

# *PLEASANT STREET CONDOMINIUMS*



Unit Owners' Handbook

## HELPFUL NUMBERS & INFORMATION

<b>Maintenance Engineer</b>	Pedro Rodriguez	617-495-7033
<b>Sales/Property Manager</b>	Tracy Coleman	617-495-7033
<b>Harvard University Police</b>		617-495-1212
<b>Cambridge Fire/Police</b>		911 (EMERGENCY)
<b>Cambridge Post Office</b>		617-575-8700
<b>Cambridge Hospital</b>		617-665-2300
<b>Cambridge City Hall</b>		617-349-4000
<b>Ambulance</b>		911 (EMERGENCY)
<b>Management Company</b>	Harvard Real Estate Services 7 Holyoke Street Cambridge, MA 02138 Email: fres@harvard.edu <a href="http://www.facultyrealestate.harvard.edu">http://www.facultyrealestate.harvard.edu</a> 617-495-7033 617-495-5560 for after-hours emergencies	
<b>Utilities:</b>		
<b>Gas and Electricity:</b>	Nstar	1-800-592-2000
<b>Cable Television:</b>	Comcast	1-888-633-4266
<b>Telephone/Internet:</b>	Verizon	1-800-870-9999
	Comcast	1-888-633-4266

There is a web-based bulletin board for owners of the Pleasant St. Condominium Complex to exchange questions, ideas, events, etc., as well as to enhance interaction in general. Owners have used it to post notices about unit sales, parking space availability, and general questions about the operation of unit appliances and condo work references. The bulletin board can also serve as a forum for exchanging information about services and vendors, group events in the gazebo and other gatherings, arranging "play dates" and babysitting (for those of you with young children), etc.

To sign up to use this bulletin board, go to the group home page: [http://groups.yahoo.com/group/pleasant\\_street](http://groups.yahoo.com/group/pleasant_street). Then, click on "join this group" and you will be given instructions on how to join. Please note this is not for emergency/maintenance issues.

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# 1

## INTRODUCTION

A Condominium is distinguished from other residential arrangements by the unusual juxtaposition of Units, which belong to individual unit owners, and Common Areas, which belong to the Association (which in turn is made up of all the owners). The Master Deed explicitly describes the exact division in this two part relationship, and you should seek legal counsel if you have any questions about what is included in your unit.

Common Areas include the building's exterior envelope (exterior wall and roof) and structure, the mechanical systems serving more than one unit, the basement, entrance, lobby, Gazebo Common Room, Media Room, Gym, parking garage, public stair and elevator. Note that there may be common elements such as pipes, ducts, and electrical conduits serving multiple units that pass within the geography of your unit.

The By-Laws establish the Board of Managers, comprised of not less than one nor more than five unit owners, as the governing body for the Condominium Association. The Board of Managers makes decisions on behalf of the Unit Owners, and is responsible for communicating out-of-the-ordinary information to the Unit Owners. The Board of Managers has delegated day-to-day management activities to a professional manager, Harvard Real Estate Services. The Board of Managers has authorized Harvard Real Estate Services to collect all Common Area fees from the unit owners, pay all Common Area bills, be on-call for emergencies, and contract for Common Area janitorial services, elevator service and fire systems.

While Harvard Real Estate Services is responsible for maintaining and repairing Common equipment, such as the elevator or Common Area HVAC, each unit owner is responsible for the repair of their own unit and the equipment within it.

**THE MANAGEMENT COMPANY**

The Pleasant Street Condominiums are professionally managed by Harvard Real Estate Services. During normal business hours, 8:00 a.m. to 4:00 p.m., Monday through Friday, please call 617-495-7033. If an emergency occurs after hours, please call The Control Center at 617-495-5560 to be connected to the emergency on-call service.

**CONDOMINIUM DOCUMENTS**

This handbook is based on and supplements the amended Master Deed and the Declaration of Trust, which together are referred to as the Condominium Documents. Each owner is responsible for compliance with these documents, so it is important that owners read and be familiar with them before they occupy a unit. Nothing in these Rules and Regulations is intended to amend or modify the Master Deed or the Declaration of Trust, which govern in the event of any conflict.

