

# SHADOWBROOK CONDOMINIUM

1 SHADOWBROOK LANE  
MILFORD, MA 01757

TELEPHONE (508) 473-1784  
FAX (508) 473-7798

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

Unit Address: \_\_\_\_\_ Kennedy Lane Unit \_\_\_\_\_  
Or  
\_\_\_\_\_ Shadowbrook Lane Unit \_\_\_\_\_

LANDLORD NAME: \_\_\_\_\_

NUMBER OF TENANTS: \_\_\_\_\_

TENANTS NAMES: \_\_\_\_\_

1<sup>ST</sup> Contact Name: \_\_\_\_\_ Cell# \_\_\_\_\_ Work# \_\_\_\_\_

2<sup>ND</sup> Contact Name: \_\_\_\_\_ Cell# \_\_\_\_\_ Work# \_\_\_\_\_

HOME # \_\_\_\_\_

Emergency name and number: \_\_\_\_\_ # \_\_\_\_\_  
Relationship: \_\_\_\_\_

*PETS: Two Maximum:*

Type: \_\_\_\_\_ Pet Name: \_\_\_\_\_ Color: \_\_\_\_\_  
Weight: \_\_\_\_\_

Type: \_\_\_\_\_ Pet Name: \_\_\_\_\_ Color: \_\_\_\_\_  
Weight: \_\_\_\_\_

### *Office Use only*

<input type="checkbox"/> \$200 Move in fee	<input type="checkbox"/> Buzzer & Mail Box Names	<input type="checkbox"/> Lease Attached
<input type="checkbox"/> Parking Stickers	<input type="checkbox"/> Visitor Passes	<input type="checkbox"/> Recreational Passes <input type="checkbox"/> Laundry Card

SHADOWBROOK CONDOMINIUM  
PARKING PERMIT APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Shadowbrook Lane, Unit # \_\_\_\_\_  
\_\_\_\_\_ Kennedy Lane, Unit # \_\_\_\_\_

\*\*\*\*\*

Make of Car #1: \_\_\_\_\_

Color: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Make of Car #2: \_\_\_\_\_

Color: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate #: \_\_\_\_\_

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*FOR OFFICE USE ONLY*

Sticker # (Car #1): \_\_\_\_\_

Sticker # (Car #2): \_\_\_\_\_

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

Guest Parking Tags Issued: ( ) Yes ( ) No Date Issued: \_\_\_\_\_

Registration Copy Car #1: ( ) Yes

Registration Copy Car #2: ( ) Yes

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## AGREEMENT AND RELEASE FORM For use of the EXERCISE ROOM & EQUIPMENT POOL, TENNIS COURT & PLAYGROUND AT SHADOWBROOK CONDOMINIUM

In consideration for my use of the exercise room, equipment, pool, playground and tennis courts (hereinafter referred to as the "Recreational Facilities", at the Shadowbrook Condominium, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the undersigned hereby agrees to the following:

1. The undersigned understands, accepts and assumes all risk attendant to use of the Recreational Facilities, if further understands and acknowledges that prior to use of the Recreational Facilities, the undersigned should consult with a qualified physician and by execution hereof represents himself/herself to be satisfactory physical condition.
2. In recognition of the possibility of injury connected with physical activity in the use of the Recreational Facilities, I hereby knowingly and voluntarily waive any right or cause of action of any kind whatsoever arising as a result of such activity from which any liability may or could accrue to the Trustees of the Shadowbrook Condominium Trust, the Shadowbrook Condominium Trust, the unit owners of the Shadowbrook Condominium and/or the agents, servants, employees, and attorneys thereof and its management company, its agents, servants, employees and attorneys.
3. By the execution hereof. The undersigned hereby release the Trustees of the Shadowbrook Condominium Trust, the Shadowbrook Condominium Trust, the unit owners of the Shadowbrook Condominium and/or the agents, servants, employees, and attorneys from any and all liability for any claim, demands injuries, damages actions or causes of action arising out of or connected in any manner with use of the Recreational Facilities. The undersigned further agrees to defend, indemnify and release the Trustees of the Shadowbrook Condominium Trust, the Shadowbrook Condominium Trust, the unit owners of the Shadowbrook Condominium and/or the agents, servants, employees, and attorneys thereof and its management company, its agents, servants, employees and attorneys and hold same to be harmless from any liability for any injury or damage sustained as a result of use of the Recreational Facilities.
4. It is understood that use of the Recreational Facilities is not a right and permission to use is fully revocable at will by the Trustees of the Shadowbrook Condominium Trust, the present Board and/or any successor Board thereof and/or any agent thereof including but not limited to employees of its management company.

