

**THE HILL @ FURNACE BROOK
CONDOMINIUM TRUST**



HANDBOOK FOR OWNERS AND RESIDENTS

LAST REVISED: March 2024

Visit us at

www.thehillcondo.com

greatnorth.net

THE HILL @ FURNACE BROOK
c/o Great North Property Management
57 Boston Providence Highway, Suite 203
Norwood, MA 02062
(508) 594-6100 office
(800) 639-7309 toll-free
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This handbook has been compiled to familiarize you with the day-to-day operation, management structure and policies and procedures within your condominium complex. It is recommended that you thoroughly read through this information and use it for reference as future situations and questions arise.

All owners and residents are required to abide by the outlined procedures in order to maintain the highest possible quality of living for all those residing at The Hill at Furnace Brook. It is only with the cooperation of each and every resident that this goal can be achieved.

Should you have any questions while reading this information, please do not hesitate to contact your property manager or one of your Trustees.

Welcome to The Hill at Furnace Brook.

Sincerely,

The Board of Trustees
and Great North Property Management
Agent, The Hill at Furnace Brook Trust

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I. WHAT IS A CONDOMINIUM?

The term condominium may be defined generally as a system of separate ownership of individual units in multi-unit developments. The owner of a condominium unit owns not only the unit described in his deed but also an undivided interest in the “common areas and facilities” of the condominium which may be defined generally as those facilities which serve all owners of the units in the condominium. These facilities may include land, driveway, walkways, lobbies, exterior foundations, exterior walls, exterior roofs, piping and mechanical systems serving the entire building, swimming pools and elevators. The common areas for your complex are specifically defined in the Master Deed.

There are certain expenses for the overall operation of the condominium for such things as electricity, water, maintenance of the grounds, maintenance of the building, personnel and insurance. These are called common expenses and are shared by all of the unit owners according to each owner’s respective percentage interest in the building. This percentage interest, known as the beneficial interest, has been predetermined based on the value assigned to each unit. Such common expenses are paid on a regular basis (usually monthly) directly to the Trust.

In many respects, ownership of a condominium unit is not different from ownership of a single family home. Instead of owning a house and land, the condominium unit owner owns his or her unit, together with the percentage interest in the common areas. Like the owner of a house, the condominium owner may mortgage his or her unit independently of any neighbor. Each unit will be assessed based on the assessment for the total building prorated by each owner’s percentage interest. Unit Owners should purchase HO-6 Homeowners Insurance and to make sure it covers up to the Master Insurance Policy Deductible.

A condominium becomes an effective organization upon the recording with the Registry of Deeds of the Declaration of Trust, Master Deed, By-Laws and any plans required by the provisions of Chapter 183A of the General Laws of the Commonwealth of Massachusetts.

II. FORMAL STRUCTURE OF THE CONDOMINIUM

Master Deed & Condominium Trust:

The Hill at Furnace Brook was established by a Master Deed dated March 9, 1983, which is recorded in the Land Court in Boston, Plan 35312-B-1 Lot 1A.

Property Description:

The condominium property is divided into 39 residential units. The legal address is 308 Quarry Street, Quincy, MA 02169.

The condominium property contains common areas in which the unit owners hold an undivided interest, and which is owned by The Hill at Furnace Brook Trust. These common areas basically consist of hallways, grounds and utility mains. For a detailed description of the exact common areas please refer to your Master Deed.

The Trust is governed by the provisions of Chapter 183A of the General Laws of the Commonwealth of Massachusetts, and by the various articles of the Trust.

III. CONDOMINIUM DOCUMENTS

As noted, The Hill at Furnace Brook has been created and is governed by the recording with the Land Court in Boston. A brief description of these and related documents is set forth below.