**SPECIFIC INFORMATION ABOUT THE PLEASANT STREET CONDOMINIUM****I: Board of Managers**

The Unit Owners elect a Board of Managers for the Unit Owners organization. The Board set policy for, and supervise the operation and maintenance of, the Condominium, as more fully described in the Pleasant Street Condominium Documents. There are currently five Board Members; they are elected by the Unit Owners at the Annual Meeting, each for a three-year term. Vacancies are filled by election or after 30 days appointment by the remaining Board members until the next Annual Meeting. The names of the current Board of Managers are shown on the Information Sheet.

The Board of Managers meet regularly to discuss policy matters and to decide how to implement building policies. Special meetings may also be scheduled as needed.

If a Unit Owner wishes to communicate with the Board of Managers, he or she is requested to do so in writing through the Property Management Office or to the Board Members directly. An updated list of the Board of Managers is posted in the lobby of each building.

The Board of Managers act by majority; no single Board Member has authority to bind the Board except when expressly authorized in a particular instance by vote of the Board. Minutes of the Board meetings are kept by the Board and are maintained at the Property Management Office.

**II: Association Meetings**

An Annual Meeting of the Condominium Association is scheduled to take place once a year on the first Saturday of February in the Common Room at 165 Pleasant Street, for the purpose of electing Board Members and reviewing the operation of the Condominium. At the request of the majority of owners, this meeting is typically scheduled on a week night during the first week of February. Notices of such meeting are emailed to each Unit-owner seven days prior to the meeting date. Special meetings may be called by the Board of Managers.

### **III: Property Management**

The Board of Managers has hired a Property Manager to make management recommendations to the Board and oversee the daily and monthly operation of the Pleasant Street Condominiums. The current Property Management Company is Harvard Real Estate Services ("HRES").

The Property Management Company operates solely at the direction of the Pleasant Street Condominium Board of Managers. All policies and procedures have been pre-approved or are subject to approval by the Board. Operations, which are funded solely by the monthly condominium fees paid by the Unit-owners and any special assessments, are managed within the Annual Budget established by the Board of Managers. As noted above, communications to the Board of Managers can be sent care of the Property Management Office or by contacting Board members directly.

All communications regarding routine repair and/or maintenance or apparent violations of the Pleasant Street Condominium Documents should be reported to the Property Management Office at 617-495-7033. The Property Management Office will take steps to effect the repair or maintenance item within the guidelines of the Budget and Directives of the Board. As noted below, emergencies will be given priority. Non-emergencies will be scheduled at the first reasonably available time. Communications concerning possible violations of the Pleasant Street Condominium Documents should be in writing to be handled effectively.

To be sure that problems or requests receive proper attention, Unit Owners should clearly define the problem or request, always identifying the sender by providing full name, with Unit number and phone number, and providing as much information about the situation as possible. In an emergency, Unit-owners may telephone the Property Management Office at 617-495-7033. If there is no answer, callers should call The Control Center at 617-495-5560.

**IV: Finances and Condominium Fees (Common Area Charges)**

A Budget to cover the costs and expenses of operating, maintaining, repairing and cleaning the Condominium and its Common Elements, as well as for requisite replacements, is established annually by the Board of Managers for the ensuing year and the amounts are allocated among the Units in accordance with their respective percentage interests. The Budget may include contributions into a Replacement Reserve Account. In the event of an unexpected and/or unbudgeted expense, the Board of Managers can vote a Special Condominium Fee Assessment, payable in a lump sum (or as the Board of Managers may otherwise determine).

Monthly Condominium charges and assessments are due on the first day of each month. Owners may set up electronic payments with their bank or submit a check payable to "Pleasant Street Condominiums" and mail by the first of each month to the following address:

**S-C Management Corp.  
2 Brookline Place, Suite 206  
Brookline, MA 02445**

In order to implement timely payment of Condominium fees, there is a non-refundable late fee of \$25.00 on any balance that remains outstanding after the 15th calendar day of the month dated on the bill. A \$25.00 late payment charge will be levied for every subsequent month of delayed payment.

A condominium statement/invoice will be sent monthly, which will allow Unit Owners to reconcile their payment records with those of the Association. It is important that accounting questions be brought to the Property Management's attention as quickly as possible. If a Unit Owner believes that a payment has been misapplied, a copy of the canceled check may be necessary for verification before any adjustments can be made.