The undersigned has read the foregoing and understands the provisions thereof and agrees to same.

Print Names: \_\_\_\_\_

Unit #: \_\_\_\_\_

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

SHADOWBROOK CONDOMINIUM  
RECREATIONAL TAGS  
APPLICATION

I, \_\_\_\_\_, have hereby received the current  
Shadowbrook Condominium Association Recreational tags. I am aware  
that the tag MUST BE PRESENTED to the on-duty lifeguard or pool  
monitor before use of the Clubhouse facilities. In addition, I am aware  
that I must sign in on the LOG SHEETS at the Pool and Gym areas.  
Finally, I realize that should I move from Shadowbrook Condominium  
Complex that all Recreational tags should be given to the new owners at  
the closing.

We thank you for your cooperation.

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

Door/Unit: \_\_\_\_\_

Tags Issued: \_\_\_\_\_

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

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

*I have read the page on Insurance regarding how important it is to purchase a HO-4 Policy for Personal Liability coverage.*

\_\_\_\_\_  
Sign Name

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*I have received a copy of the Shadowbrook Condominium Trust Rules & Regulations.*

\_\_\_\_\_  
Sign Name

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## \$200 MOVE IN FEE

Per rule 2.1.2. "All new residents will be charged a one-time, non-refundable move-in administrative fee of \$200."

↓ INTERNAL USE ONLY ↓

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

Unit: \_\_\_\_\_ Kennedy Lane / Unit \_\_\_\_\_  
          \_\_\_\_\_ SB Lane / Unit \_\_\_\_\_

Owner's Last Name: \_\_\_\_\_

Circle one: Owner or Tenant pays

Choose one:

\_\_\_\_ Assess Unit  
\_\_\_\_ Assess Unit and Post Check # \_\_\_\_\_



INSURANCE

Since 1898

September 27, 2016

TO: Unit owners of Shadowbrook Condominium  
RE: Important HO-6 Unit Owner Policy Information

The board and management have placed a policy of Master Insurance through Middlesex Mutual Insurance effective 10/01/2016 - 10/01/2017. This letter is designed to provide you with contact information to secure certificates of insurance and information on how to coordinate your unit owner coverage with the condominium master insurance policy.

To request a certificate of master condominium insurance please visit us online at [wtpheLAN.com](http://wtpheLAN.com).

**MASTER POLICY DEFINITION OF COVERED PROPERTY:**

The master insurance policy is written on an 'ALL IN/WALLS IN' format. This format essentially amends the definition of covered property to include all common and limited common elements, installed fixtures, interior walls and permanent additions/alterations in units.

**MASTER POLICY DEDUCTIBLE:**

With the Master Policy deductible at \$25,000 PER UNIT ALL PERILS we strongly recommend you purchase a minimum of \$30,000 Dwelling (Coverage A) on your HO-6 and include the HO 17 32 endorsement which broadens the perils insured against from "named perils" to "special perils" and Loss Assessment. Additionally, you may also need to include the HO 17 34 endorsement depending on your carrier. You should discuss this very important issue with your personal agent. **IMPORTANT:** Should you choose not to purchase the HO-6 policy you will be self-insuring your claim expense.

**HO 6 INDIVIDUAL UNIT OWNERS POLICY:**

It is the sole responsibility of each unit owner to insure building items required by the condominium by-laws (Coverage A), their own personal effects (Coverage C), additional living expenses (Coverage D) and personal liability (Coverage E) as these are not covered under the master policy. All unit owners should purchase unit owners or HO-6 Policy.

