

28 QUINT AVENUE CONDOMINIUM
ALLSTON, MA 02134

OWNER & RESIDENT
INFORMATION GUIDE

September 2002

BOARD OF TRUSTEES

Larry Abend, Toby Abend, Mohammed Abazari, Ronald Brown, Stephen I. Yellin

The 28 Quint Avenue Condominium Trust is governed by the Board of Trustees which is responsible for general administration of the affairs of the condominium. The members meet at mutually convenient times as is required for the proper administration of 28 Quint Avenue.

MANAGEMENT COMPANY

Main Street Realty
15 Brook Street #5
Medfield, MA 02052
508-359-6622

Property Manager: Susan Zappone

Requests for repairs and service should be made between the hours of 9:00 AM and 5:00 PM by calling the Main Street Realty office.

To report after hour emergencies such as floods, no heat, or no common area electricity, please call Main Street Realty at 508-359-6622. You will be given an emergency beeper number. Dial the beeper number given. After you hear the signal, enter your telephone number followed by the pound sign (#) and your call will be returned as soon as possible.

The 28 Quint Avenue Condominium "Owner and Resident Information Guide" was prepared for the sole purpose of furthering and maintaining the peaceful residential community of the 28 Quint Avenue living environment.

This guide was written to complement the Master Deed and Declaration of the Trust as recorded in the Suffolk Registry of Deeds, Boston, Massachusetts and the "Administrative Rules and Regulations".

The 28 Quint Avenue Condominium Trust is a residential condominium community of 41 units located at 28 Quint Avenue, Allston, Massachusetts.

This Owner and Resident Information Guide is designed to inform both the residents and owners of the rules contained in the Association By-Laws for the peaceful existence of those living at the 28 Quint Avenue Condominium.

Any complaints regarding the service or maintenance of the building should be made in writing to the management company or to the Board of Trustees.

For any problems within a unit, the tenants should call whomever they pay their rent to, as the management company does not manage the inside of the units.

MEETINGS OF UNIT OWNERS

A meeting of all unit owners is held annually in the month of November. Sufficient notice of time, location, and date will be given in accordance with the By-Laws. Additional meetings may be called at the discretion of the Trustees or upon a petition signed by one third of all unit owners.

CONDOMINIUM FEE

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

Condominium fees are due on the first day of the month. Please mail all condominium fees and other assessments to the **28 Quint Avenue Park Condominium Trust** in care of Main Street Realty, 15 Brook Street #5, Medfield, MA 02052.

EXTERMINATION

Extermination of the building is done once a year by a licensed pest control company. Any units experiencing a pest problem can call their landlord and/or management company for more information.

SECURITY

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

- * Use your intercom to identify visitors. **Do not let anyone you do not know into the building**, even if an individual tells you that he or she is going to visit someone in the building. Ask utility company or other service personnel for identification.
- * Make sure the front and back doors close behind you. Notify the management company immediately if the doors are not latching securely.
- * Do not prop the front or back doors open, even for a short period of time. If you notice any doors open, please close them. (See schedule of fines.)
- * If you change your locks, please notify the management company and/or the Trustees. Also, please be sure to give a set of keys to a neighbor or relative for access to your unit in case of an emergency. Main Street Realty does not have keys to every apartment and does not provide lockout service.
- * Lost or stolen keys (front door or unit keys) should be reported to the management company

immediately.

- * First floor residents should be particularly careful about securing their units. Remember that access through a first floor window provides access to the entire building.
- * Your personal property should be insured against fire, theft, and water damage. The building insurance does not cover personal property.

SAFETY

In the event of an emergency, please call the management company or one of the Trustees first unless the emergency is a life-threatening situation.

- * It is strongly recommended that you have a fire extinguisher in your unit.
- * The sidewalks, entrances, driveways and lobbies **must** never be obstructed in any way. Articles or other personal equipment may not be left in the back or front hallways or stairs. (See schedule of fines.)

Please report any safety hazards to the management company.

LAUNDRY ROOM

A coin operated laundry room is in the basement of 28 Quint Avenue for your convenience. If any of the machines malfunction, please notify the management company immediately.

Please keep the laundry room clean and neat as a courtesy to other residents.

ROOF

In 1988, a new roof was installed at 28 Quint Avenue Condominium. It was **not** designed to accommodate sunbathers or sightseers. Therefore, **the roof is off limits**, except in the case of life threatening emergency. In order to maintain the warranty and extend the life of the new roof, access to the roof is prohibited. Penalties will be assessed to those not obeying this request. (See schedule of fines.)