Overdue accounts may be turned over to an attorney for collection when the account is 60 days or more past due. At that time, a title search is performed and collection letters are mailed to the first mortgagee (if any) and the Unit-owner. In accordance with Massachusetts law, all legal and other collection costs are collectible from the delinquent Unit Owner and can amount to a significant charge that may in some cases exceed the amount of the delinquency. After Condominium Fees are 90 days past due, an attorney, on behalf of the Association, will typically initiate foreclosure action under the lien granted by statute to the Association for unpaid assessments and charges.

Each payment by a Unit Owner will be credited first to accrued interest charges (if any), then to late-charges and legal charges (if any), and then to the Condominium Fees, starting with the oldest outstanding balance due.

Any fees, duties, costs, or expenses incurred as a result of violation of any of the Pleasant Street Condominiums Rules and Regulations are the liability of the Unit Owner who is the source of such violation.

**V: Maintenance, Cleaning and Repairs**

Routine maintenance, cleaning and minor repairs are handled during regularly scheduled times and in accordance with Budget guidelines. Unit Owners may check with the Property Management Office for specific details.

A unit owner should contact the Property Management Office at 617-495-7033 for routine service involving the Common Elements. The Property Management Office has the responsibility to administer the business matters of the Board of Managers, including the engagement and supervision of vendors and monthly site inspections. As noted, if a Unit Owner detects a maintenance problem relating to the Common Elements, he or she should inform the Property Management Office so that the maintenance or repair item can be initiated promptly.

As noted above, non-routine maintenance or repairs are performed when time and money allow. Every effort is made to anticipate the Association's needs so that tasks are completed in a timely fashion. Constructive comments from Unit Owners are welcomed.

**VI: Trash and Recycling**

Please deposit ALL trash, garbage and recyclables in the trash room located on each floor of the building. Please throw trash down the trash chute and recyclables in the bins provided.

It is a City of Cambridge law to recycle and building occupants should recycle newspapers, glass and plastic containers, deposit/non-deposit bottles and cans. Please deposit your recyclables in the recycling bins located on each floor. If a box is particularly large or you need to arrange the disposal of electronic items, please call 617-495-7033. The following items can be recycled:

- |          |                            |                   |
|----------|----------------------------|-------------------|
| Paper    | Flattened cardboard (tied) | Phone books       |
| Glass    | Brown paper bags           | Newspapers (tied) |
| Aluminum | Cereal boxes               | Magazines (tied)  |

## VII: Building and Unit Security - Lock-outs

### A. Security

All unattended entrances must be kept latched and locked at all times to protect the security of the Building and its occupants. Taping the latches, propping the doors open or otherwise overriding the locking system is dangerous and prohibited. A Security Guard monitors the complex seven days a week from 8:00 p.m. – 12:00 a.m. by walking the interior and exterior of the buildings. Access to the Pleasant Street Condominiums is either by key, garage remote opener, or through the intercom system. The Intercom connects directly to a wall mounted phone in the particular Unit. Directory changes are made by the Property Management on receipt of a written request from a new Unit-owner.

No one should be admitted into the Building "as a courtesy". Visitors should arrange access through the Intercom system, solely from the Unit to be visited. Although it may seem discourteous, it is essential for the security of the Pleasant Street Condominium, for its Unit Owners and occupants. If strangers are observed in the public areas they should be asked to identify themselves; if there is any suspicion, they should be reported to the Property Management or police.

Every occupant of the Pleasant Street Condominium is responsible to make sure that only known and authorized visitors are admitted and that access is allowed only by regular means.

Unit Owners are provided with a set of current keys to all of the Condominium common locks (front, rear and garage entrance doors). Unit owners are also provided with a remote door opener that activates the garage door. It is the responsibility of each Unit Owner to distribute and control the use of such keys and remote openers selectively. Should a common condominium key be lost or stolen, the Property Management should be notified at once, with a follow-up written notice, as a costly change of lock sets and keys may be required.

Each Unit Owner should attend to the security locks for his or her own Unit.

We will maintain a set of unit keys to allow access to your unit under emergency circumstances. Your authorization will be required to grant access to your unit with the exception of emergency situations.

