemental Fee. All payments made by, on behalf of, and all credit due to the unit owner, may be applied in whole or in part to any of the unit owner's obligations to the extent and in the manner that the condominium may see fit. Please be aware that the late fee policy will apply

to late Supplemental Fee payments.

## **Storage**

There is no common area or unit storage available in the building.

## **Street Parking**

Resident parking stickers and visitor parking cards (permitting street parking) are available to Cambridge residents. To obtain a resident parking sticker, present your Massachusetts car registration together with a current utility bill (electric or telephone) to the Cambridge Traffic Department. A nominal fee is charged. For more information, visit the City of Cambridge website:

<https://www.cambridgema.gov/traffic/Permits/residentparkingpermit>

Parking on Chauncy Street is at a premium. There are several lots in the area, and it is suggested that you confer with the owners of those parking lots (Harvard University, for example) to arrange for off street parking.

You should be mindful of the street sweeping schedule and the snow emergency ban. Please visit the following webpage for more information:

[www.cambridgema.gov/Services/streetcleaning](http://www.cambridgema.gov/Services/streetcleaning)

## **Trash/Recycling**

### **Trash Removal**

To keep the building clean, it is important that all trash and garbage be placed in strong plastic bags and securely tied. We recommend garbage bags that are more than 1.0 mil thick. Cheaper bags tend to tear easily and complicate the work of the cleaning crew.

Tied bags should be placed in the trash cans located in the rear courtyard trash area enclosure.

DO NOT leave any trash or items you are disposing of on the ground. All items must be bagged and placed inside a container.

Do not bring unbagged trash to the trash area or leave bags outside the trash receptacles. This practice makes the building look unsightly and smell badly, encourages cockroaches and adds to the maintenance costs that we all share.

The cleaning crew collects the trash located in the enclosure in the rear courtyard weekly and brings all trash out to the sidewalk for City pick up.

Similarly, do not place trash on the front sidewalk except before pick-up on garbage collection day on each Tuesday. See the Recycling and Trash Collection Guide at <https://www.cambridgema.gov/Services/CurbsideCollections>

If you have questions about trash pickup and or recycling, contact Cambridge Public Works at (617) 349-4800.

Please do not ever leave trash or dispose of any household goods i.e. furniture, appliances, on the grounds of 16 Chauncy St or in the trash areas. Special arrangement needs to be made to dispose of anything that is not considered everyday household trash.

Please contact either the City of Cambridge to make special arrangements (617-349-4800) or call Management.

<https://www.cambridgema.gov/Services/furnitureappliancelargeitemdisposal>

### Recycling Procedures and Guidelines

The building and its residents make a concerted effort to recycle. To that end, large city-provided recycle bins are located in the rear courtyard just outside the trash area. Please properly prepare your recyclables.

The City of Cambridge has detailed regulations governing recycling, which must be observed. **Please take a few minutes to review the City instructions on recycling at [www.cambridgema.gov/Services/Recycling](http://www.cambridgema.gov/Services/Recycling).** Items that are not correctly prepared for recycling are discarded into the trash and end up in the landfill. Please take the time to learn and follow the procedures on the city of Cambridge recycling instructions.

Large personal items such as mattresses or filing cabinets must be put on the sidewalk, by the owner, the day before trash pickup. Toilets and sinks cannot be abandoned in the trash area; unit owners must make independent arrangements for their disposal.

Computers, computer monitors, refrigerators and air conditioning units must be disposed of by calling the City of Cambridge and purchasing a sticker for the item being disposed of --- prior to its being put on the sidewalk for trash pickup.

Cardboard boxes large and small must be flattened and cut smaller than a 3 feet strip. The city of Cambridge recycling truck will not accept larger pieces. Please ensure any cardboard brought down to the trash/recycle area is properly cut, flattened and placed in the correct recycle bins. This includes moving boxes.

When placing trash and recyclables in the trash area, consider how this directly impacts your neighbors and your building. Proper and considerate trash disposal will help save hours or even days of inconvenience, not to mention the unsightly and unwanted mess.