- A. **Master Deed.** The Master Deed is the basic legal document submitting the property to condominium status and providing for the administration of the condominium. Chapter 183A of the general laws designates with particularity the required contents of this document, which include complete descriptions of the land and building to be dedicated to the condominium use and of common elements and the proportionate interest of each unit therein, floor plans, a statement of the purpose for which the building and units are intended, the method of amending the Master Deed and the name of the organization which will manage and regulate the condominium. The Association itself is governed by a committee known as the Board of Trustees elected by and from the unit owners.
- B. **Unit Deed.** The unit Deed is the instrument by which a unit is sold, transferred and must contain all the normal elements of a deed. In addition, Chapter 183A requires that it include a reference to the condominium, a description of the land or the address of the property, the designation of the unit in the Master Deed, a statement for the uses for which it is intended and any restriction on its use and the interest of the unit in the common elements of the condominium. Note that the initial deed of each unit must also have attached a copy of the floor plans recorded with the Master Deed showing the designation of the unit being conveyed and adjacent units and depicting the layout, location, dimensions, approximate area, main entrance to the unit as well as the immediate common area to which it has access.
- C. **Declaration of Trust.** In contrast to the Master Deed, which is limited to a description of the basic structure of the condominium, the By-Laws set forth the day-to-day operating rules and regulations under which the condominium will be run. The By-Laws may provide:
 - 1. The method of providing for the necessary maintenance, repair and replacement of the common elements and payments thereof.
 - 2. The manner of collecting from the unit owners their shares of the common expense.
 - 3. The procedure for hiring all personnel, including whether or not a managing agent should or may be engaged.
 - 4. The method of adopting and amending the administrative rules and regulations governing the details of the operation and use of the common elements.
 - 5. Such restrictions on and requirements respecting the use and maintenance of the units and the use of the common elements not set forth in the Master Deed.
 - 6. The specific requirements for obtaining funds for the repairs, maintenance, and upkeep of the common areas which are to be financed by all unit owners through a regular or special assessment paid to the Trust in accord with each unit's percentage interest. It should be noted that each owner's share of these expenses constitutes a lien upon the owner's interest in common elements. This provides the Trust with the necessary means to assure collection of the common funds.
- D. **Rules and regulations** - refer to section X of this handbook.

In addition to the various provisions required by law, the By-Laws include many other provisions deemed necessary for the management and regulation of the Trust. These include items such as procedures following in the case of reconstruction after a fire or casualty or in the case of condemnation, as well as items based on the needs and characteristics of the condominium.

IV. INITIAL OCCUPANCY

The process of moving in needs to be addressed carefully, as there are many details to coordinate which can make for smooth sailing or for rough seas.

- KEYS:** These will be delivered to you at the time of closing by the seller. Be sure to receive a unit door key, lobby key and mailbox key.
- SERVICES:** You shall notify all utility services to switch over the meters to your name as of the day following closing. The management company shall be notified of the telephone number in order to program the intercom system (must be a local number).
- TELEPHONE:** Phone company should be notified 10 days in advance of your move-in date to have your phone service initiated.
- MAIL:** You shall notify the US Post Office of your new address. It is advised to notify them two weeks in advance to allow for new delivery. Be sure to notify Management of the exact name(s) you would like on the directory.
- GENERAL:** It is very important to provide management, upon your arrival at the building, with the following information; names of permanent residents, unit phone number, business (day) phone number, emergency contacts, auto information (description & plate #). Management should also be notified whenever this information changes.

Move-in/out Procedures: Your anticipated move-in/out date must be given to Management at least one week in advance of your move, in order for the common areas to be protected and appropriate name tag changes made. Elevator pads must be used when moving. Any debris shall be removed from all common areas. Do not load or unload the elevator directly from the truck into your unit. Instead, bring everything into the hall first, then load the elevator to minimize the down time of the elevator to other residents. Elevator Key must be used.

A fee of **\$100.00** will be charged to any unit owner that does not notify management of tenant changes. Such fee will be automatically charged to the account of the unit owner and is due within 30 days.

A **Move-In** and **Move-Out** fee of **\$200.00** will be charged each time an occupant moves in or out of a unit at the condominium. This applies also when a roommate moves in or out of a unit.

An initial fee of **\$100** and additional **\$20** per day after 7 days for POD storage on the property. Prior approval is required by the Board of Trustees to determine if space is available.

V. GOVERNANCE

The Declaration of the Condominium Trust provides that the management of the property will be regulated by an elected Board of Trustees. These Trustees represent the interest of the unit owner and have been chosen to maintain the economic and physical condition of the condominium.

Annual Meeting:

The annual unit owners meeting is held near end of year in order to discuss upcoming calendar year budget, specific projects and provide a general update of the activities of the condominium. At this meeting vacant positions on the Board are filled. This meeting is an occasion at which all unit owners are assembled to discuss the past, present and future operation of the condominium. A notice is mailed to all unit owners announcing the day, time and location.

The Board of Trustees:

The Board of Trustees consists of **non-paid volunteers** who donate their time to the running of the property. The positions are filled by vote from the unit owners at the annual unit owners meeting. There are at all times no less than two Trustees for terms of two years. According to the Declaration of Trust, Article III, the Board of Trustees is given very specific powers in dealing with the Trust property. The overall role of the Trustees is to protect, maintain and enhance the property through sound business decisions made after they have had the chance to review information presented to them from the managing agent or other consultants hired by them. They also direct the managing agent in his/her responsibilities at the property.