### B. Lockouts

Finding oneself locked out of one's own Unit, for whatever reason, is an unpleasant and frustrating experience. Harvard Real Estate Services will send a maintenance individual to your home with a key for a fee of \$50.00. **Please note payment is required at the time of the service.** Unit Owners may also call a local locksmith.

### VIII: Common Elements and Areas

Any private or exclusive use of the Media Room and Gym that prevents or interferes with the proper joint use and enjoyment of that area by other Unit-owners is prohibited. Clean-up is the responsibility of the user.

**GAZEBO COMMON ROOM:** In order to utilize this room the Unit Owner must check on the room's availability. The room is available on a first-come, first served basis, up to six months in advance. If the room is available, they must fill out the appropriate form and leave a cleaning deposit of \$100.00. All functions must end by 10:00 p.m. and noise must be kept to a reasonable level. The use of the room does not include the common hallway and any function must stay within the Gazebo. The room must be cleaned and all trash must be removed.

**MEDIA ROOM:** The Media Room hours are 8:00 a.m. – 10:00 p.m. All guests must be accompanied by a Unit Owner. Noise must be kept to a reasonable level. Use of this room by teenagers must be monitored by their parents. You must have shirts and shoes on at all times in the media room. Parties, food and drink are not allowed. The Board reserves the right to rescind Common Area privileges of any owner for inappropriate behavior, which interferes with the use of others in the Media Room.

**GYM:** All guests must be accompanied by a Unit Owner while utilizing the gym. The gym showers are to be used before or after gym use only. The showers are not to be used as a secondary bathroom for guests or Unit Owners. The gym is to be utilized by persons 18 or older. No children should be utilizing the gym.

**PARKING:** The deeded parking spaces are part of the Common Areas. Parking spaces may not be used for storage. Only the storage bin appurtenant to a unit may be used for storage. No boats, trailers, unregistered vehicles, or inoperable vehicles shall be permitted to be parked in a parking space. All motor vehicles shall be parked in a parking space and positioned in such a manner as not to impede or prevent ready access to other spaces.

**CABLE TELEVISION:** The Pleasant Street Condominiums have been wired for cable television, currently available through Comcast. Unit-owners wishing to take advantage of the cable system should make individual arrangements with the cable company, at the expense of the Unit-owner.

**EMERGENCY EXITS:** In the event of a fire, or an elevator malfunction, there are two common stairways in each building. Unit Owners and occupants should familiarize themselves with these stairways. All stairways have emergency lighting systems which would illuminate in case of a power failure. Since stairways are needed for emergency egress, property should never be stored in any of those stairways.

**IX: OWNER AND TENANT CONDUCT**

**NO OFFENSIVE ACTIVITIES:** No offensive activities shall be carried on in the building, nor shall anything be done either willfully or negligently, which may be or become an annoyance to the other occupants. No occupant shall make or permit any disturbing noises in the buildings by himself, his family, servants, pets, employees, agents, visitors and tenants, nor permit anything that will interfere with the rights, or comforts of other occupants.

**NOISE FROM RADIOS, STEREOS AND MUSICAL INSTRUMENTS:** The volume of TVs, radios, stereos, musical instruments and the like shall, at all times, be kept at a sound level which won't disturb the occupants of other Units. This applies to visitors, tenants, invitees, and workers in the Units as well. The quiet hours of the building are 10:00 p.m. – 8:00 a.m.

**RESIDENTS TO COMPLY WITH ALL LAWS:** Owners and occupants shall comply and conform to all Rules and Regulations of the Condominium Association. The Board of Managers may enforce by levying fines in accordance with Section 2.2 of the by-laws:

**First Offense - Written Warning**

**Second Offense - \$250**

**Third Offense - \$500**

Owners and occupants shall comply and conform to all applicable laws and regulations of the United States and of the Commonwealth of Massachusetts, and all rules and regulations of the City of Cambridge. The Board of Managers and other Owners shall not be exonerated from all fines, penalties & prosecutions for any violations.

