

**101-103 GORE STREET
CONDOMINIUM ASSOCIATION
CAMBRIDGE MA 02138**

**GUIDE
FOR
RESIDENTS
& UNIT OWNERS**

version 2011

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INTRODUCTION

Welcome to 101-103 Gore Street Condominium. This is a CONDOMINIUM building. The normal format of condominium buildings is observed here; that is, the units are the property of individual owners and common property controlled by an Owners' Association. The Association employs a management company.

This Guide explains the rules and regulations of the building adopted by the Trustees. These rules govern the use of common areas and facilities and also set certain restrictions on the use and maintenance of individual units. These rules have been adopted and amended over the life of the Condominium to:

- Protect your privacy and insure your comfort
- Protect owners' investment in the condominium
- Maintain the attractiveness of the building
- Insure the security of all residents
- Conform to all local and state laws relating to fire and property rights

The Board of Trustees is comprised of three unit owners who are elected at the Unit Owner's Meeting held each year. The Board may hold additional meetings which can be attended by Unit Owners to present specific issues for the Board's consideration if they notify the Board in advance.

No condominium unit shall be used for other than residential purposes. Condo units to be limited in use to one family or of no more than two unrelated persons. Violation of this restriction can result in legal action.

Nothing shall be done or kept in any unit which will increase the rate of insurance of the condominium or which is in violation of any law or public regulation. No explosives or highly inflammable material may be brought onto the premises. No equipment may be introduced into any unit which could negatively affect any other units.

No unit owner, tenant or visitor of a unit owner shall cause any damage to the common areas of the building, including the structure, surfaces, furnishings, and fixtures. Any violations of this regulation will result in charges for repairs and replacements, billed to the unit owner concerned.

MANAGEMENT AND STAFF

The Condominium Trust employs the services of a managing agent to handle its operations under the guidance of the Board of Trustees. Our managing agent is:

Hodan Property Management & Development, Inc.,
P. O. Box 8397
Boston, MA 02114

Mr. Victor Tavares is the property manager for 101-103 Gore Street Condominiums and may be reached during business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday at:

- 617-367-0900 (24/7)
- 617-367-0909 (fax)
- Service@hodanproperty.com
- victor@hodanproperty.com

EMERGENCIES

In the event of an emergency in the building or in a unit, the Management Company should be contacted immediately. The on-call property manager will return your call promptly and will dispatch the necessary personnel to deal with the situation.

RESPONSIBILITIES

The Management Company is responsible for maintaining the common areas of the building only. Any item which exclusively serves your unit is the Owner's responsibility; any item which serves more than one unit, is common. Basic common areas consist of the following: (note to always double check for specifics if unsure)

- Building lobby
- Front and back doors to building
- Hallways and stairwells
- Common Roof area
- All common area drain lines, plumbing and pipes
- Roofing and Exterior Building Envelope

The management company is not responsible for any items located inside of the individual units, i.e. the dishwasher, disposals, walls, windows, floors, bathrooms, etc. Should you experience any problems relating to the unit, please contact the appropriate vendor.

CAMBRIDGE RESOURCES

Below are some situations when you should not dial 9-1-1:

- Finding a towed vehicle (call 617-349-3300)
- Asking directions in the city (if you must): (call 617-349-3300 but please be patient as 911 dispatchers are often very busy)
- Inquiring about school openings or closings (call 617-349-6513)
- Reporting a blocked driveway or obstructed hydrant (call 617-349-3300)
- Questions about snow emergencies or parking bans (call 617-349-4700 or 617-349-4800)
- Reporting a noise complaint (call 617-349-3300)
- Questions about traffic tickets (call 617-349-4700 - the Traffic department)
- Seeking information from a police or fire office (check the phone book for specific numbers, call 349-3300 - Police switchboard or 349-4900 Fire switchboard if uncertain)
- Asking about a late school bus (call both the Eastern Bus company at 617-628-6868 and the city's - School bus office at 617-349-6862; each can radio drivers)
- Reporting rust in the water or dirty water (call the Water Dept. at 617-349-4770)
- Reporting garbage problems (call DPW at 617-349-4800)
- Contacting a police officer at the police front desk (call 617-349-3301)
- Reporting street lights out (call city's Electrical Dept. at 617-349-4925)
- No heat problem (617-349-6100 weekdays; after-hours call Camb. Hospital health inspectors at 617-498-1000)
- Needing domestic violence help (non-emergency to Camb. Police unit at 617-349-3370 days; Transition House info. at 617-661-7203 24 hrs.)
- Drug tip hot line (call confidentially to Police Vice unit at 617-349-3359)
- Reporting problems with a building's structure, etc. (Inspect. Dept. @ 617-349-6100)
- Public health problem (call Inspect Dept. at 617-349-6100 or Hospital at 617-665-1000)
- Checking on an animal control issue (call the Animal Control officer at 617-349-4376)

Any emergency situation please call 911

FINANCES

The finances and books are open to audit and review at anytime to all unit owners. The Association is set-up for monthly reporting to the Trustees. Year-end reports are distributed to all Owners.

