

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: _____

1ST Contact Name: _____ Cell# _____ Work# _____

2ND 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 #: _____

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

SHADOWBROOK CONDOMINIUM

1 SHADOWBROOK LANE
MILFORD, MA 01757

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

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: _____

SHADOWBROOK CONDOMINIUM

1 SHADOWBROOK LANE
MILFORD, MA 01757

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

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

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

Sign Name

SHADOWBROOK CONDOMINIUM

1 SHADOWBROOK LANE
MILFORD, MA 01757

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

\$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 # _____



Since 1895

September 24, 2018

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 Assurance Co. effective 10/01/2018 - 10/01/2019. 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 or email condocert@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.

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!



Laundry Card Instructions – KIO SOFT – CASH & CREDIT CARD & CODE BOX w/DISP

Add Value to Your Laundry Card using Cash at the Box:

- Place Card in Holder (top right corner) your balance will display on screen
- Insert Bill - \$5 - \$10 - \$20 (Box does not make change)
- Do not remove card until the Screen reads “Add to Card Successful” then remove your Laundry card from holder

Add Value to Your Laundry Card using your Credit Card at the Box:

- Place your Laundry Card into the Holder (top right corner) your balance will display on screen.
- Swipe or Insert Chip your Credit Card/Debit Card (no receipt will be printed)
- Select the Credit/Debit amount \$15 - \$30 – Other and then press OK.
- The balance will be added to your laundry card and will display the new balance on your card.
- When Screen reads “Add to Card Successful” remove your laundry card from holder

Add Value using your Credit Card Online to receive a 7 Digit Code OR completing Balance Transfer from Old Laundry Card to new one (if applicable):

- Go online www.automaticlaundry.com click on white card – Click on Register and/or Add Value to Laundry Card – Fill out Step 1 Account Registration – Click on Register
- Sign into your account and click on Laundry Portal at top of page
- Click on Add Value/Value Code – Follow steps to charge your credit card and receive a 7 digit code in Blue – **Two Step Process** – you need to take your Laundry Card to the Add Value Box at your location
- Place Laundry Card in holder and your balance will display
- Press 1 on keypad to bring you to the code menu - Value will automatically transfer to your laundry card - DO NOT remove card from holder until you see your new balance

To Purchase a New Laundry Card using Cash – Credit – Code at the Box:

- Press “1” to Buy a New Laundry Card
- For Cash - Insert \$5.00 Bill Only (will not make change) into bill acceptor – card will dispense out
- For Credit – Swipe or Insert your Credit or Debit Card – card will dispense out
- For Code – Go online to charge Credit or Debit and receive a 7 digit code for purchase of a new card – take code to Add Value Terminal and keypunch in 8-digit code – a new card will dispense out
- Cards will dispense out with NO VALUE on them

Add Value to Laundry Card by Mail - Check or Money Order Payment:

- Mail Check or Money Order to: Automatic Laundry Service - 45 Border Street - Newton MA 02465
Attn: Customer Service - Include your Laundry Card Number – Phone Number – Complete Address

ALS NOT RESPONSIBLE FOR LOST OR STOLEN CARDS AND WE DO NOT REFUND BALANCES ON CARDS

Call us at 617-969-4340 (Press 1 for Laundry Card or Mobile Pay App Issues & Press 2 for Washer/Dryer Issues)

- Go to our website: www.automaticlaundry.com
- E-mail us at: service@automaticlaundry.com (Washer & Dryer Issues)
- E-mail us at: card@automaticlaundry.com (Laundry Card & Mobile Pay App Issues)
- If using the Mobile Pay App: You can report a service issue right from the app

LaundryConnect™ Pay

Download the **FREE** LaundryConnect™ Pay app!



or scan here →



1

Identify Your Laundry Room

If you are in your Laundry Room, enter LaundryConnect™ Pay will automatically detect your Laundry Room.