**DELIVERIES:** It is the Unit Owner's responsibility to meet the delivery person.

**PETS:** Common household pets (dogs, cats and birds) may be kept in an Owner-Occupied Unit with written permission from the Property Management. The owner of a pet assumes full liability for all damage to all persons, property, and to the Condominium Association, caused by such pet. Pets shall not be permitted in any part of the Condominium unless under leash. The proper authorities must license all pets, and the owner is responsible for getting pets properly and fully inoculated. Dog walkers are asked not to bring non-resident dogs into the building. Unit Owner's are responsible for all clean-up of pets. The Unit Owner shall indemnify the Condominium Association and hold it harmless against any loss or liabilities of any kind whatsoever arising from or growing out of having any pet in a Unit or Common Areas. Upon a written complaint of any Unit Owner to the Board that a pet is a nuisance, the Board of Managers may prohibit the presence of said pet within the Condominium. No such action of the Board of Managers shall be taken without a meeting of which at least 3 day's written notice thereof has been given to the Unit Owner responsible for said pet, and the opportunity at the Board meeting for the Unit Owner responsible for the pet to be heard. No pets shall be kept for breeding or for Commercial purposes.

**OWNER RESPONSIBILITY FOR CHILDREN, GUESTS:** Owners shall be responsible for all actions of their children, tenants, household help, guests, etc.

**RENTALS:** A unit may not be rented without the prior written consent from the Property Management. The renter has to be employed at Harvard University, and the owner can rent only if on a leave or a sabbatical from Harvard and for no more than three years. Documentation of such leave or sabbatical would be required.

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**X: MAINTENANCE**

**PEST CONTROL:** There is a routine treatment in the basement areas for pests. However, if you have any **evidence of pests** in your Unit or Common Areas, you are required to report this immediately to the Property Management. A serious infestation may require a simultaneous extermination in all Units. It is the Owner's responsibility to pay for any such treatments in their unit, as well as other affected units.

**TRASH:** Proper trash disposal is crucial to preventing a pest problem. Please dispose of trash in tightly wrapped garbage bags in the trash room. Please do not use normal shopping bags (such as grocery store bags) as these do not contain odors and can attract roaches and mice. Please place recyclables in the bins in the trash room.

**LEAKS:** All leaks must be reported to the Property Management as soon as they occur.

**REPAIR AND CONDITION:** Each Unit Owner shall keep his Unit in a good state of preservation and cleanliness and shall not sweep out or throw, or permit to be swept out or thrown from the doors, windows or balconies and ledges thereof, any dirt or other substances.

**EQUIPMENT COMPLIANCE:** All radio, television, computers or electrical equipment and appliances of any kind used in each Unit shall fully comply with all rules, regulations or recommendations of the Board, or a similar board, and the public authorities having jurisdiction. The Unit Owner alone shall be liable for any damage or injury caused by any equipment or appliance.

**HEATING AND AIR CONDITIONING:** The heating and air conditioning of the Common Elements are serviced and maintained by the Condo Association. The maintenance and repair of the condominium HVAC unit is the responsibility of each Unit Owner.

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**XI: INSURANCE**

No Owner shall permit anything to be done which will result in the cancellation or increase of premiums of insurance on the building, or contents thereof.

**GRILLS & BARBEQUES:** Section 6.11. (r)(i) of the By-Laws prohibits the use of fires, barbecues, gas grills or the like on or about any balcony or roof deck.

**DAMAGE BY FIRE:** Fire damage or any other damage or accident affecting individual units and/or the Common Areas must be promptly reported to Property Management immediately following its occurrence.

**CASUALTY:** Upon the occurrence of a casualty to one or more units and/or to the Common Area, the Board of Managers alone shall handle the portion of the claim which is covered by the Boards' master insurance policy. The Board of Managers will collect the proceeds of the claims and disperse funds for any repairs caused by such casualties.

**PERMANENT IMPROVEMENTS:** Any improvement in excess of \$1,000 must comply with Section 6.7. (d). of the By-Laws.

**HOMEOWNERS INSURANCE:** A homeowner's policy called an HO-6 is designed for condominiums and will provide you with the building and liability coverage you need as a resident owner. Most importantly the HO-6 policy provides coverage for the value of your personal property, i.e., clothing, furniture, equipment, etc. The policy should be endorsed to include special coverage for your unit. You should increase your Coverage A limit in the HO-6 condo policy to at least \$5,000 to cover the deductible and provide broader water damage coverage to the master policy. **Confirm with your agent or company that they pay your portion of the Master Policy Deductible.** If they do not, call us, we can help. If you are a non-resident owner you should look carefully at the Dwelling Policy in order to obtain the insurance you need to avoid gaps in coverage with the master policy.