CONDOMINIUM FEES

Condo Fees are the Association's only source of income. Without consistent income, common area expenses (insurance payments, utilities, etc) cannot be paid.

Fees are due in full on the first of each month, without notification or statement. Checks should be made payable to "101-103 Gore Street Condominium Trust" and mailed to:

Hodan Property Management & Development, Inc.
P.O. Box 8397
105 North Washington Street
Boston, Massachusetts 02114

Please indicate the unit number on payments.

As a convenience, it is recommended that unit owners set up automatic monthly electronic payments with their banks or directly through Hodan Property Management. Contact Hodan for further information.

Delinquencies

Condominium fees are due by the 1st of each month. If payments are not received by the 30th of the month will be subject to a late fee of \$50.00. Any remaining dues unpaid by the 30th of the following month will be charged a fee of \$100. Unit's that are delinquent by three months or owe an amount over \$1000.00 will be responsible for any legal fees incurred.

In addition, you should be aware that as permitted by amendment to Mass. General Laws Chapter 183A, the following applies to Unit Owners:

Any expense incurred by the association as a result of the failure of any of the following to abide by the terms of the statute or the condominium documents or as a result of misconduct by any of them shall result in a charge for those expenses directly against the unit: The unit owner(s), the unit owner(s) family members, the unit owner(s) tenants or invitees.

The condominium may lien these items as though they were part of the unit's common expenses. Further, special assessments, attorney's fees, charges, late charges, fines, costs of collection and enforcement, court costs and interest are also collected as though they were common fees charged to the unit.

FINES

The Board of Trustees may, at any time, adopt "reasonable" rules and regulations and assess fines and penalties for any violations.

First Violation	\$25
Second Violation	\$50
Third Violation	\$100
Fourth and Subsequent Violations	If the violation is not corrected following the fourth notice of violation and fine of \$200, the matter will be referred to an attorney. Any legal expenses will become the responsibility of the owner committing the infraction.
Roof Access Violation	This violation will be met with the maximum fine amount of \$200.00

MANAGEMENT SERVICES

Below is an outline of certain additional services and charges by Hodan. If you have any questions or would like additional information, please contact the Hodan office.

Preparation and notarization of 6(d) Certificate	\$100.00 per form
Misc non-Skilled Labor	\$45.00 per hour
Keys	\$10.00 per copy
Lock-Outs (8am -5pm)	\$35.00
Lock-Outs (5pm- 11pm & weekends before 11pm)	\$55.00
Lock-Outs (11pm-8am & weekends after 11pm)	\$55.00
Holiday Lock-Outs (Thanksgiving, Christmas & New Years)	\$75.00

COMMON AREAS

All common areas must be kept clean and clear. This is an important safety precaution to secure safe accessibility throughout the hallways and stairwells.

TRASH & RECYCLING

All garbage and trash must be placed in the proper receptacles designed for the refuse collection, and no garbage or trash shall be placed elsewhere in any of the common areas and facilities.

Please use your disposal within your unit for food waste. This will eliminate odors and pests within the building

Recycling must be put in the proper receptacles. Plastic bags should NOT be used in recycling bins. Boxes of all sizes must be broken down and placed in the proper receptacles.

ROOF PROCEDURES

The roof is to only be used as a passage way during an emergency. No persons are permitted to be on the roof at any other point in time. Any violation of this will be met with the maximum fine amount set in place.

SMOKING IN COMMON AREAS

Smoking is prohibited by ordinance in the common areas of 101-103 Gore Street Condominiums. These include the hallways, vestibules, stairwells, lobby and so on.

NOISE

No noise audible outside a unit is permitted from 11:00 p.m. to 8:00 a.m.

Occupants of the building must avoid making noise that will interfere with the peace and quiet of the other occupants. Musical instruments, radios, televisions and stereos must not be played at a level offensive to other occupants. Residents may not conduct vocal or instrumental practice that is disturbing to others. Barking dogs may not be kept.

During warmer weather, windows remain open and sound travels from unit to unit with more ease. Be considerate of your neighbors and keep the noise generated from your unit to a minimum.

Disturbing sounds are often heard in apartments remote from the source. The doors in the halls should be prevented from slamming. To keep the noise from apartment floors from being transmitted to the unit below, owners are encouraged to follow the practice common in multi-storied buildings and cover at least eighty percent of a unit's floor area with rugs or carpeting.