**The City of Cambridge will not accept any recyclable items that are not properly prepared.**

Each bin has a sticker that shows what can and cannot be recycled. Additional bins have been added to encourage ALL residents to recycle. Do not leave boxes, not broken down and flattened outside the containers or inside a container. By not flattening the box, this prevents the use of space of these recycle bins from others in the building.

For no reason should any recycling be found outside the bins.

**NO Plastic bags may be recycled.** When plastic bags are found in bins they are rejected, and it then costs time and money to remove and re-submit to DPW. Plastic bags are also not recyclable and jam up the recycling machinery in the sorting facilities. All food containers should be emptied and rinsed from any food product.

### **Utilities- Gas and Electricity**

Each unit is metered and billed separately for electricity used in the individual units. The individual gas usage (cooking) is a common expense and paid for by the condominium. The Building is centrally heated by oil-fired low-pressure steam. Hot water is also provided to all units by the common boiler. Electrical and gas service is separately metered to each unit and, as to electricity, to the common areas.

### **Water shut off**

If you intend to have plumbing work done within your unit, please ensure your local shut offs will hold. Your plumber must confirm this PRIOR to the scheduled

workday. Each water fixture, except the tub, will have shut offs near the fixture. Unit owners are responsible for scheduling with his/her plumber the riser shut off and then communicating in advance to the manager so a notice can be sent to affected units. Management does not perform nor coordinate the shut off for unit owner work. You will also need to furnish the management company with an insurance certificate for your plumber. Management will arrange to formally notify the neighboring units, or the entire building in the event of a larger water shut off by email.

### **Water Conservation**

The average human being uses approximately 100 gallons of water PER DAY! Each shower uses approximately 13 gallons of water, brushing your teeth with the water running uses over 3 gallons and each time the toilet is flushed 7 gallons of water goes, too! A load of laundry uses over Sixteen gallons of water.

The Board of Trustees is continually concerned with escalating consumption and costs at Sixteen Chauncy Street.

Running toilets and dripping sinks waste water and can unnecessarily cost the condominium hundreds of dollars each month. Please take a minute and check around your unit for any dripping sink or tub faucets and / or running toilets. Running toilets will often create periodic flushing or filling sounds. Generally speaking, if your toilet is making any sound and you are not using it, you should have it inspected by a licensed and insured plumber so they can make an immediate repair.

Further, the Board of Trustees asks for your assistance in being more mindful about the consumption of water within your apartment. Any savings are appreciated and if all 53 households make a concerted effort, the savings will translate to dollars saved for the Condominium.

### **Windows**

Per the Master Deed, window glass and window frames are part of the Unit and therefore Unit Owner responsibility.

Even though owned by the unit, any project to replace a window(s) will still need Board approval as the Condominium documents provide the Board oversight and approval of any architectural change. Contact Management for further information.

### **6(d) certificates**

A 6(d) certificate is required in the Commonwealth of Massachusetts when a unit closes or is refinanced. This certificate states that there are no fees due or owing against a unit. The Board will only authorize the Management Company to release a 6(d) certificate to owners who have a zero balance at the time of the request. Please make sure you are current on condo fees and assessments when you sell or refinance your unit. Do take note, the current fee charges by Management to issue a 6D \$50.00.

### **Fines**

Under certain measures, the Board of Trustees may impose fines to unit owner's accounts. These fine assessments are the result of a resident not following the above rules. The unit owner, not the tenant, will be assessed \$100 for the first offense, \$150 for the second offense and \$200 for any continued offense.

1. Moving violation – Did not contact Management to schedule your move-in/move-out
2. Pet Violation-Not reporting having a pet
3. Renovation – Did not contact Management for approval on renovation

### **Appendixes**

City of Cambridge Recycling  
Rules and Regulations (condo docs)  
Pet Policy Approval Form  
Unit Improvement/Renovation Policy  
Moving Policy