

### TRUSTEE MEETINGS

The Trustees' meeting is once a month in the Shadowbrook Office. Letters for the Board can be dropped in the mailbox outside the office.

### BOARD MEMBERS

Jeff Cohen; Chairperson, Myrna Davidson; Vice Chairperson & Treasurer, Colum Moraghan, Suanne Tanguay, and Mark Marchioni Trustees.

### SHADOWBROOK STAFF

Lee Maranda / Property Manager, Emily Brogie / Assistant Property Manager, David Krawiec Forman and Jacob Fiske Maintenance Tech.

### OFFICE HOURS:

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

Wedensadays until 7:00 p.m.

Website: shadowbrookcondo.com

For security & maintenance after hours, call 508-473-1784. Be specific on which one you need and be sure to provide the operator with your mailing address. Security can be reached after 5:00 p.m. until 1:00 a.m. 7 days a week.

### POOL / GYM

**We post the pool schedule on the bulletin boards in each building and the Clubhouse door. You can pick up a copy at the clubhouse.**

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 take a cleansing shower before entering the pool.** Also wear the 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.

### COMMON AREA

Please be reminded not to store any 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 properly.**

### 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.**

### TRASH

Trash bags and other items should never be left outside the dumpster, hallway, or balcony / patio area. If the dumpster is full, please bring the trash to another one. **All dumpsters, whether they are blue, or brown are for regular BAGGED trash, there are no recycling containers 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, mattress, box springs, large furniture, constructions items etc.; MUST be dropped off at the transfer station (508-478-8093), which is located near the Nori Station. Violators will be assessed per the rules and regulations for throwing anything away other than household trash. On Monday, the blue containers are picked up and on Thursday, the brown containers. 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 sure to tear down all boxes before putting them in the dumpster. 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.**

### **PET OWNERS**

Please DO NOT walk your pets near 1<sup>st</sup> floor patios or let them go anywhere near other resident's flower beds. Never leave them unattended (including the balcony) or off a leash in the common area. Pets cannot be tied to the patio. **Do not allow the pet to 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. Not picking up after your pet is a finable offense. Residents should obey the NO pets sign at the cemetery that borders our property. Only 2 pets are allowed per unit.

### **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 lined spot, blocking a fire lane or in the roadway will be ticketed. No parking on the curb, walkways, or grass. No vehicle can park on the property after 10:00 p.m. without a proper parking sticker or visitor pass.

### **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 temporary pass.

### **PLANET AID BOXES**

There are yellow Planet Aid Boxes, one at Kennedy and one at the salt shed. With a recent law passed no clothes or shoes are allowed in the trash. Planet Aid re-imburses Shadowbrook 7 cents per pound so far, we have collected nearly \$2,500, which goes into the general fund.

### **LAUNDRY**

**We strongly recommend only using H.E. 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. Be 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 so you're not occupying a machine that a neighbor may need. **We ask that pet bedding be taken to an offsite Laundromat.**

### **GRILLS**

**NO PROPANE OR CHARCOAL GRILLS ARE ALLOWED TO BE USED OR STORED! THE STATE ONLY ALLOWS ELECTRIC GRILLS ON THE PATIO/BALCONY AREA.** 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 the picnic table, please put it back and **no parking on the lawn or in the roadway near the grill areas.** AFTER GRILLING **DO NOT THROW HOT COALS FROM THE GRILL INTO THE DUMPSTER!!!**

### **STORAGE BINS**

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 residents' personal items that are lost or stolen anywhere in the common area.

### **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.

### QUIET HOURS

Please be reminded that quiet hours are between 10:00 p.m. to 8:00 a.m. Turn down all electronic equipment at this time and be mindful that the sound travels when talking outside in the parking lot, hallway or on the patio/balcony. **No one should be running in the unit or hallways; this is an outside activity. Respect your neighbors by taking your shoes off when you enter your unit, don't slam doors, minimize noise 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 5:00 p.m. and until 1:00 a.m. by calling 508-473-1784 for any noise disturbances or suspicious activity.

### BALCONIES / PATIOS

*Maintenance:* Shadowbrook supplies deck/patio paint and recommends the balconies be painted every year and don't forget the railings; use a wire brush, eye protection, dust mask, primer & paint with exterior gloss black paint. If you rent, contact your landlord if maintenance is needed.

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

### HEATING SEASON

The heating season began on September 15<sup>th</sup>. 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 schedule 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 63 degrees the pumps that service the heat will automatically shut down, this means you will NOT have heat, until the temperature outside drops back below 63 degrees. If the temperature outside is below 60 you should not be running the A/C to avoid tripping the freeze stat or freezing your heating coil which could cause it to burst and flood your unit and others. A/C will be available until the first hard frost.**

### PLUMBING

**Never use harsh chemicals like Drano or Liquid Plumber for slow drains or clogs, call a plumber.** Please contract with a licensed plumber and be sure we have their insurance on file before scheduling any plumbing work that 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. The grout between the tiles can develop small cracks where 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 have them contact the office to schedule an appointment the Friday before 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 smell your smoke.**

### 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.

### ELECTRICAL

Please contact 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 detectors. Replace your batteries yearly and test them twice a year.

## TRUSTEE CORNER

### Pest Control

The Board overwhelming have voted to move ahead with providing pest control for all units. It's our hope to eradicate roaches at Shadowbrook. However, we need the help of unit owners and residents. At the first sign of roach activity please alert the office staff to schedule an appointment.

### Smoking

It has come to our attention that cigarette butts are being improperly discarded in the mulch and landscaped areas throughout the property. This is a serious fire hazard, especially during dry conditions, and puts both lives and property at risk.

Mulch and dry landscaping materials can ignite easily from a lit cigarette, potentially causing extensive damage and endangering our community. In addition to the fire risk, improperly discarded cigarette butts create unsightly litter and negatively affect our shared environment.

Please be reminded:

- Cigarette butts must be fully extinguished and disposed of properly in designated receptacles.
- Do not throw cigarette butts on the ground, in mulch beds, flower beds, or other common areas.
- Violations will result in fines, as outlined in the community rules and regulations.

Your cooperation is essential to keep our community clean and safe. Let's all do our part to prevent a potentially dangerous situation.

### Notice: Bike Riding Rules and Restrictions

We'd like to remind all residents and guests that bike riding is strictly prohibited in the parking lots, mulch beds, and grass areas throughout the community. These areas are not designed for bicycle use and riding in these locations is a direct violation of the condo association rules.

For the safety of all residents and to maintain the integrity of the property:

- Bike riding is only permitted on Shadowbrook Lane.
- Bicyclists must not impede vehicular traffic at any time and should ride with caution, yielding to vehicles and pedestrians.
- Please be respectful of shared spaces and avoid riding near buildings, landscaped areas, and parked cars.

These guidelines are in place to protect people and property and to ensure a safe, pleasant environment for everyone.

## THE SHADOWBROOK NEWSLETTER

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EMBRACE THE FALL SEASON