OFFENSIVE ODORS

No unit may cause strong or noxious odors within the common area. When windows are open the draft that is created flows under the door to the elevator shaft. Please keep this in mind when opening your windows to remove cooking odors, cigarette smoke, etc.

PETS

Ordinary and usual domestic pets may be kept, not to exceed two (2) per unit. Usual domestic pets include dogs, cats, birds and fish.

Pets must be leashed or carried when taken through the common areas. Owners of pets are responsible for the cleaning of common areas fouled by a pet.

WATER CONSERVATION

The cost of water has skyrocketed and is reflected in the common area condominium fees. There are several steps to take to help reduce the amount of water that each unit uses.

Become environmentally conscious enough to take shorter showers, or half-full baths. Simple steps as turning the water off while you brush your teeth, running your dishwasher only when full, or using your garbage disposal only when full can save many gallons of water per day.

FIRE PROTECTION

The building common areas as well as individual units are protected by a water sprinkler protection system.

The building is also protected by a fire and smoke alarm system approved by the Fire Department. The alarm systems are tied in to a central station and are inspected quarterly by them. This may entitle unit owners to a reduction on their Homeowners Insurance policy.

Fire and smoke alarms in your unit are tied into the central fire protection panel. Tampering or disabling these devices is prohibited and may result in fines billed to the unit owners for fees incurred with the alarm company and/or the fire department,

The fireproof stairwell doors must not be wedged open.

In case of fire in a unit beyond your ability to control, call the Fire Department at 911, leave without delay, close the door but do not lock it. Also alert your neighbors and descend to the outside by the stairway

UTILITIES

Please call NSTAR and National Grid to set up your electric and gas accounts

REPAIR OF UNITS

It is important that unit owners be very familiar with their areas of responsibility in maintaining their respective units, and they should review carefully the sections of the building documents pertaining to this.

Unit owners are responsible for the upkeep, repair, and replacement of any part of the unit's structure and of its utility fixtures. Unit owners are responsible, without limitation, for interior finish walls, ceilings, and floors; the interior portions of windows and window frames, and interior window trim; doors; the interior portions of door frames and interior door trim; plumbing and sanitary waste fixtures for water and other utilities; electrical fixtures and outlets; and all wires, pipes, drains and conduits for water, sewage, electric power and light, telephone and any other utility services which are contained in and serve the unit.

Renters should promptly notify their unit owner of any problems relating to unit repairs. The management company cannot authorize any work in a unit without communication from the owner of the unit.

If the Trustees shall at any time in their reasonable judgment determine that the interior of a unit is in such need of maintenance or repair that the market value of one or more other units is being adversely affected or that the condition of a unit or any fixtures, furnishings, facility or equipment therein is hazardous to any unit or the occupant thereof, the Trustees shall in writing request the Unit Owner to perform the needed maintenance, repair or replacement or to correct the hazardous condition, and in case such work shall not have been commenced within fifteen days (or such reasonable shorter period in case of emergency as the Trustees shall determine) of such request and thereafter diligently brought to completion, the Trustees shall be entitled to have the work performed for the account of such Unit Owner whose unit is in need of work and to enter upon and have access to such Unit for the purpose, and the cost of such work as is reasonably necessary thereof shall constitute a lien upon such unit and the Unit Owner thereof shall be personally liable therefore.

BICYCLES

The Condominium allows bicycles to be stored in the bike rack located in the side ally and or in a units specific storage area. Residents can store their bicycles in the designated area with locks to be supplied by the Owner. Storage of bicycles in this common area is strictly forbidden and will be done by Owners at their own risk. The Condo Association is not responsible for damages or theft.

SECURITY

Residents should keep their doors locked at all times. They should not allow anyone to follow them into the lobby from outside nor open the door for someone they do not recognize. Please identify anyone ringing your unit over the intercom before "buzzing" them into the building.

Because of concerns for safety, security, and insurance coverage, all doors which lead to the common areas of the building and all doors which lead to the exterior of the building, shall be closed and locked at all times.

Solicitors are not allowed in the building. Residents contacted by any unauthorized person in the building should contact Hodan.

CLEANLINESS AND PEST CONTROL

All residents must keep their units in a good state of cleanliness and preservation. They must act so as to have no detrimental effect upon the abutting common areas or units.

Should any insects, vermin or other pests be detected in any unit, the Management Company is to be notified immediately.

MAIL

The management company will provide mail tags to units. Owners need to notify the management company at any point there is a need to change the mail tag. Mail tags must be placed in the mail slot inside your mail box. Do not place stickers on the outside of your mailbox. All boxes that are not marked clearly could result in a loss of mail through the post office.