There are some important policy exclusions or limitations that should be reviewed when unit owners are analyzing their own personal insurance requirements (i.e. Jewelry, Fine Arts, Business Property, etc.). In many instances these exclusions or limitations can be modified or changed. Please note coverages and endorsements must be arranged through your personal agent!

To request a unit owner's quote, call us today at 877-977-1898 or visit us online at [wtpheLAN.com](http://wtpheLAN.com).

**INVESTOR UNITS:**

If you rent your unit(s) to other individuals, keep in mind that personal liability coverage and the deductible remain the responsibility of the unit owner, as does any loss of rental income.

In addition, we strongly recommend requiring your tenants to purchase an HO-4 tenant policy, a stipulation that can be written into your standard lease.

Feel free to give us a call to discuss coverage for Investor Units, to make sure there are no gaps and/or unforeseen surprises!

[wtpheLAN.com](http://wtpheLAN.com)

645R Massachusetts Avenue

Arlington, MA 02476-4210

Phone: 781-641-7200

Fax: 781-646-2410

# SHADOWBROOK CONDOS

1 Shadowbrook Lane, Milford, MA 01757

## LOCATION I.D. # 561932

### USE ZIP CODE 01757 TO ADD VALUE ONLINE

1 x Cash to Card with Dispenser Located in the Office  
9 x Code to Card Boxes Located in the Laundry Rooms

Welcome to our Resident Advantage card program:

MASTERCARD/VISA/DISCOVER

Loading Cash onto your Laundry Card – Using \$5.00, \$10.00 or \$20.00 Bills: (Maximum on card is \$60.00)  
Insert card into the Card Reader (top of machine on right) Insert bill into Bill Acceptor (bottom of machine on left)  
(One bill per transaction), Press the C Button to eject your laundry card.

To Purchase a New Laundry Card – Using a \$5.00 Bill Only

(Do not put a \$10.00 or \$20.00 the machine will NOT add remaining balance onto your card)

Push the #1 Button, then insert your bill into Slot #2 (Bill Acceptor), it will take your money and then look at display to remove card and then Press button# 3. The money is now on your laundry card.

Check or Money Order Payments - Using the Code to Card Box:

(Always check your balance before sending in a check payment - Maximum on laundry card is \$60.00)

This option is for those residents who do not have Internet or Credit Cards. Mail Checks or Money Order to: Automatic Laundry, 45 Border Street, West Newton, MA 02465 Attn: Kathy MacDougall. Send in a check in the amount that you want added onto your laundry card. Include your laundry card number (located on the back of card) and your phone number. Once your check is received by our office we will call you on the phone with your 6-digit code. **YOU WILL TAKE THE CODE AND YOUR LAUNDRY CARD TO LAUNDRY ROOM IN YOUR BUILDING.** You will insert your laundry card into the box on the wall (Code to Card Box) wait until the display says "Add" then keypunch in the dollar amount that you purchased on your credit card and then press the # key (enter key). The display will now read Code, enter in the six digit code and then press the # key (enter key). Do not remove your laundry card until prompted to do so.

Register Your Laundry Card online to make Internet Access/Credit Card Payment: (Maximum on card \$60.00):

Go to our website: [www.automaticlaundry.com](http://www.automaticlaundry.com), then select "I Want to Recharge My Laundry Card". Next click on the 'Register Your Card' link and register your personal information and create a password (make sure you write down your password and your security question and answers) so you can access the site faster and easier on future visits. Enter in your specific "Location ID# 561932" (This can also be found on the Add Value Box). You will then be asked for your laundry card serial number (located on back of card). Once you completed this process you will be presented with a "Review" screen to ensure your account information is correct. If everything is correct, click on "Register". You must now go to your email address and look for an email from [webmaster@revalueyourcard.com](mailto:webmaster@revalueyourcard.com), click on the link it gives you and this will activate your registration. Now that you are registered, type in your email address and your password to access your account.

