

Trustee Corner

Annual Meeting update: The election stayed open 30 days after the Annual meeting as the condo docs require. However, based on the attendance and over all participation, a quorum was not reached. The existing Trustees met to review the nominees' applications again and the Board decided to award the three open positions to Myrma Davidson, Harry Dutton and Ardis Snyder. The Board would like to thank all owners who came and participated.

The function room will be closed from June through mid-August as we renovate. The renovations will include painting, new floor, new kitchen island, new chairs and tables, coat closet and storage room. The bathrooms will now be accessible from the main hall area through the new storage room.

We completed the removal of 24 dead and diseased trees including the one around the rotary. The Board will discuss what will replace the tree at the rotary. There is electricity running under that area so we need to be careful digging up that stump in order to plant something new there.

We are scheduled to go out for bid late June, early July for the replacement of several walkways and the addition of a new concrete pad area in the playground for the kids to use. Once the bids are reviewed the Board will determine based on what is budgeted how much work can be done this year.

We have begun the engineering process to repave the parking lot between Doors 13 and 15. Once that is completed, we will go out for bid.

Another 20 exterior whiteboards have been repaired along with the replacement of any friable shingles on the mansard.

With the latest stories on the news about coyotes, we felt it necessary to advise residents to be mindful when walking on the property, like in past years, Shadowbrook has had recent sightings.

We look forward to all the changes this year and hope you and your family have a safe and happy summer.

THE SHADOWBROOK NEWSLETTER

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July-September 2018



Nothing like a day on the beach,
except a week at the beach!

Trustee Meetings

The Trustee meetings are held in the Shadowbrook office once a month. Any inquiries unit owners may have for the Board can be put in writing and dropped off in the mailbox outside the office.

Board Members

Myrna Davidson Chairperson, Harry Dutton Vice Chairperson, Jeff Cohen Treasurer, Pawan Narwani Clerk and Ardis Snyder Trustee.

Shadowbrook Staff

Lee Maranda Property Manager, Jennifer Dolan Assistant Property Manager, Rich Porter & Dave Krawiec Maintenance

Office Hours

Monday to Friday: 9:00 a.m. to 5:00 p.m.

Wednesdays: 9:00 a.m. to 7:00 p.m.

Ph: 508-473-1784 Fax: 508-473-7798

Website: www.shadowbrookcondo.com

For security (6 P.M. to 2 A.M.) & maintenance (24 hours), call 508-473-1784. Please note it may take 6 to 9 rings before the answering service picks-up when the office is closed.

Summer Hours for Pool / Gym

On June 25th and until late August, the pool/gym area will be open 11:00 a.m. to 9:00 p.m. The pool will close daily during the guards scheduled breaks from approximately 1:00 - 1:30 p.m. & 6:30 - 7:00 p.m. The pool will be closed July 4th, Labor Day/September 3rd, during any thunder storms and if we have no coverage. Please call the office or watch for time changes on the clubhouse door. Inside the clubhouse door there is a wall file with copies of the current month's pool schedule. Be familiar with the Rules and Regulations before you and your guests visit the clubhouse building. (Guests are not allowed to use the gym area, only the pool with a resident). Everyone must wear their recreational pass inside the facility and while swimming. Lifeguards and Security have zero tolerance for any type of horseplay, throwing objects, ball playing, jumping or diving into the pool or misuse of the common area, anyone not following the rules will be asked to leave. Infants/Toddlers are required to wear SWIM diapers with bathing suits over them. Replacement recreational passes cost \$2 and can be purchased in the office. Residents can only bring 4 guests with them to the pool and everyone must have their own pass. Lifeguards have the right to ask for a form of Id to verify a resident is of age to swim alone.

Bulletin Board

Residents are asked to take an extra moment to read the bulletin boards for updates. Please submit any proposed postings to the office for approval first.

Satellite Dishes

Please contact the office if you plan to install one as they need to be approved first. Satellite dishes are only allowed within the patio/balcony area.

Having Work Done?