RENTING UNITS

Unit owners are responsible for their tenants' behavior and are liable for any damages caused by their actions, as well as for any infractions of the rules outlined in this Guide. It is the obligation of the owner who rents to provide the lessor with a copy of this Guide and to acquaint the tenant with the building regulations. All leases are subordinate to the Master Deed and Bylaws, the appropriate ordinances of the City, and should contain a clause to that effect.

Owners who rent their units are also reminded to comply with the regulations restricting occupancy of the unit to one family or no more than two unrelated persons.

No unit may be leased or rented for a period of less than two (2) months.

It is important that management be notified in a timely way of changes of occupancy and ownership. New owners and tenants will be required to sign a basic information form and sign a statement that they have received a copy of this Residents' Guide before the mailbox and intercom directories will be changed.

Owners are responsible for informing their tenants, as well as brokers renting their apartments, of the policies and the rules and regulations of occupancy at 101-103 Gore Street Condominiums. All rules are detailed in this Residents' Guide, a copy of which is to be given to new tenants. Copies are available through the Management office.

All rental leases are subordinate to the Condominium documents, which include the Master Deed and Declaration of Trust, and this stipulation, should be contained in your lease. The Management Company must be given a copy of all rental leases. *Violations of the building's governing documents can result in termination of the lease and eviction of the tenant(s) in question.*

MOVING

1. Moving hours are between 8:30 a.m. and 5:00 p.m. Monday through Friday and on Saturday mornings from 8:00 a.m. to 11:00 a.m.
2. Common area doors are never to be left ajar or unsupervised at any time. The building's security is of the utmost importance. If it is necessary to hold the

- door open, the proper device should be used so as not to damage the door or hinges
3. Names of new residents should be furnished to the management office so that names can be added to resident and mail directories in a timely manner.
 4. Common area electrical outlets are not to be used for move-in preparations by the unit owners or tenants.
 5. Unit owners are responsible for any damages to the common areas caused by themselves or their tenants. Owners should inform tenants of moving procedures and of the general rules of the condominium association.
 6. Trash that is above and beyond the normal trash generated from everyday living, such as moving debris, boxes, etc., should not be left in the trash rooms or back hallways. Boxes should be broken down and tied together. The Management Company will show you where to put these materials prior to trash pick-up day.

UNIT MODIFICATION

Fill out unit modification forms and submit fees prior to start of any renovation projects for your unit. Contact Hodan for more detail.

OWNER – RESIDENT INFORMATION FORM

CONDOMINIUM NAME -

DATE _____ UNIT NO. _____

OWNER INFORMATION

OWNER(S) _____

MAILING _____

ADDRESS _____

TELEPHONE#(HOME) _____ (CELL) _____

(WORK) _____ (EMERGENCY) _____

E-MAIL _____

OWNER(S) _____

MAILING _____

ADDRESS _____

TELEPHONE # (HOME) _____ (CELL) _____

(WORK) _____ (EMERGENCY) _____

E-MAIL _____

IS UNIT OWNER OCCUPIED? YES / NO – (CIRCLE ONE-IF NO, FILL IN
TENANT INFO.)

TENANT INFORMATION

TENANT'S
NAME(S)

TELEPHONE # (HOME)
(CELL)

(WORK)
(EMERGENCY)

E-MAIL

TENANT'S
NAME(S)

TELEPHONE # (HOME)
(CELL)

(WORK)

(EMERGENCY)

EMAIL

LEASE DATES -

FROM

TO

ALL INFORMATION CONFIDENTIAL-ALLOWED ONLY TO MGMT. AND TRUSTEES

Recycling Guidelines

We are pleased to announce the implementation of new, easier recycling methods now available to our building. **You may now mix all of your recyclable material together. You no longer need to separate paper from cans/bottles.** Please continue to place your recyclables in the recycling carts located **Each cart is now for both paper** and cans/bottles. Please see the guidelines below to review what items you can recycle.

Thank you in advance for your cooperation with these new methods.

- Newspaper
- Magazines/Catalogs
- Junk Mail (plastic envelope window ok)
- White/Colored Paper (staples, paperclips ok)
- Paper Bags
- Phone Books
- Paperback Books
- Flattened Cereal/Food/Soda Boxes
- Clean Pizza Boxes
- Glass Bottles and Jars (leaving labels on is ok)
- Tin, Steel, and Aluminum Cans
- Aluminum foil and pie plates
- Flattened cardboard boxes
- All Plastic Containers (except chemical, motor oil containers)
- Juice and Soymilk Boxes
- Milk and Juice Cartons
- NEW! Rigid Plastics (toys, laundry baskets, etc)
- NEW! Cardboard Cans (potato chip/nut/coffee cans, etc)

NO broken glass, light bulbs, dishes, glasses, or window glass

NO Soiled Paper

NO PLASTIC BAGS