

## Hiring Contractors

Please be sure the office is aware of any company/contractor doing work inside your unit. We require a copy of their liability and workers compensation policy in advance of any work starting. Home Depot and Lowes subcontract out all their work and most of their subs do not carry a workers comp policy. Research this before you put a deposit down. Anyone you're paying for a service no matter how big or small the job will need to have these credentials even if they are a sole proprietor. Hiring a contractor without workers comp can result in the Trust or yourself being sued should an accident happen. Please ask your contractors to call or swing by the office for us to go over the Rules and Regulations so there are no surprises on the day they come to perform the work. All certificate of insurances need to be sent direct from the contractors insurance company to the Shadowbrook office. Contractors cannot park on the lawn, use common area electricity or the hallway to set up a work station. No construction material or appliances can be disposed of in the dumpster or thrown off the balcony. Please use the transfer station in Milford. Only regular household trash can be thrown in the dumpster.

## Trustee Corner

The Board approved an upgrade to replace the domestic hot water mixing valve in all 5 boiler rooms. Corrosion of the old valves was caused by the water quality.

New door mats were installed to protect and enhance the entrances. Please don't use them to prop the doors. Doors should never be propped unless you're moving in/out or bringing in a large item and NEVER buzz in anyone unless you know who they are.

Criterion was awarded the contract to engineer the design and replacement of several walkways and new concrete pad areas. Surveying is in process with the hope to go out to bid early summer.

The Board is working on a budget to remodel the function room area this June and July. With fresh paint, new kitchen, flooring, table and chairs we hope to bring in more revenue for the Trust.

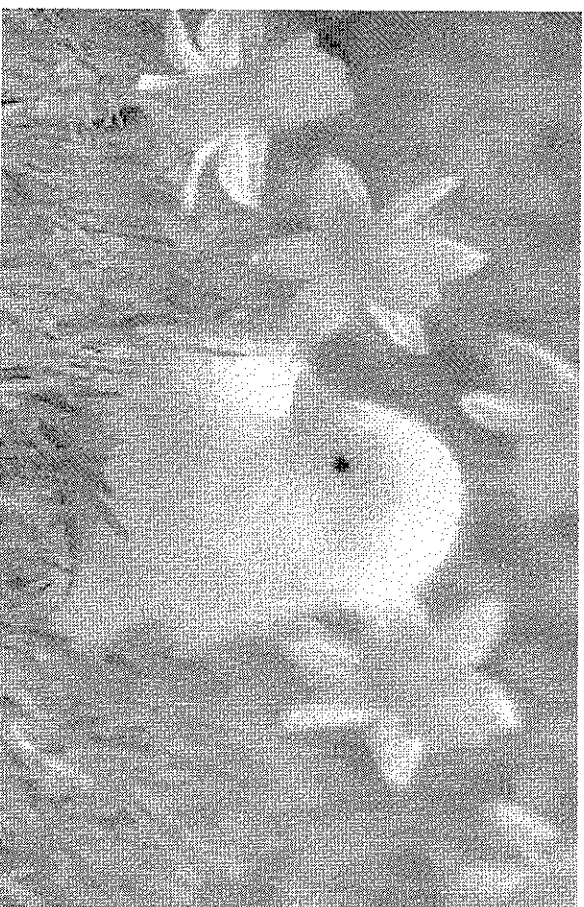
The Board will continue the exterior white Board project and repair 20 more this year along with the abatement and replacement of any friable building shingles.

**Residents when pulling out of Shadowbrook, please wait for the person in front of you to go before you try and pull up pass them as it obstructs their view.**

# THE SHADOWBROOK NEWSLETTER

Vol. 18 Issue 2

April-June 2018



Daffodils  
Yellow Yellow Daffodils  
You're Dancing in The Sun  
Yellow Yellow Daffodils  
You Tell us Spring Has Come

## Trustee Meetings

The Trustees' meeting is once a month in the Shadowbrook Office. Any letters for the Board can be dropped in the mailbox outside the office. **The Annual meeting of unit owners, will take place on Thursday, May 3<sup>rd</sup>, 2018, at 7:30 p.m. in the lower portion of the clubhouse area. If you are not able to attend, be sure to sign your proxy vote over to someone who will be able to vote on your behalf.**

## Board Members:

Myrna Davidson; Chairperson  
Harold Dutton; Vice Chairperson  
Jeff Cohen; Treasurer  
Pawan Narwani; Clerk

## Shadowbrook Staff:

Lee Maranda / Property Manager, Jennifer Dolan / Assistant Property Manager, Rich Porter Forman and David Krawiec Maintenance Tech.

