

# SHADOWBROOK CONDOMINIUM

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1 SHADOWBROOK LANE

TELEPHONE (508) 473-1784

MILFORD, MA 01757

FAX (508) 473-7798

Effective Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_ Kennedy Lane Unit \_\_\_\_\_

Or

\_\_\_\_\_ Shadowbrook Lane Unit \_\_\_\_\_

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LANDLORD NAME : \_\_\_\_\_

Cell: \_\_\_\_\_

NUMBER OF TENANTS: \_\_\_\_\_

TENANT NAMES:

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1<sup>ST</sup> Contact Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

2<sup>nd</sup> Contact Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Cell: \_\_\_\_\_

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Pets: Two Maximum Y / N

Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Type: \_\_\_\_\_ Weight: \_\_\_\_\_

Name on Buzzer/ mail box: \_\_\_\_\_

**Office Use Only**

( ) \$295 move in fee Posted date : \_\_\_\_\_

**SHADOWBROOK CONDOMINIUM  
PARKING PERMITS**

**Office Use Only**

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Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Make of car #1: \_\_\_\_\_ Color: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Sticker #: \_\_\_\_\_

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Name : \_\_\_\_\_ Cell: \_\_\_\_\_

Make of car #1: \_\_\_\_\_ Color: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Sticker #: \_\_\_\_\_

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Date Issued: \_\_\_\_\_

( ) Parking stickers ( ) Visitor Passes ( ) Registration copy

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## **AGREEMENT AND RELEASE FORM For use of the exercise room & equipment, Pool, & Playground At Shadowbrook Condominium**

In consideration for my use of the exercise room, equipment, pool and playground (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 attorney 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 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 if its management company

The Undersigned has read the foregoing and understands the provisions thereof and agrees to same.

Names: \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

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## SHADOWBROOK CONDOMINIUM RECREATIONAL TAGS

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: \_\_\_\_\_

<p style="text-align: center;"><b>Office Use Only</b> <b>( ) Recreational passes</b></p>
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***I have read the page on Insurance regarding how important it is to purchase a HO-4 Policy for Personal Liability coverage.***

\_\_\_\_\_  
Sign Name

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

\_\_\_\_\_  
Sign Name

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## WELCOME LETTER

**On behalf of the Shadowbrook Board of Trustee's 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.**

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### **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 upcoming 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](http://www.shadowbrookcondo.com). Here you can access the Master Deed, Declaration of Trust, By-Laws, Rules and Regulations and other material.

### **Management:**

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, Tuesday, Thursday and Friday from 9:00 a.m. to 5:00 p.m. and on Wednesdays from 9:00a.m. to 7:00p.m. The office number is (508)473-1784. Any calls made after business hours are automatically forwarded 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 only be done between 8:00 a.m. and 10:00 p.m. There are some restrictions to be aware of: the use of wheeled dollies 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 **\$295** 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.

### **Homeowner'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 1<sup>st</sup> and a \$25 late charge is assessed if paid after the 15<sup>th</sup>. A check or money order can be dropped 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 saunas. On the second floor, there is a function room that can be rented for non-alcoholic parties. The cost is \$200 with a \$100 cash deposit. The playground 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. & Fri., 6:00 to 8:30 p.m. and Sat. & Sun. 1:00 to 8:30 p.m. In the summer month July and August, the pool is open daily from 1:00 a.m. to 8:30 p.m. Monday through Sunday.

### **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. Please note that the Trusts is not responsible for items stored in the storage bins.

### **Parking:**

All vehicles must display either a current Shadowbrook parking sticker or a visitor pass. Each unit is only allowed two parking permits. The visitor pass can only be used 7 days 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.

### **Long Term Lot:**

The Board of Trustees have approved the old tennis court area as a long-term parking area. You must obtain a temporary pass from the Shadowbrook office. Snow removal in this lot will be limited, and a waiver must be signed. This lot may still be used during the day but after 10:00pm you must have a temporary parking pass provided by the office.

### **Snow plowing:**

After a snowstorm, 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. Vehicles can 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 Trust's assets not unit owner's personal property. Security hours are Monday through Sunday from 5:00p.m. to 1:00a.m.

### **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 in the kitchen ceiling, are the responsibility of the unit 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 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 for 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 reinstall 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 on 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. The common area lights are fluorescent or LED; 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, it will set off the building alarm.

### **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 and dispose of them properly, 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 urinates or defecates 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 2<sup>nd</sup> and 3<sup>rd</sup> floor units quickly remove the snow from the balcony to avoid any water damage in the unit below.

