

TRUSTEE CORNER

Shadowbrook's master policy has a \$25,000 deductible per unit. All unit owners must carry at least \$25,000 of real-property coverage, \$30,000 to \$50,000 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 the unit.

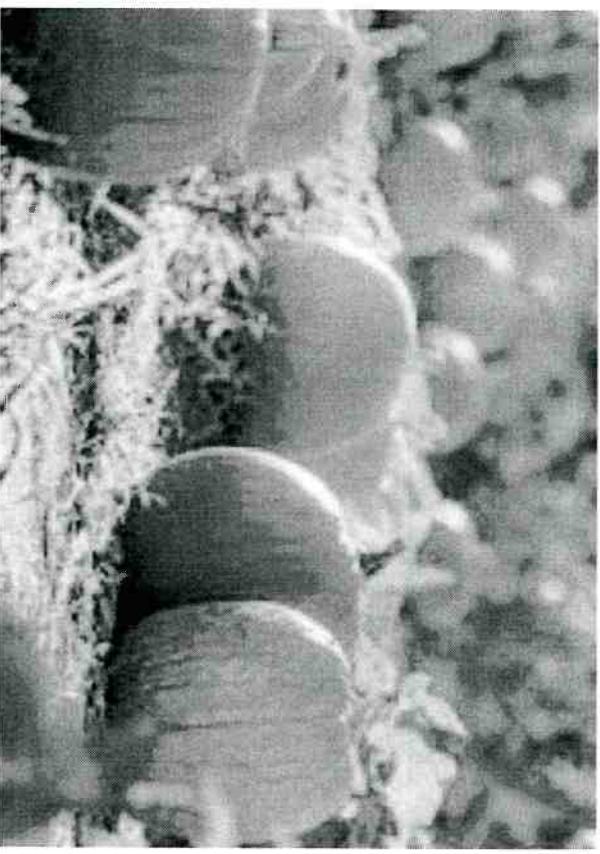
Where has the summer gone? Thirty whiteboard window bays were completed at Kennedy Lane. We will soon be in the mists of a large roofing project at Building 2 (doors 6, 8 and 10 of Shadowbrook Lane). **During the construction, the air conditioners will temporary be disconnected for those living at this building.** Hopefully, this shouldn't be a problem with the cooler weather upon us as the project is scheduled for the beginning of October. The clubhouse will soon be undergoing some renovations with the replacement of both pool sliders. The sliders are not functioning properly and having been allowing water to enter the building. The new sliders will be another welcoming change to upgrade the clubhouse appearance. The use of the pool may be interrupted during this process.

As a reminder, ALL dumpsters on site are for house trash only; Shadowbrook is no longer recycling at this time. If the dumpster is full please bring it to another one. Any trash bags thrown on the lids or left on the ground will be subject to a fine.

THE SHADOWBROOK NEWSLETTER

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October-December 2019



Pumpkin spice and everything nice, that's what fall is made of.

Author unknown

Board Meetings

The Trustees meet monthly, any questions, concerns or suggestions that unit owners may have can be submitted to the Board in writing, signed and dropped off at the Shadowbrook office for their collective review. Please note the outside drop off box has been moved to the left side of the clubhouse front door.

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 & Dave Krawiec / Maintenance Techs

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. Please note it may take 6 to 9 rings before the answering service picks-up.

Fall 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.

Function Room

The Pool and Function Room rental prices are as follows:

(All rentals require a \$100 cash security deposit)
Hall only: \$125
Pool only: \$150
Pool and Hall: \$225

New Car or License Plate

The Shadowbrook office staff needs to be informed any time you purchase a vehicle or get a new license plate, even if your plate number stays the same. You cannot transfer a sticker to another vehicle. Vehicles with lettering, ladder/equipment, pulling a trailer, displaying items in the bed of a truck are not allowed to park on the property between the hours of 10:00 p.m. and 8:00 a.m.