TRASH

Trash is picked up once a week on Wednesday mornings.

Please package your trash in sturdy, well fastened plastic bags before placing them in the barrels located in the basement.

There is no recycling provided by 28 Quint Avenue Condominium and therefore no cans, bottles, newspapers, etc. should be left on the sidewalks or in the halls.

Disposal of construction materials, furniture or any other items which do not fit in the barrels are the

responsibility of the unit owner or tenant. Appliances, such as stoves or refrigerators are also the responsibility of the unit owner or tenant. If such items are left in the common areas, **the management company will arrange for their removal without notice at the expense of the owner who is responsible.** Disposal of appliances is solely the responsibility of the unit owner. Storage of any items, even temporarily, without prior notice to and permission from the Trustees or management company is prohibited. (See schedule of fines.)

All items left in front or back hallways are deemed to be abandoned and will be thrown out without notice. The cost of said removal will be levied on the unit owner and/or the tenant. (See schedule of fines.)

PARKING

The driveway located beside 28 Quint Avenue is for emergency use only. Anyone found parking in this area without a parking permit from Main Street Realty will be towed. 28 Quint Avenue Condominium uses BROOKLINE TOWING Company located in Allston. Their telephone number is 617-566-8531. The Association and the Management Company may not be held responsible for any damages that may occur while parking in this area.

MAILBOXES

It is the responsibility of the tenant to place his/her name on the mailboxes.

INTERCOM / TRIGON

The intercom system in the building works with the use of a push button telephone in your unit. Your telephone number must be programmed in the Trigon System for the intercom to work. If your telephone number is not programmed, please call the management company.

The names on the intercom system are periodically updated. If your name does not appear on the current list, please call the management company.

UNIT STRUCTURAL ALTERATIONS

Any structural alterations within the units must be performed under the supervision of the management company in order to protect existing building systems as well as to ensure compliance with building code and condominium By-Laws, etc.

UNIT REPAIRS

Any damage to common elements caused by alterations or repairs to a unit will be charged to the unit owner. The responsibility for the daily clean-up of common area messes left by those employed by the unit owner will be the unit owners' responsibility. Unit owners will be charged the cost of the clean up or \$50.00, whichever is greater. Therefore, it is important to impress the need for clean up on any workers.

RENOVATION / IMPROVEMENT TO UNITS

Owners may make changes to their units in the form of improvements or renovations under the following conditions as set forth in the Master Deed.

- 1.) Work must not effect load bearing walls.
- 2.) A building permit must be obtained.

MAINTENANCE AND REPAIRS

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

NOISES AND DISTURBANCES

No unit owner or resident shall make or permit noxious, offensive, or disturbing noise in their unit or common areas, or permit any behavior which will interfere with the rights, comfort, or convenience of any unit owner or resident at any time, day or night.

The 11:00 p.m. to 8:00 a.m. noise curfew is strictly enforced. Please take care to respect the rights of your fellow residents. Use discretion in playing stereos, televisions, and musical instruments at all times. Extra caution should be used between 11:00 p.m. and 8:00 a.m. Any problems with respect to noises or disturbances should be brought to the attention of the management company and the police.

BICYCLE STORAGE

Bicycles are not to be stored in the front of the building, the laundry area, the basements or in any hallway. Bicycles left in these areas are left at the sole risk of the bicycle owner and may be removed without notice at owner's expense. (See schedule of fines.)

PETS

Only unit owners are allowed to have pets if approved by the Board of Trustees. Animal weight should not exceed 25 lbs. Tenants are not allowed to own pets at 28 Quint Avenue Condominium unless authorized by the Management Company. Cleanliness and noise control is the responsibility of the unit owner. Complaints from other tenants will be forwarded to the Board of Trustees and dealt with at scheduled meetings.

KEYS

To maintain the best possible security, know who has a copy of your keys. If the keys are lost or stolen, notify the management company and your landlord immediately.

LEASING

Owners leasing their units must notify management of the tenant's name as well as the unit owner's address for billing purposes. Costs to repair any damage to the common areas as a result of moving will be charged to the responsible owner.

It is recommended that all leases state that the tenants are required to follow all governing documents of the Association. It is strongly advised that investors incorporate the Administrative Rules and Regulations as well as this handbook as an addendum to their tenant(s) lease(s). It may prove beneficial to the investor over the long-term.