## Office Hours:

Monday to Friday: 9:00 a.m. to 5:00 p.m.  
Wednesdays: 9:00 a.m. to 7:00 p.m.  
Phone: 508-473-1784  
Fax: 508-473-7798  
Website: [www.shadowbrookcondo.com](http://www.shadowbrookcondo.com)

For security & maintenance after hours, call 508-473-1784. Security can be reached after 6:00 p.m. 7 days a week. Please note it may take 6 to 8 rings before the answering service picks-up. Be specific on who need.

## Spring Hours for Pool/Gym:

Mon. & Wed.	6:00 p.m. to 8:30 p.m.
Fri.	6:00 p.m. to 9:00 p.m.
Sat.	1:00 p.m. to 9:00 p.m.
Sun.	1:00 p.m. to 8:30 p.m.

Recreational passes are required to use the pool and gym area. Replacement passes are \$2.00 and are sold in the office.

## Insurance

To obtain a copy of the Master Insurance Policy for your mortgage company, please call W.T. Phelan at 781-641-7210 or fax your bank request to 781-646-2410. Shadowbrook's master policy has a \$25,000 deductible per occurrence. All unit owners must carry at least \$25,000 of real-property coverage. More is recommended. Unit owners and residents should also purchase personal property insurance, as such coverage cannot be provided by the master policy. Unit owners should also consider purchasing liability insurance for claims that occur inside units along with loss assessment insurance.

## Trash

**On Tuesday and Friday mornings, Waste Management picks up trash. Please do not park in front of the dumpsters or within the yellow lines.** Trash bags and other items should never be left on the sides of the dumpsters (only dispose of household trash), or the recycle bin (only paper and cardboard allowed in recycle containers). Appliances, computers, carpets, 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. When there is a Monday holiday, trash will be picked up on Wednesday instead of Tuesday, and Friday's pick up may get pushed to Saturday. At night, be mindful of raccoons and skunks that may be in or around the dumpsters. **Please do not put food out for stray animals by the dumpsters or anywhere else on the property, this is a finable offence.**

## Pet Owners

**Only 2 pets are allowed per unit. Please DO NOT walk your pets near 1<sup>st</sup> floor patios or let them go anywhere near other residents flower beds. Never leave them unattended (including the balcony) or off a leash in common area hallways. Pets cannot be tied to the patio. Pet's cannot urinate or defecate 25 feet from the building or any walkway. Most importantly, do not allow the pet to defecate on the balcony/patio; this poses a health issue to you and to the units below. Pet food should never be left on the patios, near dumpsters or anywhere else outside on the property; doing so is a misuse of common area and violators will be fined. NOTE: Not picking up after your pet is a finable offense. Residents should obey the NO pets sign at the cemetery that borders our property.**

## Commercial Vehicles

A vehicle bearing only a commercial plate can park on the property with a visitor pass or parking sticker (office must approve vehicle first), however, if it displays ladders, company name or any other writing, has a trailer or is bearing any equipment it will NOT qualify for any parking pass and can only park on the property until 10:00 p.m.

## PARKING

Any vehicle parked with tires outside the white lines, not parked in a designated spot, blocking a fire lane or in the roadway will be ticketed. No vehicle can park on the property after 10:00 p.m. without a proper parking sticker or visitor pass. Contact security if you need to purchase a visitor pass for \$2.

## New Car or License Plate

Please bring in a copy of your registration when you change vehicles or license plate. **Do not transfer a parking sticker from one vehicle to another.** If you have a rental car or temporary vehicle, contact the office right away for a special pink pass.

## Laundry

We strongly recommend only using H.F. liquid detergent or laundry pods. If you prefer pods, follow the instructions and be sure to only throw them in with the clothes. Do not place them in the soap dispenser. Powder detergent should never be used in the front loaders. Please refrain from doing laundry between 10:00 p.m. -- 8:00 a.m., as a courtesy to those surrounding units. Report all problems directly to Automatic Laundry at 800-422-5833. Include the machine number when you call it in. If a machine is not working properly or has an "out of order" sign on it for days, call the office or Automatic Laundry to make sure a service call has been scheduled. Make sure to empty all pockets before starting your laundry and check the washer and dryer for any items you or the previous user may have left behind Please set a timer to make sure clothes are picked up promptly and not occupying a machine that a neighbor may need. We ask that pet bedding be taken to an offsite Laundromat.

## Grills

**SHADOWBROOK ONLY ALLOWS ELECTRIC GRILLS ON THE PATIO/BALCONY AREA. NO propane or charcoal grills are allowed.** There are several common area charcoal grills and picnic tables for your enjoyment. NEVER throw hot charcoal in the dumpster nor leave grills unattended. The burning of anything other than charcoal is prohibited. Be sure to slowly pour water on the coals before leaving the picnic area. If you move a picnic table please put it back.

## Storage Bins

If items are left outside a storage bin they will be discarded without notification. Please remember, no flammable products are to be stored anywhere in the building or on patios and balconies. Neither the Trust, nor Management is responsible for resident's personal items left anywhere in the common area.