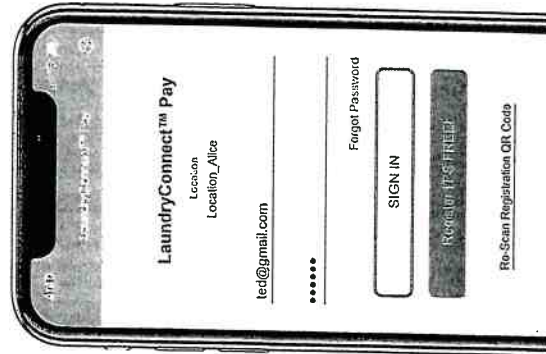


If you are not in your Laundry Room, enter the Smartphone Registration Code found on the back of this brochure or on the sign located in your Laundry Room.



2 Register, sign in, and add credit to your account.

2



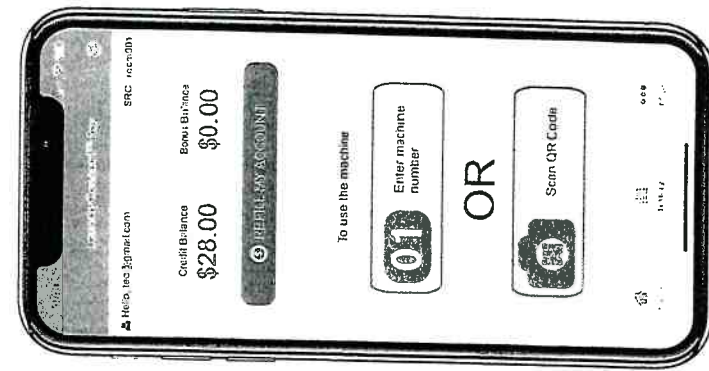
Once the app is launched, choose the Register option if you do not already have an account.

Load value with a credit or debit card.



3

Enter the machine number or scan the QR code found on the machine.



Enter the machine number or scan the QR code found on your selected machine and select OK. Your machine will start.

It's as easy as

1

2

3



Your LaundryConnect Pay
Code is:

als1649

Frequently Asked Questions

Where do I find the app?

Log in to the Apple App Store or Google Play and search for "LaundryConnect™ Pay" or scan this QR code.



How do I load money into my account?

On the main screen, there is a "Refill My Account" button. Tap it, log in to your account, enter your payment information, and select an amount to add. The funds are automatically placed in your account.

Is my credit card transaction secure?

Yes. LaundryConnect™ Pay transactions are SSL encrypted by your smartphone when connecting to our PCI-certified transaction host for the latest in transaction security.

Where do I find my account balance?

The account balance is on the main screen, and is updated in real time.

There is no Internet connection.

Will my phone still work?

Yes. The phone connects to the machine via Bluetooth. As long as you have enough money in your account to start a cycle, you're ready to go.

automatic laundry
superior service solutions

LaundryConnect™

Pay

**THE NEW WAY TO PAY IN
YOUR LAUNDRY ROOM**

For prompt repair, please visit:
automaticlaundry.com
then select Request Service.

Our website also features helpful
laundry tips and instructions.

Or call: **617.969.4340**

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.

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. 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 an on-site 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 1st and a \$25 late charge is assessed if paid after the 15th. A check or money order can be drop off at the office, mailed or automatic withdrawal can be set up.

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 rubbish pick up is Monday & Thursday. Any vehicle blocking the dumpster area will 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 while the plow truck is in the lot will receive a fine and if not moved within 24hrs of snow removal will receive an additional \$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. All pets must be registered with the office.

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 2nd and 3rd 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 Monday and Thursday 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: \$25 / Replace Broken Key (must have both halves): \$18
- Tennis Court / Playground Key: \$2
- Recreational Passes: \$2
- Visitor Passes: \$2
- Air Filters: \$5 (14 x 20 x 1), \$6 (20 x 20 x 1), \$7.75 (24 x 24 x 1)
- Mailbox lock w/ 2 keys: \$25