

Tileston Village Condo Assoc.  
c/o Meg Bosson  
64 Meacham St  
Williamstown, MA 01267

April 11, 2016

Lenny and Jackie Pepper  
2 Tileston St, Unit 1  
Everett, MA 01249

Dear Lenny and Jackie,

I am writing to you with several updates in a certified letter because I have not been able to reach you by phone at 617-389-8820 or 617-314-1592, and you have not responded to my previous letters mailed on June 15, 2015 or July 20, 2015. I am enclosing several updates, as well as information about the money (in condo fees and repair assessments) that your unit owes to Tileston Village Condo Association.

**Lawn maintenance and snow removal**

MAS Landscaping no longer provides service to 2 Tileston Street. After evaluating several competitive bids, Melissa and I settled at a condo meeting on John's Landscaping to provide basic lawn maintenance services on a weekly basis, as well as fall cleanup in 2015.

John's Landscaping does not provide snow removal, so we began using Simple Greens Landscaping for snow removal, and will continue using Simple Greens for lawn care services in 2016.

**Repairs to common areas of 2 Tileston Street**

I have made several attempts to contact you by phone about repairs to the common entrance porch on the Tileston Street side of the house. After a competitive bidding process reviewed by myself and Melissa Cerebi (the owner of Unit 3), we selected Coelho Contracting of Medford/Everett to make the repairs.

Upon beginning the demolition of the porch on Monday, August 31<sup>st</sup>, they discovered that the original porch was not properly constructed and that the support structure of the porch was not sound, necessitating additional repairs above the original estimate. The new estimate and contract is attached for your review.

***The per unit assessment for these repairs is \$4,533.33.*** We have paid your share out of the condo reserve account as a temporary measure so that the work can be completed, but you will need to start a payment plan to pay back your share of the reserves.

Please note that in 2016 we will likely need to make an additional assessment to paint the exterior of the building.

### **Monthly condo fees**

The monthly condo fee is \$200.00 per unit. As you know, this covers the cost of master insurance for the structure, common water and sewer, common electric for the stairwells, basic lawn maintenance and snow removal, and the cost of the condo association's taxes. When possible, we are able to make basic repairs and improvements out of the reserves.

**You may mail a money order for the amount of your monthly condo fee by the 21<sup>st</sup> of each month.** Orders should be made out to Tileston Village Condo Assoc.

The April, 2016 payment can be mailed to Meg Bossong, 64 Meacham St, Williamstown, MA, 01267.

From May, 2016 onward, please deliver them to Melissa Cerebi, 2 Tileston Street, Unit 3, Everett, MA 02149.

### **Payment of amount owed to condo association**

In 2015, we received \$1,580 of your \$2,400 in fees. As of today, inclusive of the March condo fee, back fees, and the porch assessment, your unit owes Tileston Village Condo Association \$5,553.33.

You have agreed to a \$400/month payment plan beginning in April, 2016.

If you do not adhere to this payment schedule, the trustees of Tileston Village Condo Association will be in contact with your mortgage lender to establish payment of past-due fees.

Sincerely,

Meagan Bossong, Trustee  
Melissa Cerebi, Trustee  
Tileston Village Condo Association