## Common Area

Please be reminded to not store personal items in the hallway i.e.; trash, shoes, umbrellas, shovels, recycling items, bikes, strollers. **NEVER leave unwanted items under the stairs or in the laundry rooms, dispose of them in the dumpster.**

## Posted Signs

For your protection and the protection of others we ask that you obey the posted signs around Shadowbrook. Parking in an unmarked spot or in a fire lane is prohibited and is subject to ticketing from Milford Police Department. **Most importantly, keep right around the rotary and no more than 15 miles per hour. These are all finable offenses if violated.**

## Quiet Hours

Please be reminded that quiet hour is between 10:00 p.m. to 8:00 a.m. Turn down all electronic equipment at this time and be mindful of the sound that travels when talking outside in the parking lot, hallway or on the patio/balcony. **Respect your neighbors by taking your shoes off when you enter your unit, minimize activities after 10:00 p.m. and always lower your car radio while driving on the property.** Security can be reached through the answering service after 6:00 p.m. by calling 508-473-1784 for any noise disturbances or suspicious activity.

## **Balconies/ Patios**

Clean up: With winter snow melted, please clean up any misc. items or past Holiday decorations that should be put away

Maintenance: Shadowbrook supplies deck paint and recommends the balconies be painted every 1 to 2 yrs. don't forget the railings; use a wire brush, eye protection, primer & exterior glossy black paint.

Repair: If your deck needs to be repaired, the specification can be picked up in the Shadowbrook office. DO NOT install an indoor/outdoor carpet or any other material over the deck, it will trap moisture and rot it out.

## **Electrical**

Please contract with a licensed electrician when doing any sort of electrical work. If you're getting a new stove please replace the old electrical outlet. Dust in bathroom fans or fans not in working condition should be addressed immediately to avoid a potential fire. Smoke detectors only last 10 years and 5 years for Carbon Monoxide. Replace your batteries yearly and test them twice a year.

## **Water Conservation**

Please remember a few tips; don't overlook a dripping faucet, replace the flapper on toilets that constantly leak, purchase a low flow model toilet when upgrading and always make sure the dishwasher is fully loaded before operating. Never use bleach tablets in the tank, this will shorten the life of the flapper and cause it to leak.

## **Wildlife**

Geese love your leftover lettuce and fruit such as apples and pears, cut them in small pieces. We ask that when feeding the geese you do so close to the fence so they will stay clear of the street and on-coming traffic. Bird feeders are allowed provided they are hung a minimum of 18" within the boundaries of the balcony or patio, and it is not disruptive to your neighbors.

## **Clubhouse**

Be sure to log in with the lifeguard when using the pool/gym. Only 8 people can sign in under one unit & everyone needs a pass. Children under 14 need a guardian to use the pool & you must be 16 to use the gym. NO guest allowed in the gym. Board of Health says everyone must shower before using the pool. Jumping, diving, running & ball playing is NOT allowed. Swim diapers are required for younger kids. The lifeguard has the right to ask for your id.

## **Plumbing**

Please contract with a licensed plumber when doing any plumbing work is needed. If you need to remove the toilet or any other fixture have the plumber replace any old shutoffs to avoid a possible flood. Residents often ask the office why they get a cold shower but still have hot water in the kitchen. One answer could be a cross connection. The old Moen shower valve stems corrode over time and cause a cross connection allowing cold water to cross over to the hot water side. This may affect all the units in a stack, and possibly other stacks as well. If your shower knob is hard to pull out, it's a sure sign that the stem needs to be replaced. Another solution could be something as simple as a new showerhead that you may have installed or the showerhead may be slightly clogged. Replacing a showerhead that is not compatible with the manufacturer of the shower valve may result in a wide fluctuation of temperature during a shower. The original shower valves are not the anti-scalding type; if even a toilet is flushed you will feel a difference in the water temperature during a shower. For these reasons it's recommended to replace the old shower valve with a new one. If your unit has a hand held shower head with a dial or button or you plan to get one, it should be known that if you shut the water off at the showerhead you will cause a cross connection to the unit above or below. Always shut the water off at the shower valve handle. The grout between the tiles can develop small cracks were water will seep in and can cause a lot of damage before you'll ever notice. Dry off the tiles after every use and if they have cracks repair them ASAP. If your Plumber needs to shut down the water, please contact the office to schedule an appointment for the 1<sup>st</sup> or 3<sup>rd</sup> Wednesday of the month. The water is not automatically shut down on these days unless your Plumber calls the office the Friday before to schedule. Be sure the one touching a shutoff is licensed to do so.

## **Smoking**

Per the rules: There is no smoking in the hallways or within 10 feet of any entryway. NEVER throw cigarettes on the ground, off the patio/balcony, or out of a car window, this is a finable offense. Button up around your unit door so smoke is not entering the hallways. Neighbors should not have to smell your smoke.