If you're paying anyone to work in your unit, the Shadowbrook by-laws require that a copy of the contractor's liability and workers compensation insurance is forwarded to the Shadowbrook office in advance of the work being performed. Although the state of Mass does not require sole proprietors to carry workers compensation, Shadowbrook does. Contractors must check in with the office each day. No work can begin before 8:00 a.m. and needs to finish by 5:00 p.m. Specifications are required to be followed when replacing your unit door, windows, slider and deck. Please pick up a copy in the office or on the website before you get started.

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, do not let pets to the patios or leave them unattended in the common area, patio, and balconies. Pets are no longer allowed to defecate or urinate within 25 feet of the building or walkways. Please do not walk pets near first floor patios, rather, walk them on the side of the road opposite of the buildings. Most importantly, do not allow the pet to defecate on the patio/balcony; this poses a health risk to you and to the units below. Pet food should never be left on the patios/balconies. Please note the chemicals used on the lawn are pet & people friendly but still may irritate sensitive skin.

Motorcycles / Mopeds / Scooters

Resident's must register all motorcycles, mopeds and scooters with the office. These and all other guest vehicles must display a visitor pass after 10:00 p.m.

Plumbing

Please contract with a licensed plumber when doing any plumbing work in your unit. If you need to remove the toilet or any other fixture ask the plumber to replace the old shutoffs to avoid a possible flood and to have the ability to shut off the water in the future. Residents often ask the office why they get a cold shower in the bathroom but still have hot water in the kitchen. One answer could be a cross connection. The old shower valves corrode over time and cause a cross connection allowing cold water to flow 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 or is becoming harder each time, it is a sure sign that it needs to be replaced. Another solution could be something as simple as a new showerhead that you may have installed. 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. **If you have a hand held shower head you should never shut it off using the button, ALWAYS shut off at the faucet or you will cause a cross connection.**

Quiet Hours

Please be reminded that quiet hours are from 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 balcony/patio area. Utilize the security staff to confront a noise issue by calling 508-473-1784.

Selling?

Before you list your unit for sale, stop by the office to pick up a set of the Rules and Regulation and have your listing agent go to **www.shadowbrookcondo.com** for a Realtor packet. **Please inform your Realtor that Shadowbrook does not allow open houses or lock boxes.**

Phone Numbers

Update the office with a current cell, e-mail, home, work and emergency number.

Water Conservation

Remember a few tips; don't overlook a dripping faucet, replace the flapper on toilets yearly, purchase a low flow model toilet when upgrading.

Visitor Passes

Avoid a fine and possible tow of your visitor's vehicle by using a visitor pass after 10:00 p.m. Visitor passes can be purchased in the office during business hours and from security in the evenings for \$2. Residents can only use the visitor passes 7 days each month no matter how many you purchase.

New Car or License Plate

Please stop by the office when you get a new vehicle or license plate to pick up a new parking permit. A parking permit can NOT be transferred from one vehicle to another. Remember the speed limit is 15 and obey street signs.

Trash

Trash bags and other items should never be left outside of the unit door or patio/balcony, on the side of the dumpsters nor tossed off the balcony. Please only dispose of household trash. 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. All Violators will be assessed per the rules and regulations for throwing away anything other than household trash. On Tuesday and Friday mornings, BFI picks up trash. Please do not park in front of the dumpsters or within the yellow lines. 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 animals on your patio, by the dumpsters or anywhere else on the property. THIS IS A FINABLE OFFENSE.**

Insurance

Shadowbrook's master policy has a \$25,000 deductible. 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. Renters are advised to purchase an HO-4 policy to insure personal belongings.

Laundry

As a reminder, the laundry room hours are 8:00 a.m. to 10:00 p.m. Please call Automatic Laundry's number or website that is on the back of your card with any machine or card problems. Automatic Laundry recommends storing the card in an envelope away from anything metallic or magnetic including other bank or credit cards. **Please set a timer to pick up your clothes when the cycle is complete so others may promptly use the machines. Always remember to shut off the laundry room lights when you leave.** Adding to much detergent will not get the cloths any cleaner. Use only what is suggested by the manufacturer. Never use powdered soap in the front load washers, HE soap is strongly recommended. Wash any pet items, rags or work items that may have harsh chemicals off site.