### **Trash:**

On Monday half of the dumpsters are emptied and on Thursday the other half are emptied. The dumpsters are for household bagged trash only. Construction material and furniture need to be disposed of offsite. Appliances, computers, carpet, large furniture, etc. need to be dropped off at the transfer station (508-478-8093), which is located near the Nouria gas 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. We recommend downloading The Automatic Laundry app. The app will allow you to use your phone to start the machines and keep track of time remaining. The machines are automatically programmed for the permanent-press cycle, if you wish to use a different setting, please make sure you choose that setting before you start the machine. 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 1/3 less detergent. The display on the top loaders will flash 3 times before starting. If a machine shows an error, please unplug the machine for a moment and then plug it back in, 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.

### **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.

**Hiring a Contractor:**

Having someone doing work in your unit will require them to have Liability and workers compensation insurance, showing Shadowbrook Condominium 1 shadowbrook Lane Milford MA in the certificate holder box. Before starting any projects, please call the office first. 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.

*I understand and will abide by the rules set forth* \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**Fees:**

Here is a list of items you can purchase in the office.

- New Exterior Door Key: \$30 / Replace Broken Key (must have both halves): \$25.
- Playground Key: \$2
- Recreational Passes: \$2
- Visitor Passes: \$2
- Air Filters: \$6 (14 x 20 x 1), \$6.50 (20 x 20 x 1), \$8.75 (24 x 24 x 1)
- Mailbox lock w/ 2 keys: \$25

# Parking permit / Autorização de estacionamento

Place on the outside back w, left side of back windshield of vehicle

Permits go on the outside of the vehicle

Coloque no lado esquerdo do pára-brisa traseiro do veículo

As licenças ficam do lado de fora do veículo



## **What should I do if I get a new vehicle?**

Come to the office with the new vehicle registration for a new parking permit

## **What NOT to do**

Do not put the parking permit on another vehicle

## **O que devo fazer se adquirir um veículo novo?**

Venha ao escritório com o novo registro do veículo para obter uma nova autorização de estacionamento

## **O que NÃO fazer**

Não coloque a autorização de estacionamento em outro veículo



## **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 the holder (top right) your balance will display on the screen
- Insert \$5, \$10 or \$20 bills (Box does not make change)
- **Do not** remove card until the screen reads “Add to card successful” then remove your laundry card from the holder

### **Add value to your laundry card using your credit card at the box:**

- Place your laundry card into the holder (top right) your balance will display on the screen
- Swipe or insert chip from your credit card or debit card (no receipt will be printed)
- Select the credit/debit card amount 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:**

- Go online to [www.automaticlaundry.com](http://www.automaticlaundry.com) and click on white card- click registration 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 bill only (will not make change)- 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 and keypunch in 7- digit code- a new card will dispense out
- Cards will dispense out with NO VALUE on them

### **Add value to your laundry card by mail- check or money order payment**

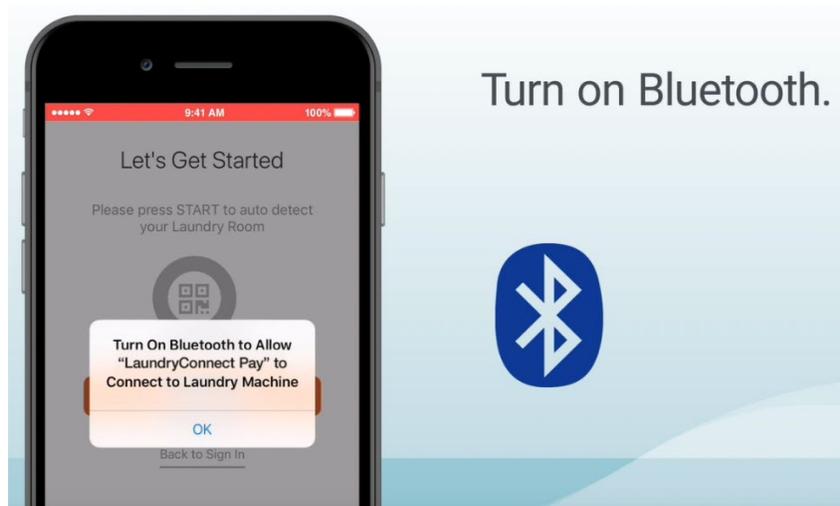
- Mail check or money order to: Automatic laundry service-45 Border Street- Newton MA 02465  
Attn: Customer Service- include your laundry card number-phone number-complete address  
ALS NOT RESPONSIBLE FOR LOST OR STOLEN CARDS AND WE DO NOT REFUND BALANCES ON CARDS  
Call us at (617)969-4340 and press 1 for laundry card pay app issues& press 2 for washer/dryer issues
- Go to our website [www.automaticlaundry.com](http://www.automaticlaundry.com)
- E-mail us at [services@automaticlaundry.com](mailto:services@automaticlaundry.com) (washer& dryer issues)
- E-mail us at [card@automaticlaundry.com](mailto:card@automaticlaundry.com) (Laundry card & mobile pay app issues)
- If using mobile pay app you can report a service issue right from the app