There are 3 boxes that you will see: Green Box: Manage My Card (Revalue my card and check code purchase history), Orange Box: My Account (You can check your Profile and change your password), Red Box: (Announcements and promotions)

To add value click on "Purchase a Revalue Code" then choose "Select Your Frequencies: and then choose "Buy Code Now" follow the steps to add value onto your card. Once you have completed the transactions you will be issued a six-digit code (in Red), which you will take to THE LAUNDRY ROOM IN YOUR BUILDING. You will insert your laundry card into the box on the wall (Code to Card Box) wait until the display says "Add or Enter Amount" then keypunch in the dollar amount that you purchased on your credit card and then press the # key (enter key). The display will now read Code, enter in the six digit code and then press the # key (enter key). The money is now on your laundry card.

We do not - replace or add value onto lost or stolen cards – WE DO NOT REFUND LAUNDRY CARDS

If you are moving out you must use up the entire balance on your card – We do not refund value left over on card

If you should have any further questions, please feel free to contact:

Kathy MacDougall @ 1-800-422-5833 Ext. 110 or [kathymac@automaticlaundry.com](mailto:kathymac@automaticlaundry.com) or Almee Saultier @ Ext# 127



## ***WELCOME LETTER***

***On behalf of the Shadowbrook Board of Trustees we would like to thank you for choosing Shadowbrook as your new home. We hope the following information will be helpful with your transition to condominium living. This is only a quick guideline on a few important subjects, be sure to read the entire Rules and Regulations.***

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### ***Trustees:***

An elected Board, of five volunteer unit owners, governs Shadowbrook. Each year at the annual meeting, in May, 2 or 3 seats are up for election. Monthly meetings are held by the Trustees and management staff to review the finances, daily operations and up coming and future projects. The Trustees review unit owner requests, ratify the operational budget and distribute funds to replacement reserves. The Trust has a web site: [www.shadowbrookcondo.com](http://www.shadowbrookcondo.com). Here you can access the Master Deed, Declaration of Trust, By-Laws and Rules and Regulations.

### ***Management:***

For routine information and services, Shadowbrook is managed by Thayer & Associates out of Cambridge, MA. The Property is staffed with a Property Manager, Assistant Manager and two maintenance workers. The office is open Monday thru Friday 9:00 a.m. to 5:00 p.m. and until 7:00 p.m. on Wednesdays. The office number is 508-473-1784. Any calls made after business hours are automatically forward to an answering service. The staff is only responsible for the maintenance of the common areas.

### ***Move-in Move-out:***

Moving in and out can be a stressful time and can be only be done between 8:00 a.m. and 10:00 p.m. There are some restrictions to be aware of: the uses of wheeled trucks are prohibited in the stairwells and hallways. Parking on the grass and walkways to get closer to the door or behind a building is barred. A \$200 fee is assessed for each move-in. Be sure to update your contact information with the office; including home, work, cell phone numbers, mailing and e-mail addresses.

### ***Home Owner's Association Fee:***

The annual budget for the next fiscal year is sent out in December. The HOA fee is divided monthly; a coupon is mailed out to unit owners. The HOA fee is due on the 1<sup>st</sup> and a \$25 late charge is assessed if paid after the 15<sup>th</sup>. A check or money order can be drop off at the office or mailed.

### ***Grills:***

**Only electrical grills are allowed on the patios or balconies. NO personal charcoal, propane or gas grills are allowed anywhere.**

### ***Recreational areas:***

In the recreational area, accessed only with a recreational pass, there is the pool, a ping-pong table, a gym room and men's and lady's saunas. On the second floor, there is a function room that can be rented for non- alcoholic parties. The cost is \$100 with a \$100 cash deposit. The tennis courts are opposite of the pool area and a playground for the youngsters is located near door 19. During the winter months, you can still enjoy the indoor heated pool, staffed by trained lifeguards. The hours are Mon., & Wed. 6:00 to 8:30 p.m., Fri., 6:00 to 9:00 p.m. and Sat. 1:00 to 9:00 p.m. and Sun 1:00 to 8:30 p.m. In the summer month July and August, the pool is open daily from 11:00 a.m. to 9:00 p.m.