The current Trustees are:

John Cadorette, #102

Jillian Candlish, #506

Eris Karanxha, #206

VI. MANAGEMENT

The Board has engaged the services of Great North Property Management as the Managing Agent for the Trust. Great North works under the direction of the Trustees to carry out the actual management and maintenance responsibilities. Included in these responsibilities are the collection of the Common Area Charges (condominium fees), maintenance of the common areas (hallway, grounds, roof, main mechanical systems etc.) and restoration projects as needed. If you have a problem which you believe is a common area problem or which will affect the common areas, you should contact the property manager.

Management office address and phone number:

Great North Property Management
57 Boston Providence Highway, Suite 203
Norwood, MA 02062
(508) 594-6100 or (800) 639-7309

Property Manager: Daniel Fahey 508.964.5515

In order for Great North to respond to a concern, every maintenance call must be placed through the office. Regular business must be taken up during the standard work week; however, if you have an emergency that requires immediate attention, contact Great North at 508-594-6100 or 800-639-7309 and the answering service will contact the on-call Great North property manager, who in turn will contact you directly. The emergency number is also posted in the front lobby.

This service is available 24 hours a day, seven days a week for emergencies. When calling in an emergency please be sure to leave your name, phone number and a brief description of the situation.

VII. CONDOMINIUM FEES/COMMON AREAS CHARGES (CAC)

The cost to operate the condominium is paid monthly by every unit owner according to his/her percentage beneficial interest in the property. This interest is specified in the Master Deed. The Condominium Trust is a nonprofit organization which is dependent upon fee income to pay its bills. Each month these fees (CAC) are collected and bills are paid. Payments must be made promptly on or before the first of every month.

All payments should be made out to **“The Hill at Furnace Brook Condominium Trust”** and mailed to:

The Hill at Furnace Brook
C/O Great North Property Mgmt.
PO Box 65434
Phoenix, AZ 85082-5434

To assure proper credit, write your account number and unit number on the check. **Do not** make payment out to Great North.

Contact Great North if interested in automatic payment method.

LATE FEE POLICY: In accord with the powers vested in the Trustees under Article V of The Hill at Furnace Brook Condominium By-Laws, the following procedures will apply in any cases where a unit owner does not make his/her payment of maintenance fees and assessments in a timely manner:

- 1) All common area payments are due on the first of each month for that month.
- 2) If payment is not received by the 10th day of the month, a late charge of \$35.00 dollars will be added to the account of the delinquent unit owner.
- 3) If payment has not been received by the 30th day from the original due date, legal action may also be initiated. In addition to the amount owed in fees and late charges, the Trust will seek to recover all legal costs associated with the action taken against the delinquent owner.

VIII. GENERAL PROCEDURES

TRASH REMOVAL: The Hill at Furnace Brook has a city dumpster located at the rear of the building parking lot. All trash must be bagged securely in plastic bags and placed in the dumpster. Trash is removed from the site on Thursday/Friday (or Saturday if holiday during the week). Any vehicles in the three yellow marked spaces to the right of the dumpster must be moved on Thursday/Friday (or Saturday if holiday during the week) from 7:00 a.m. to 5:00 p.m. or are subject to being towed at vehicle owners' expense.

DISPOSAL OF CHRISTMAS TREES: All Christmas trees shall be wrapped to prevent debris in common areas. It is recommended Christmas trees be cut into pieces and bagged when removed. Residents are responsible for cleaning up common areas as necessary. No storage of trees on balconies.

MAIL AND DELIVERIES: Mailboxes are located in the lobby. Numbers only will be placed outside. Residents names should be placed on label located on the inside upper part of mailbox.

FIRE DOORS: Do not prop open fire doors for any reason. In the event of a fire, they would be ineffective in containing the fire if they were open.

KEYS: Master keys are available at \$25.00 per key for new residents or to replace broken keys. For additional master keys or for the replacement of lost or stolen master keys, there is an additional charge of \$25.00 per key.

LAUNDRY FACILITIES: There are laundry facilities located in the basement of the building. Washer and/or Dryer of any size are not allowed in the units. Fines will be assessed if washer or dryer found in units and continue fining until removed.

HEATING SYSTEM: Each unit is electrically heated and individually metered.

