

Holiday Decorations

If you decorated your balcony/patio, the Trustees ask that you take the decorations down up to 3 weeks after the Holidays. To avoid getting pine needles everywhere, we recommend a tree bag to properly dispose of your Christmas tree. **DO NOT DROP IT OFF THE BALCONY.** Please leave the bagged trees behind the nearest dumpster by January 15th.

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, or is bearing any equipment it will NOT qualify for any parking pass or visitor pass and can only park on the property until 10:00 p.m.

Trustee Corner

As a reminder, on January 1, 2019, the condominium fee increases by 3%. If you pay using an on-line service please be sure to make the necessary change to avoid any discrepancies. If you have automatic withdrawal through Thayer they will make the adjustment.

The Board will be reviewing the reserve study and discussing 2019 projects over the next few months. A summary of what's to come in the New Year will be outlined in the April newsletter and discussed at the Annual Meeting in May.

With all the joy of the New Year, regrettably, it needs to be mentioned that in a few buildings we have a thief / thieves. People are taking packages and items off resident's doors, during the day and late at night when people are at work or sleeping. Watch for any suspicious activity and report any boxes stolen or found open to the office, security and police. Never buzz anyone into the building unless you know them.

As inconvenient as it is, not having packages delivered here is probably the best way to insure you get your items until we catch whoever is doing this. Otherwise, have them sent with "signature required" or have them delivered to a friend / family address, local Fed-x, UPS, or Post office location / locker area.

Although the alcove outside your unit door is common area, Shadowbrook allows you to have a door mat and one thing on the door, however, we are not responsible for anything that gets stolen, BUT this doesn't mean we don't care. We suggest anything hung on the door to be secured tightly with a screw or an s-hook that is pinched closed so it is not easy to remove without a tool.

Let's all be mindful when parking and respectful of other peoples cars. If you see someone damage a vehicle report it immediately.

THE SHADOWBROOK NEWSLETTER

Vol. 19 Issue 1

January-March 2019



Strive for a beautiful day
Don't let it just fly away.
J.B.D.

Trustee Meetings

The Trustees meet monthly, any questions, concerns or suggestions, unit owners may have, can be submitted in writing and dropped off at the office for the Board's collective review. Minutes are available in the office during business hours.

Board Members

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

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

For security & maintenance after hours, call 508-473-1784 (available 24hrs). Please note: It may take 6 to 9 rings before the answering service picks-up.

Winter 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.

Watch for limited hours and schedule changes on the clubhouse door.

Recreational passes are required to use the pool and gym area.
Replacement passes are \$2 and are sold only in the office.

Insurance

To obtain a copy of the Master Insurance Policy for your mortgage company, please call W.T. Phelan 781-641-7210 or fax your bank request to 781-646-2410. Shadowbrook's master policy has a \$25,000 deductible per unit. 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 unit along with loss assessment insurance. It's always best to consult with your insurance agent.

Bus Stop

For your safety and the safety of others, please do not park on the side of the roads anywhere while waiting for the school bus. It is difficult to see children walking with cars parked in the roadway. We ask that you park in the Kennedy lot in a parking spot and escort your children to the bus stop. Per the Milford Police & Fire Dept., any car parked illegally at the front entrance in a "No Parking" area or blocking/parking near the mailbox is subject to fines or towing.

Wildlife

Geese love your leftover lettuce and fruit such as apples and pears cut up in small pieces. We ask that when feeding the geese you do so close to the duck pond fence so they 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 their use is not disruptive to neighbors. If squirrels are feeding from your bird feeders please remove it. Shadowbrook has seen its problems with pesky squirrels that find a way to nest inside the structure of the buildings. They can be very noisy at night and destructive.

Laundry

If a machine is not working properly and there is no "out of order" sign from the office, then immediately call Automatic Laundry at 800-422-5833 and/or advise the office to make sure a service call gets report quickly. To many times we hear it's been broken for 3 weeks but no one reports it on day one of the problem. We ask that pet bedding be taken to an off site Laundromat. Please set a timer to make sure clothes are picked up promptly, be mindful not to leave clothes in the machines overnight.

Common Area

Shadowbrook is not a smoke free community however; if you smoke we ask that you reframe from smoking within ten feet of any building entrance and to dispose of all cigarette butts properly. Please do not throw them on the ground. Also, please button up any gaps in their doors and install weather stripping and door sweeps where needed to keep smoke from traveling into the common area. Smoking is ONLY allowed in your unit and on your patio/balcony.

REMEMBER: Nothing, except a door mat and one thing hanging on the unit door, is allowed in the alcove outside your unit. NO shoes, boots, umbrellas, shovels, pictures, statues, or any other personal items can be in the hallway/ alcove area. Any questions please call the office.

Going on Vacations?