### Storage Bin:

Storage bins are not a deeded space but every unit is issued one. If you didn't receive a bin when you moved in please contact the office. Only household items are to be stored in this area. No flammable liquids or gases are permitted. Any items left outside of the bin will be discarded at the unit owner's expense.

### Parking:

All vehicles must display either a current Shadowbrook parking sticker or a visitor pass. Each unit is only allowed two vehicles, on the property. The visitor pass can only be used 7 days in a month before a fine is assessed. Handicap parking signs are available to those with a valid handicap plate or placard. If you park in a "No Parking Zone" your vehicle will be ticketed with the possibility of being towed. If you park near the dumpster be aware that if you're not gone by 7:00 a.m. on Tuesday & Friday your vehicles may be towed. After a snow storm, the staff will ring your intercom buzzer with 3 short blasts; this means to quickly come out and clean off your vehicle and move it to the road area so the parking lot can be plowed. Only park on one side of the street and DO NOT move your car until we ring your buzzer. Any vehicle not moved within 24hrs of snow removal will receive a \$100 fine. If you're going to be away during a storm please consult with the office on where to park your vehicles.

### Security:

Security works seven nights a week. Security will help residents with noise complaints and Rules and Regulation infractions including parking violations. Please note that security is primarily here for the protection of the Trusts assets not unit owners personal property.

### Heat/Air Conditioning:

The cost for heat and hot water is included in the condominium fee. However, the heat and air conditioning valves, coils, blower, and controls which are located in the kitchen ceiling, are the responsibility of the unit the owner. We recommend changing the air filters every 3 months, having the coils professionally cleaned every few years and replacing any old gate valves with new ball valves. The filters may be located in the kitchen ceiling or behind a grate in the living area. The Trust is responsible for the A/C condensing unit on the roof for each condo but residents pay the electricity to operate it. If you have a problem with either the heat or A/C, please call the office.

### Plumbing:

Shadowbrook was built in the early 70's so the plumbing is fragile. A licensed Plumber is required for all repairs. What may appear to be a working shut off valve can be very deceiving, often old gate valves may close but never reopen. Trip levers in the tub have been known to rust solid when not used regularly. If the shower stall has the original Moan shower valve and the knob is hard to pull out, it may be causing a cross connection of cold water to your unit or others and needs to be replaced. If you're planning on installing a new bathroom floor always have a licensed Plumber pull up the toilet first and then reset it when the work is completed. If a plumbing emergency arises in the bathrooms, there are two large valves located in the main bathroom vanity that will shut the water off to the main bathroom only. The water can only be shut off for repairs the first and third Wednesday of every month with prior authorization from the office. Request for a water shut down needs to be scheduled the Friday before.

### Electrical:

Behind one of the bedroom doors is a circuit breaker panel. If the breakers are not marked, take the time to do so. A problem that seems to come up from time to time is the outlet for the stove shorting out. If you are moving the stove, to clean or replace it, you will need to shut the breaker off first. The exhaust fan in the bathroom needs to be cleaned periodically to avoid the build up of dust and debris that can easily lead to a fire. Most of the common area lights are fluorescent; we encourage everyone to purchase Energy Star rated lighting and appliances. All outlets and switches have aluminum wiring which has been brought up to code by what the industry calls "pig tailing". A licensed electrician is required when you're ready to replace any outlets or switches.

### Smoke Detector/Fire Alarms:

**The common area detectors are connected to an in-house fire panel that connects to the Milford Fire Department. When the alarm sounds, leave the building immediately. If you smell smoke and the alarms are not going off, exit the building and call the fire department at 508-473-1213 from outside.** Candles may give a room a nice scent, but the soot they create will quickly discolor the ceiling and walls, most importantly, could lead to a fire when left unattended. Carbon monoxide detectors are required and can be easily plugged into an outlet. If you burn something and there is no emergency, open your slider and windows. Do not open your unit door to the hallway.