**EFFECT ON INSURANCE:** No Unit Owner shall use his Unit in such fashion as to result in the cancellation of, or increase in the cost of, the insurance on the Condominium, except those uses resulting in increases in premiums that may be made by specific arrangement with the Board. In these cases, the Unit Owner would be responsible for the payment of such increased insurance cost.

**XII: FIRE AND OTHER EMERGENCIES**

**The following situations are considered emergencies;** please call Harvard Real Estate Services at 617-495-7033 or after hours at 617-495-5560:

- **Broken pipes, plumbing leaks in Common Areas**
- **Interior water damage due to weather conditions**
- **Electric failure of a portion or the entire building**
- **Breach of security/vandalism**
- **Smell of natural gas**
- **Any exterior door not locking**
- **Elevators out of order**
- **Any injury or property damage that occurs in the Common Areas**

**PREPARE FOR EMERGENCY:** Please familiarize yourself and your family with the locations of the exit stairways on your floor and the location of fire extinguishers.

**FIRE:** If there is evidence or suspicion of fire anywhere in the building, call the Fire Department (911), and notify Property Management immediately. Do not try to handle the situation alone.

**IF YOUR UNIT IS ON FIRE:** If the fire is in your unit, keep doors and windows closed to reduce the amount of oxygen feeding the fire. When leaving your unit during a fire, place your hand on the exit door first. If the door feels warm, do not attempt to open it as this indicates fire in the corridor. If the door is not warm, carefully open it a small amount to check for smoke in the corridor. If you feel the corridor can be used, close your unit door behind you so the fire or smoke will be contained inside your unit and will not spread to other areas. Holding a wet towel or cloth over your mouth and nose is a suggested protection when crossing smoke filled spaces. It is suggested that you leave your door unlocked, to permit quick access by the Fire Department.

**DO NOT USE ELEVATORS DURING A FIRE EMERGENCY:** They are reserved for the use of the Fire Department personnel. Moreover, they may be dangerous, as they may stop if power fails, or take you to the source of the fire itself. The emergency lights should keep stairways adequately lit, even in case of power failure, enabling you to proceed safely to the ground floor.

**FIRE EXTINGUISHER:** It is recommended that you keep a fire extinguisher near an exit door inside your unit, to aid in extinguishing small fires. We suggest the all-purpose dry-chemical type of extinguisher that is both UL and FM approved, and weighs about two and one half pounds. To make sure that your extinguisher is in working condition, it is suggested to check the pressure read-out gauge regularly and replace the unit immediately if the pressure is low.

**SMOKE & CARBON MONOXIDE DETECTORS:** It is mandatory that each Unit is equipped with proper smoke/heat and carbon monoxide detectors and they are checked on an annual basis.

**FIRE ALARMS:** In case of a fire alarm, all occupants must immediately evacuate.

**FLOODING:** If possible, determine the source of water and shut it off. Report it immediately to Property Management.

**XIII: REPAIRS & RENOVATIONS; RULES FOR WORKMEN****A. GENERAL RULES**

**NOTIFY BOARD FOR RENOVATIONS OVER \$500:** When a Unit Owner plans renovations or repairs of \$500 or more, the Board of Managers and Property Management must be notified two weeks in advance by completing and submitting the Description of Work Form. Work cannot commence without the Boards' written approval.

**CONSIDERATION OF NEIGHBORING UNITS:** Work done to a Unit which might inconvenience others must be performed so as to minimize inconvenience. Please inform neighbors if construction will be noisy. Owners must consider the building's age and condition plus possible damage. Owners are liable for any damage incurred.

**HOURS OF WORK:** Work must commence weekdays after 8:30 a.m. and end by 5 p.m. If waterlines must be shut, this must be coordinated with the Property Management in advance and scheduled after 10:00 a.m. Permission is needed for weekend work.

**COMMON SPACE ENCROACHMENT:** Any alterations that encroach upon Common Areas require prior approval of the Board of Managers and an approval vote by Unit Owners.

**CONTRACTORS:** Contractors and sub-contractors without proper insurance will not be allowed to work in the building. A copy of the insurance certificate indicating possession of workers comp and general liability for each contractor is required and shall be deposited with Property Management.