EXTERMINATION: If you suspect that you may have a problem with pests, contact the Management Office for procedures. Please call the management company if you have any questions at 508-594-6100.

SUPERINTENDENT: There is no on-site superintendent.

NOISE: Sounds can carry through the building via the exhaust vents, and often are heard in apartments remote from yours. This can be minimized by locating your television, stereos and radios as far away from the windows as possible. Speakers may not be placed in the windows. As a courtesy to others, please keep the volume of your television, stereos and radios at a reasonably low level to avoid disturbing your neighbors, particularly after 10:00 PM.

IMPROVEMENTS, ALTERATIONS OR ADDITIONS TO UNITS: Pursuant to Section 5.7. of the Declaration of Trust, it is incumbent upon each unit owner to inform the Board of Trustees and seek prior written consent from the Board each and every time the unit owner plans to make an improvement, addition or alteration in or to his/her unit or any portion of the common areas or facilities to which he/she has the exclusive use, which may affect the appearance, structure or mechanical systems of the condominium, or which is otherwise restricted by the Master Deed.

IX. EMERGENCY PROCEDURES

FIRE PREVENTION SYSTEM

It is **VERY IMPORTANT** that you and your family become familiar with the safety features of the building and practice evacuation in the event of a fire emergency. Take note of the nearest pull station and the nearest exit stairway.

The Hill at Furnace Brook has a number of safeguards against the hazards of fire. In each hallway, mounted on the wall, is a fire extinguisher. All common area hallways and stairways are serviced by smoke detector horns, pull stations. The fire department will respond to any activation of the smoke detectors in the common areas. Individual unit smoke detectors are **not** hooked into the main system so that small cooking errors or the back-up of smoke from the fireplace will not send off common area alarms. If these events occur, please **DO NOT** open the unit entry door to the common area. This will cause the activation of the hallway smoke detectors thus potentially bringing the fire department and subjecting the building to a false alarm fine.

The common area fire safety equipment is serviced yearly in accordance with applicable state codes. It is important that each owner maintain the smoke detectors within their unit in proper working order. Disconnecting smoke detectors is against the law.

If a fire breaks out, sound the alarm and escape quickly. If the fire is in your unit, close the door behind you as you leave. This will keep the fire from spreading quickly.

If you hear the fire alarms sound in the building **NEVER** assume that it is a false alarm, always implement your plan of evacuation.

The Quincy Fire Department can provide you with many free pamphlets. The Board of Trustees, the management company and the Quincy Fire Department strongly encourage you to make use of this information.

If a member of your family is handicapped or has some other condition that may make a quick evacuation difficult, it is important to notify the fire department and the management company.

WIND STORMS

It is advisable to properly secure or totally remove all balcony fixtures that might be blown about.

WATER LEAKS

Leaks from plumbing fixtures (i.e. faucets, toilets, etc.) inside the unit can create seriously damaging effects to other units or common area below. If you discover a leak and you need to turn off the water source to your unit, utilize the valve under the kitchen and bathroom sinks (if unable to shut off water, please contact a plumber or management company as main water to building may need to be shut off). Please ensure that the caulking and seals on toilets and bathtubs are maintained. Damage caused by internal plumbing is the responsibility of the unit owner. Leaking and dripping faucets and running toilets increase the water and sewer charges incurred by the Trust. Please handle these items promptly.

Leaks from rainstorms for the most part can only be cured when the rain has stopped, and the affected area has been able to dry. If during a storm you are experiencing the infiltration of water notify the management company. If it is not a serious leak, then you may be directed to place buckets and towels to the affected areas until someone can respond. Your accurate information will help the manager on call determine whether you feel it necessary to have someone respond immediately.

NO HOT WATER

The building has a gas fired hot water system. There is a boiler room located outside the building. If you do not have hot water call Great North at 800-639-7309.

X. RULES AND REGULATIONS

THE HILL AT FURNACE BROOK CONDOMINIUM ASSOCIATION

Introduction

In a condominium community, rules are necessary not only to provide order and safety, but also to protect everyone's rights and privileges.

These Rules and Regulations will be amended from time to time and serve as addenda to the bylaws and provisions of the Master Deed.

For the purpose of this document, common areas are those areas outside of the individual units, (e.g. lobbies, hallways, elevator, stairways, pool, sauna, exercise room, laundry room, roof deck, storage room and barbecue area). These Rules and Regulations shall become effective upon date of issue and shall remain in force until amended by the Board of Trustees.