Balconies/ Patios

Clean up: It's summer time, please clean up any holiday and misc. items that should not be left outside. Decks/patios should remain uncluttered and not used for storage. Empty planter pots that are not in use should be brought inside.

Maintenance: Shadowbrook supplies the gray deck paint and recommends that the balconies be painted every year. Please don't forget the railings; use a wire brush, primer and some gloss black paint to protect your investment. *Repair:* If your deck needs to be repaired, the specification to do so can be picked up in the Shadowbrook office and on the website. As a reminder, installing an indoor/outdoor carpet over the deck will trap moisture lowering the decks life expectancy.

Trash: If you use the patio/deck for a smoking area please have a metal container for discarding cigarettes. Throwing cigarettes and trash on the common area is a finable offence.

Security

Shadowbrook contracts with APG Security Inc. for after hour supervision of the common areas. The APG staff has one full and one part time guard. A guard is posted each night providing us with an array of services from checking lights, passing out notices, recording visitor pass usage, writing parking tickets to violators, patrolling and responding to resident's noise complaints. Residents need to be aware of their surroundings when it comes to public safety and security. The staff does not provide protection for residents' personal property. If you witness any vandalism or public safety issue, please call the police immediately at 911 then call the office number so the security can be dispatched. Please take the extra time to make sure windows & doors are locked in your unit and car. Exterior & interior fire doors should never be propped open. When buzzing people in, make sure they identify themselves clearly before letting them in the building. Never leave valuables or an unattended vehicle running in the parking lot.

Common Area

Please be reminded to not store personal items in the hallway i.e.: trash, shoes, umbrellas, shovels or recycling items. If you are not allowed to smoke in your unit we ask that you refrain from smoking up to 10 feet from entryways and to dispose of all cigarettes properly. Smoking is not allowed in any interior common areas.

Air Conditioning

There is a system of coils and ducts in the kitchen ceiling that aids in the functioning of your A/C and heating system. Hot water circulates through one of the coils during the heating season, which is from September 15th to June 15th, providing the temperature is below 65 degrees. Another coil serves as an evaporator that provides air conditioning. When the A/C is running humidity begins to collect on the evaporator coil fins, moisture drips into a pan which is continuously draining so cool dry air can circulate through the home. The enemies of an A/C coil are many: unfiltered air, pet hair, cooking oils, scented candles, dusty fan blades and improper cleaning of the coil. We recommend changing the air filter every three months. There are plenty of places where unfiltered air can enter the system. Take the time to inspect the area above the drop ceiling and cover any holes. Some areas may require expanding foam. Turn the fan on and check for any air leaking out of the duct work; these will need to be buttoned up for the system to work properly. Over time when a coil collects particles from the air and moisture begins to drip into the pan, these particles can clog the drain line resulting in water to overflow from the pan. Staining on the kitchen ceiling and water dripping on the floor will be the first sign of this. Insufficient air blowing across the coils may be a sign of built up particles. Use caution, running the A/C when it's below 55 outside it can cause a flood by bursting the coil. Don't set your thermostat below 70 it could trip the freeze stat and stop the condenser on the roof. When tripped, the fan above your ceiling will continue to run making it seem like the unit is working but it's not. The freeze stat has a reset button on it and is located near the coil on the ductwork. Push the reset button; if you hear a distinct click, then it will reset itself in 5 minutes or less. Any problems with the unit above the drop ceiling are unit owners' responsibility to maintain and repair. **Before calling an outside contractor to fix an A/C problem, call the office first. We want to troubleshoot the situation to be sure it's not a common area problem.** Each home has an individual condensing unit on the roof which is the responsibility of the Trust to maintain, replace or repair. If you think you're A/C is not working, call the office as soon as possible. The maintenance staff will not respond to A/C calls after business hours, weekends or holidays. Frequently, thermostats are wired improperly, be sure to use a licensed contractor when replacing one. In closing, if your on the 2nd or 3rd Floor and hire a HVAC Contractor to have your pan cleaned or line unplugged the office needs to be informed in advance so we can instruct them on how best to do it.