RENTALS

The 28 Quint Avenue Condominium is a residential condominium which is partially owner occupied. Any unit may be rented subject to the following regulations:

- 1.) No unit may be leased for a period of less than 30 days.
- 2.) Tenants are subject to all Rules and Regulations in the Master Deed, By-Laws and owner/resident information guide. Acceptance of the regulations must be acknowledged by signing the acknowledgment form in the back of the guide. It is the responsibility of the owner to notify his/her tenant(s).

ENERGY CONSERVATION

The boiler is controlled by a heat timer located in the boiler room. The heat timer runs on 60-minute cycle based upon the outside temperature. In the wintertime, if the temperature falls below 55, the heat timer will run approximately 25 minutes each hour. Heat and hot water are paid for by the 28 Quint Avenue Condominium Trust. As the heating costs increase, so may our common area fees. Please keep this in mind and do your part in conserving energy.

If there is no heat or hot water for more than 1 hour in the building and it is colder than 55 degrees outside, call the management company.

FINES AND PENALTIES

In order to maintain a clean, safe and peaceful living environment, certain fines and penalties will be levied to those who disregard certain rules and regulations. These include:

Roof Access ----- \$100.00 *

Damage to common areas: greater of cost of repair

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|-------------------------------------------------------------------------------------------------------------------------------------|-----------|
| or replacement or ----- | \$50.00 |
| Inappropriate disposal of trash or personal possessions ----- | \$50.00 |
| Damage or clean up caused by pet: cost of repairs and/or cleaning or ----- | \$50.00 |
| Failure to comply with noise regulations ----- | \$50.00 * |
| Leaving personal possessions / refuse or improperly storing bicycles, motorcycles in common areas, etc. cost of removal or ----- | \$50.00 |
| Propping exterior (front or rear) door ----- | \$25.00 |

The 28 Quint Avenue Condominium Trust and Main Street Realty is held harmless against any claims for the loss of personal possession or refuse left on or attached to the common areas, at the risk of the unit owners, tenants, family, guests, etc.

* First violation warrants the penalty as documented. Each subsequent violation of the same category will warrant an additional penalty of \$25.00 to be sum totaled to the base amount described. These fines will be separately assessed to the violating unit.

ACKNOWLEDGMENT

ALL OWNERS AND TENANTS MUST SIGN THE FOLLOWING PAGES SIGNIFYING THAT THEY HAVE READ THIS INFORMATION GUIDE AND AGREE TO ABIDE BY THE RULES AND REGULATIONS OF THE 28 QUINT AVENUE CONDOMINIUM. FAILURE TO SUBMIT A SIGNED FORM WITHIN FIFTEEN (15) BUSINESS DAYS OF RECEIPT IS A VIOLATION AND UNIT OWNERS MAY BE FINED.

NEW OCCUPANTS AND/OR OWNERS MUST SIGN WITHIN TWO WEEKS OF OBTAINING OWNERSHIP AND/OR MOVING IN. SUBLEASING IS **NOT** AN EXCEPTION TO THIS RULE.

TO BE COMPLETED BY TENANT(S): Each adult must sign below:

I, _____, _____, _____, the tenant(s) residing at Unit # _____ of 28 Quint Avenue Condominium certify that I have been given a copy of the 28 Quint Avenue Condominium Owner/Resident Information Guide dated September 2001 containing the Rules and Regulations of the Association. I agree to abide by these rules during my tenancy. I understand that any violation of the rules by me or my guests may be considered a breach of my lease and may result in an eviction proceeding, imposition of fines, or other disciplinary action.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

TO BE COMPLETED BY UNIT OWNER:

I, _____ the unit owner of unit # _____ of the 28 Quint Avenue Condominium certify that I have been given my proposed tenant(s) a copy of the 28 Quint Avenue Condominium Owner/Resident Information Guide dated September 2001 which contains the Rules and Regulations of the 28 Quint Avenue Condominium Trust. Adherence to these rules is a condition of my lease with the tenant(s). (No more than four unrelated persons may reside in each unit). I acknowledge my responsibility, as owner of the unit as well as common areas of the Condominium. I understand that under the By-Laws, I may be held responsible for fines imposed by the Board as a result of violations by my tenant(s) of rules, regulations, or provisions of the Master Deed and By-Laws.

Print Name

Signature

Date

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