**BUILDING PERMITS:** All necessary permits are to be obtained prior to start date.

**STRUCTURE OF BUILDING:** Nothing shall be done in any Unit or to the Common Areas which will change, endanger or impair the structural integrity of the building.

**PLAN CHANGES:** Must be reported to the Board of Managers at once.

**DEBRIS:** Owners must ensure that workers keep Common Areas clean. Workers must be instructed to use freight elevator and are forbidden to use any drains within the building for disposing of cement, plaster, paint, oil or other materials. Disposal of debris is the responsibility of the Owner, and is not to be included with building trash.

**BOARD OF MANAGERS MAY HALT WORK:** If the above procedures have not been followed, Board of Managers may halt work.

**B. BUILDING SECURITY DURING WORK**

**CONTRACTORS:** Contractors must provide the Property Management with a list of subcontractors and workers, plus notify them of expected daily work schedules and expected duration of project.

**CONDOMINIUM DOCUMENTS**

Condominium Documents dictate the operation of the Pleasant Street Condominium. These documents include the Declaration of Trust, Master Deed and the Rules and Regulations. They establish a Condominium officially recorded in the Middlesex County Registry of Deeds. They define the boundaries of the land, the building, the units, the Common Areas, the percentage interest and rights of each Unit Owner in these areas. They also define the rights and responsibilities of the board and owners.

In addition to these Documents, an individual Unit Deed conveys ownership of your unit from the seller.

**DESCRIPTION OF WORK FORM**

**To: Management Office**

**From Unit Owner:** \_\_\_\_\_

**Unit Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Description of Project** (*Please describe what you are having done to your Unit*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Projected Start Date:** \_\_\_\_\_

**Projected Completion Date:** \_\_\_\_\_

**Name, address, and phone number of Contractor(s) and Insurance:**

*(Please note: Contractors without insurance will not be allowed to work at the Pleasant Street Condominiums. A copy of the insurance certificate for each contractor is required. If you are acting as your own contractor, then the insurance certificate(s) apply to the sub-contractors.)*

**Contractor's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Copy of contractor insurance certificates enclosed?**      Yes \_\_\_\_\_      No \_\_\_\_\_

**City Building Permits required?**      Yes \_\_\_\_\_      No \_\_\_\_\_

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**UNIT OWNER QUESTIONNAIRE**

**Property:**    **Pleasant Street Condominiums**

**Address:**    \_\_\_\_\_ Pleasant Street, Unit # \_\_\_\_\_  
                  Cambridge, MA 02139

**Date:** \_\_\_\_\_

**Unit Owner Name(s):** \_\_\_\_\_

**Telephone Number (H):** \_\_\_\_\_

**Telephone Number (W):** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Alarm Codes:** \_\_\_\_\_

**Mailing Address if**

**Different from Above:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name & Address of**

**Mortgagee\*:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name of Resident if**

**Different from Owner:** \_\_\_\_\_

**Telephone Number (H):** \_\_\_\_\_

**Telephone Number (W):** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

\* Massachusetts Statute requires management to hold this information if applicable.

**Agreement to Adhere to Rules and Regulations**

In order to ensure a well-run building, we ask each of the Unit Owners and their Tenants to familiarize themselves with these rules. Please note that the defined terms in these Rules and Regulations are used with the same meaning as in the Master Deed of the Condominium and the Declaration of Trust. Additionally, please note that although addressed to Unit Owners, these rules and regulations apply to all family members, guests and invitees, as well as any tenants, users and other occupants of Units.

While the Board of Managers have adopted these Rules to serve the common interests, needs and safety of the majority of the Condominium occupants, they may be amended or revoked by a majority vote of the Board of Managers at any time.

Where discrepancies exist between the Master Deed and the Declaration of Trust and the Rules, the Master Deed and the Declaration of Trust are the ruling instruments.

\_\_\_\_\_, the Unit Owner of Unit \_\_\_\_\_, hereby declare that I have received, read, and will abide by the Rules and Regulations and General Information of the Pleasant Street Condominiums, Cambridge, MA 02139.

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_, the Unit Owner of Unit \_\_\_\_\_, hereby declare that I have received, read, and will abide by the Rules and Regulations and General Information of the Pleasant Street Condominiums, Cambridge, MA 02139.

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Date: \_\_\_\_\_