# LaundryConnect™ Pay

Download the FREE Laundry Connect Pay app



or scan here ↓



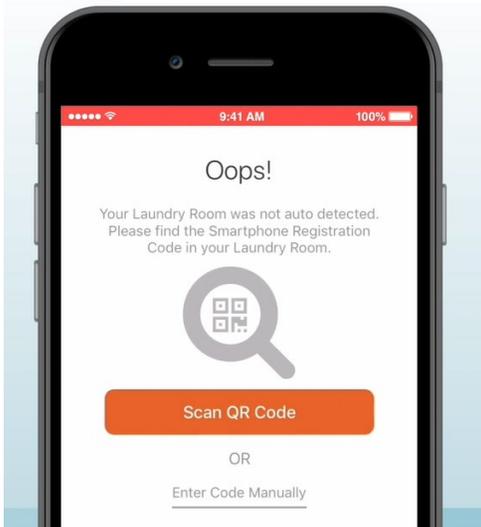
## Identify your laundry room

Laundry payconnect will automatically detect your laundry room

Your Laundryconnect pay code is:

**Als1649**

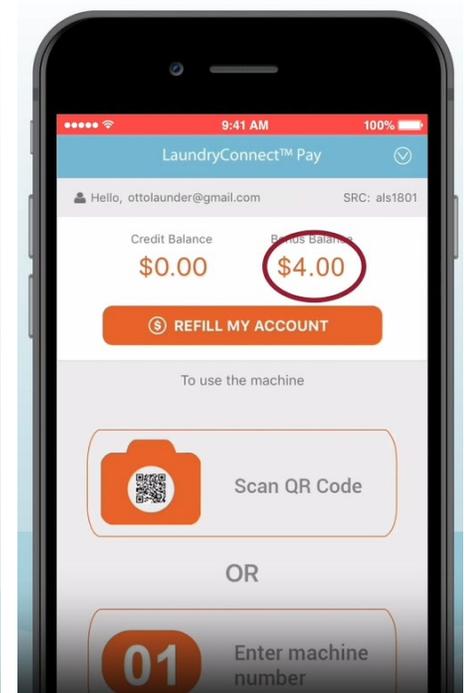
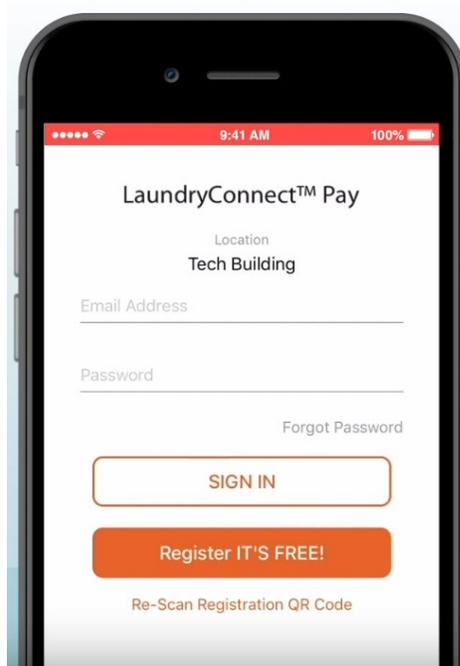
If you are not in your laundry room. Enter the smartphone registration code



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

Load value with credit or debit card.

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



# LaundryConnect™ Pay

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## **Frequently asked question**

### **Where do I find the app?**

Log in to apple app store or google play and search “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 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.

FOR PROMT REPAR, PLEASE VISIT [automaticlaundry.com](http://automaticlaundry.com) THEN SELECT REQUEST SERVICE.

Our website also fetures helpful laundry tips and instructions or call (617)969-4340.