### Satellite Dish:

Satellite dishes are allowed provided they are professionally installed and are within the patio/deck area. Dishes are not permitted on the roof or any common area walls. Please come to the office to fill out a form before any installation takes place.

### Pets:

Keeping Shadowbrook a pet-friendly condominium takes the cooperation of all pet owners. The Shadowbrook Rules governing pets are designed to serve all unit owners. To avoid a fine; pick up after your pets, don't walk your pets near first floor patios, do not tie pets to the patios or leave them unattended or off the lease in the common areas including your balcony. Most importantly, do not allow any pet to defecate on the balcony, this poses a health issue to the residents in your unit and the units below. It is a finable offense if any animal goes to the bathroom within 25 ft from the building or walkway.

### Patio/Balcony:

Patios and decks are the unit owner's responsibility. Keeping up with the paint on the deck and handrail is essential if not maintained it will only lead to a larger repair bill. Stop by the office for a complementary ½ gallon of grey deck paint. Decks that are in poor condition are not only a risk to those who are on it, but can cause a leak to the unit below. Prior to making any repairs to the balcony, we ask that you pick up a copy of the deck specification in the office. In the winter, we ask that all 2<sup>nd</sup> and 3<sup>rd</sup> floor units quickly remove the snow from the balcony to avoid any water damage in the unit below.

### Hiring a Contractor:

Before starting any projects please call the office. Only licensed contractors are allowed to work on the property. The office requires a copy of the contractor's liability and workers compensation insurance. Residents need to make sure the Contractors are aware of the rules and regulations that govern

Shadowbrook. Here are a few important ones; quiet hour is from 10:00 p.m. to 8:00 a.m., no carpet, furniture, appliances, construction material etc. are allowed in the dumpsters, vehicles cannot be parked on the berm, grass or in a fire lane, doors can not be propped open, common area electricity cannot be used and no trailers or commercial vehicles on site overnight.

#### Trash:

On Tuesday and Friday mornings, Waste Management picks up trash. The dumpsters are for household bagged trash only. Construction material and furniture needs to be disposed of offsite. Please only dispose of household trash in the dumpster and not in the recycle dumpster. The recycle bins for a cardboard and paper only. Appliances, computers, carpet, large furniture, etc. need to be dropped off at the transfer station (508-478-8093), which is located near the Granite Gulf Station. Violators will be assessed per the rules and regulations for throwing away anything other than household trash. For those residents who would like to recycle the transfer station is now taking plastic. NEVER leave a trash bag on your patio/balcony or outside your door in the hallway.

#### Laundry:

A Laundry card can be purchased for \$5 at the cash VTM located by the gate in the pool area. The card will have no value on it. When adding cash value the machine takes \$5, \$10's and \$20's. There is also a credit card VTM located in each of the first floor laundry rooms. You must register on-line first to use the credit card machine. The Automatic Laundry automatically programs the washers & dryers for the permanent press cycle, if you wish to use a different setting please make sure you choose that setting before you insert your laundry card. Permanent press is a gentle cycle and may not spin the water out as well as it would on the normal cycle. Frontload washers use a 1/3 less detergent. The display on the toploaders will flash 3 times before starting. If a machine shows an error, please unplug the machine for a moment and then plug it back it, it should reset itself. If a machine reads an EC59 error please call Automatic Laundry @ 800-422-5833. Laundry room use is prohibited during quiet hours (10:00 p.m. to 8:00 a.m.). Please check your pockets for loose items before washing and set a timer so you can promptly pick up your clothes.

#### Fees:

Here is a list of items you can purchase in the office.

- New Exterior Door Key: \$22.50 / Replace Broken Key (must have both halves): \$15.50
- Tennis Court / Playground Key: \$2
- Recreational Passes: \$2
- Visitor Passes: \$2
- Air Filters: \$5.00 ( 14 x 20 x 1 ) and \$5.50 (20 x 20 x 1 & 24 x 24 x 1 )
- Mailbox lock w/ 2 keys: \$25