Laundry

As a reminder, the laundry room hours are 8:00 a.m. to 10:00 p.m. Please call Automatic Laundry at 800-422-5833 with any machine or card problems. The phone number and web site are on the back of your laundry card. 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 and clean the machine of any lint and silt detergent. Always remember to turn off the laundry room lights when you leave and NEVER SHUT THE WASHER & DRYER DOORS WHEN YOU'RE DONE USING IT. Only liquid HE laundry soap is recommended in the washers. Please DO NOT wash any pet items in the washers we kindly ask that you wash them off site. Many people have allergies to pet dander.

Bikes

Articles left in the common area such as bikes, baby carriages and any other items will be removed by security or the office staff and is a finable offense. Bikes left in the storage room are stored at your own risk. **Bikes should never obstruct access to bins, electrical panels or entrance ways. RESIDENTS SHOULD NOT BE RIDING BIKES IN-BETWEEN THE CARS OR ON THE GRASS INTO THE ROADWAY.** Bikes are allowed to be stored on the patios/balconies.

Bus Stop

For your safety and the safety of others, please do not park near the front entrance or by the mailbox while waiting for the school bus. It is difficult to see children walking with cars parked in the roadway. The Trustees ask that you park in the Kennedy lot and escort your children to the bus stop. Please make sure when parking at Kennedy that emergency vehicles can get in and out of the parking lot. Per the Milford Police & Fire Dept., any car parked illegally at the front entrance in a "No Parking" area is subject to fines or towing.

Balcony / Patio

With the onset of the cooler weather, we recommend that you take a moment to clean off your balcony or patio of items that should be brought inside. **Please NEVER throw or sweep anything off the balconies, this includes dumping water.** Deck/Handrail repair and maintenance are the responsibility of the unit owner. Stop by the office for the deck paint. Don't forget the handrails; rusty areas and peeling paint can lead to a health hazard if you should cut yourself. **In addition, after a snow/fall all residents on the 2nd & 3rd floors are reminded to shovel off their balconies to prevent water from leaking down into the unit below. Be careful not to damage the flashing under the slider area when shoveling and to not shovel the snow onto the walkway. 1st floor units are reminded your property only extends to the concrete pad; nothing can be placed off that area.**

Going on Vacation?

We ask those who travel to notify the office staff of their departure date in advance. Please consider what you will do with your vehicle(s) and how mail will be delivered. Visit this site to schedule your mail delivery. (www.usps.com). **There is a designated area with LIMITED SPACE for resident's to park their vehicles when traveling during the winter or when you have no way to move a car during a snow storm. Otherwise, the vehicle will need to park off site.** It's always a good idea to leave the office staff with an emergency number and a set of keys to the unit.

Heating Season

The heating season is upon us. This may be a good time to replace the batteries in your thermostat, if it is a programmable type. If you are having trouble getting heat call the office during regular business hours to scheduling an appointment. The system may take up to 10 minutes before the coil is hot enough for the fan to go on. **Remember, in the early fall, when the temperature outside rises above 65 degrees the pumps that service the heat, will automatically shut down until the temperature outside drops back below 65 degrees. This means you will NOT have heat. If the temperature outside is below 60 you should not be running the a/c to avoid tripping the freeze stat or freezing your coil which could cause it to burst and flood your unit and others. A/C will be available until the first hard frost.**

Water Wise

PLEASE don't waste water; never overlook a dripping faucet, replace the flapper on toilets that constantly or intermittently run, install faucet water savers, replace an old toilet with the new low flow models and only run the dishwasher when full. **Avoid using any chemicals when your drain is clogged, CALL A PLUMBER.**