If you plan to leave the property for an extended period of time, notify the office in advance so we can discuss where your vehicles should be parked (Especially in the winter season Nov-March). You can easily put your mail on hold by going to the following web page 24/7 <https://holdmail.usps.com/holdmail>. It's always a good idea to leave the office staff with an emergency number and a set of keys to the condo if no one is condo-sitting for you.

Heating Season

If you are having heat problems please call the office early so we can fit you in the work schedule. The maintenance staff is here until 5:00 p.m. Change the battery in your programmable thermostat each year.

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, bring it to the office.

Recycling

The recycle bins accept paper (must be in brown paper bag), cardboard (no pizza or wax boxes), aluminum, bi-metal, steel cans (no aerosol), plastics # 1-7 (no lids, no plastic bags) and glass bottles and jars (no bulbs, vases, mirrors, drinking glasses). Flatten all cardboard and plastic containers. Anything metal, plastic or glass must be properly bagged. Be sure everything is rinsed.

Trash

Please only dispose of household trash in the dumpster and not in the recycle dumpster, violators will be fined. 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. On Tuesday and Friday mornings, Republic Services picks up 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. When throwing out your trash, be mindful of raccoons, squirrels and skunks that may be in or around the dumpsters.

Winter

When a snow storm is winding down the staff will alert residents by buzzing each unit with three short rings; do not push your door or talk button there is no need to answer just come out and move your vehicle so the parking lot can be plowed effectively. For your safety and the safety of others, make sure you always clear the snow from your vehicle. In order to keep the parking lots clean and passable everyone must move their vehicle when asked. If you park your car on Shadowbrook Lane during the plowing of your lot be sure to park it on the inside loop of Shadowbrook Lane. The plows need all the room they can get to go between lots. If you have more than one car and will not be home during snow plowing, please make other arrangements for all vehicles to be moved. Unless you are getting picked up, please do not move your vehicle until you have been asked to do so. Vehicles not moved within 24hrs of the commencement of snow removal operations are subject to a \$100 fine. In addition, all residents on the 2nd & 3rd floors are reminded to shovel off their balconies to prevent water from leaking down into the unit below. Do not throw the snow on the walk way below. Try using a broom to remove the snow on the deck instead of a shovel; it will be less abrasive on the paint and against the building. The staff has placed a bucket of ice melt by each door for your safety. Please do not use them to prop open the door or as a trash receptacle. Anyone caught taking or dumping the buckets will be fined for misuse of common area property.

Plumbing

Please contract with a licensed plumber when doing plumbing work in your unit. Shadowbrook's by-laws require that a copy of the contractor's liability and **workers compensation** insurance is faxed (508-473-7798) to the Shadowbrook office in advance of the work being performed; a first offence is \$75. Shadowbrook's name and address must be the certificate holder. Any destruction to the property or injuries is the responsibility of those doing the work. Never assume contractors have insurance, always request a copy for your file as well. If you need to remove a toilet or any other fixtures, ask the plumber to replace any old corroded shutoffs to avoid a flood. 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. Identifying leaks before they get worse will greatly reduce water damage to cabinets, flooring and other units. Never use Drano or any other products to unplug a slow drain it will corrode the pipe and cause a leak. A plumber should be called to snake out the area. Water shut downs can only be scheduled through the office for either the 1st or 3rd Wednesday of the month, unless there is an emergency and you must schedule this a week in advance. If you experience problems after a water shut off with brackish water or small particles dislodging in the faucet aerators causing little or no water to flow, unscrew the aerator, tap out the debris and run your tub until the water turns clear. **Never throw coffee grounds, vegetable oil, grease, potatoes & onion peels down the garbage disposal. Disposals not working or not in regular use will still cause a problem.**

Pet Owners

Please **DO NOT** walk your pets near 1st 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 even if there is snow on the ground. Feeding stray animals is a finable offense as well.

Security

Shadowbrook contracts with MDS Security for after hour supervision of the common areas. The staff consists of 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 warning tickets to violators, patrolling Clubhouse/Function room 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 doors should never be propped open. When buzzing people in, make sure they identify themselves clearly before letting them in the building. Never leave an unattended vehicle running in the parking lot.

Storage Bins

With holiday decorations coming in and out of storage, now is a good time to evaluate what you may want to get rid of. If you keep your storage bin in a neat and orderly fashion, you may be pleased how much you can store. If items are left outside a storage bin they will be discarded without notification and a fine will be assessed. Flammable products are **NEVER** to be stored anywhere in the building or on patio/balconies. **Please always shut off the light and close the door securely when leaving.**

Electrical

Please contract with a licensed electrician when doing any sort of electrical work. **The Shadowbrook by-laws require that a copy of the contractor's liability and workers compensation insurance is faxed (508-473-7798) to the Shadowbrook office in advance of the work being performed; a first offence is \$75.** Shadowbrook's name and address must be the certificate holder. Any destruction to the property or injuries is the responsibility of those doing the work. Never assume contractors have insurance, always request a copy for your file as well. 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. Remember to always test your smoke detectors when we send the notice that we are testing the common area smoke detectors