Trash

Trash bags and other items should never be left outside the dumpster, hallway, or balcony / patio area. If the dumpster is full please use another one. All the dumpsters are for regular trash, there is no longer any recycling on property. Do not throw junk mail or any trash from your unit in the laundry room trash bins. **Shadowbrook DOES NOT have curb side pickup for large items. These types of items must be brought to the transfer station.** Report all license plates of any vehicle throwing non-household trash in these dumpsters to the police immediately. Do not wait to call the office. 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 Monday the Blue containers are picked up and Thursday mornings, the brown containers are picked up. We have no recycle containers at this time. Please do not park in front of the dumpsters or on the yellow lines. When there is a holiday on Monday, trash will be picked up on Tuesday instead of Monday, and Thursday's pick up may get pushed to Friday. Be mindful of squirrels, raccoons and skunks that may be in or around the dumpsters. Please do not put food for stray animals by the dumpsters, patios or anywhere else on the property. **Cigarette butts are not only unsightly but can cause a fire and are considered trash; throwing them on the ground or from the patio/balcony is a finable offence. DO NOT THROW HOT COALS FROM THE GRILL IN THE DUMPSTER!!!**

Having Work Done?

When paying to have work done in your unit no matter how small the job, the Shadowbrook by-laws require that a copy of the contractor's liability and workers compensation insurance is faxed to the Shadowbrook office (508-473-7798) in advance of the work being performed. Shadowbrook's name and address must be in the certificate holder box. 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 files as well.

Quiet Time Hours

Shadowbrook's "quiet time" 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 in the hallway, parking lots or balcony/patio areas. Unit owners with large televisions and surround sound speakers need to realize that the sound travels and vibrates into other units even when the volume is not turned up high. If your television can be heard in the hallway it needs to be turned down. Wall coverings and carpet will help with minimizing sound. If your unit has hardwood or tile floors please be mindful when wearing shoes. Felt pads are recommended under chairs and area rugs are a great way to reduce noise.

Snow Plowing

The Snow season will be here before we know it. For your safety and the safety of others, the Board cannot stress enough how important it is to make sure you always clear the snow from your vehicle. As a storm starts to whine down, the staff will alert residents by ringing each unit's buzzer with **three** short blasts. This is a signal to move your vehicle so the parking lot can be plowed completely. Please do not move your vehicle before we are ready to clear the lot. Residents failing to move their vehicles may be subject to an assessment fine of \$100, and may also be assessed any increased cost for snow removal incurred by the Association caused by the failure to move their vehicle within the prescribed time. **Residents going on vacation, carpooling or who are unable to move their vehicles are required to make arrangements to have the vehicles cleared of snow and moved.**

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/patio) or off a leash in common area hallways. Pets cannot be tied to the patio. Pet's cannot urinate or defecate within 25 feet from the building or any walkway. NOTE: Not picking up after your pet is a finable offense even if there is snow on the ground. Food should never be left on the patio. Feeding stray animals is a finable offense.

Plumbing

Please contract with a licensed plumber when doing plumbing work in your unit. If you need to remove a toilet or any other plumbing fixtures, ask the plumber to replace any old shutoffs to avoid or minimize 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 worsen will greatly reduce water damage to cabinets, flooring and other units. Water shut downs can be scheduled through the office for either the 1st or 3rd Wednesday of the month, unless there is an emergency. If you experience problems after a water shut off with brackish water or small particles dislodged 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. Water and sewer is a large part of Shadowbrook's budget. We ask that any water saving devices such as low flow toilets, shower heads and aerators be installed. Dripping shower valves and faucets only add to the waste of water and energy.

Security

Shadowbrook contracts with Westech 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 safety. Security does not provide protection for residents or their personal property. If you witness any suspicious activity, vandalism or public safety issues, please call the police at 508-473-1113 then follow up with the office or security.** 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 an unattended vehicle running in the parking lot or one unlocked.

Cigarettes

RESIDENTS PLEASE DO NOT THROW CIGARETTES ON THE GROUND, OFF YOUR PATIO/BALCONY OR IN THE PLANTERS. RESPECT YOUR HOME AND DISPOSE OF THEM PROPERLY.