Violations of these Rules and Regulations are subject to fines. Fines are established at the discretion of the Board of Trustees.

-General-

1. All residents and owners shall be registered with the Board of Trustees and the management company.
2. Owners shall provide copies of all leases to the Board of Trustees and the management company and all leases to include copy of current Rules and Regulations initialed by tenants. Owner Occupancy vs. Rentals monitored closely.
3. All owners shall be held responsible for the conduct of guests and lessees. All owners shall conduct credit and criminal background checks on lessees.
4. No resident or guest shall cause or permit to be caused, any noise or disturbance which annoys or disturbs other building residents.
5. Children shall not be allowed to play in any of the interior common areas.
6. No smoking shall be allowed in the elevator or any other interior common areas. Please extinguish smoking matter in the ashtrays at the ground and first floor elevators or the smoker outposts outside the exit doors.
7. Balconies:
 - a. Shall be kept in an orderly fashion at all times.
 - b. Shall not be used to air laundry or dry towels.
 - c. Rubbish shall not be stored on the balconies.
 - d. No items shall be hung from or attached to balcony railings or ceilings.
 - e. Throwing of objects off balconies is prohibited.
 - f. Bicycles or toys shall not be stored on balconies.
 - g. Propane gas grilles and charcoal grilles are not allowed on balconies.
8. Storage areas:
 - a. One storage locker per unit owner only. (If applicable)
 - b. All storage areas shall be labeled with the resident's unit number and name.
 - c. Bicycles and other equipment shall not block access to lockers.
 - d. Storage of flammable or hazardous materials is prohibited.

-General- (cont.)

9. Rubbish:
 - a. All rubbish shall be secured within plastic bags and placed inside the dumpster container. Do not leave food or garbage outside dumpster container as this attracts rodents. Cat litter is to be doubled bagged. Recycling barrels are available for plastics, cardboard, etc. Cardboard boxes are to be broken up and placed inside recycling barrels or if too large then placed near barrels.
 - b. Rubbish receptacles in the laundry room are to be used for laundry room trash only.
 - c. Persons littering any of the common areas shall be required to clean up the area.
10. No alcoholic beverages are allowed in the common areas.
11. Persons causing damage in Common areas shall be responsible for all costs incurred by the Trust.
12. Any malfunctions or problems in the common areas shall be reported immediately to the management company.
13. Window coverings must be white or a pastel color.
14. Any unit above the first floor of the building having hardwood or laminate floors must at all times have a minimum of 75% of the floor area, exclusive of the bathroom and kitchen areas covered at their expense with pile area rugs, carpets (not grass or fiber mats) or wall-to-wall carpet, all with padding of a minimum thickness of ¼". This is to minimize the transmission of noise into the unit below. All hardwood or laminate floors installed on other floors of the building must include a layer of sound-absorbing material approved by the Board of Trustees.

-Parking-

1. All resident's cars shall be registered with the management company.
2. All cars parked in the lot shall be legally registered and not exceed two tons.
3. All resident's vehicles shall display the proper parking sticker in the rear window or if tinted then non-tinted window.
 - a. One sticker will be issued to each unit. A second parking sticker, when available, will be issued for a monthly fee.
 - b. Stickers are not transferable.
4. No parking is allowed in the "handicapped" spots at the rear door.
5. There is **NO GUEST PARKING ALLOWED.**
6. Per the Master Insurance Policy - No one is allowed to work on vehicles in the parking lot.
7. All unauthorized vehicles will be towed at the vehicle owner's expense.

-Recreational Facilities-

1. Facilities include the pool, exercise room, sauna, roof deck, and picnic area.
2. All facilities shall be used at the individual's own risk.
3. All facilities shall be left in a clean and orderly fashion.
4. All lights shall be turned off after use.
5. All guests shall be accompanied by a resident.
6. Children 15 years or under shall be accompanied by an adult.
7. Residents wishing to conduct a planned event for six (6) or more persons utilizing the condominium facilities shall notify the Board of Trustees and Management for approval. A \$25 per hour fee will be assessed to all units who hold such a gathering.
8. All persons shall familiarize themselves with the proper and safe operation of all facility equipment prior to use.
9. Pool: No resident shall swim alone or unattended. Those who wish to use the pool shall sign the log provided, along with their guest.

**PLEASE NOTE THE FOLLOWING POOL RULES
WHICH ARE ALSO POSTED IN THE POOL AREA**

- | | | | |
|----|---------------|-----------------|-------------------------|
| a. | HOURS: | Weekdays | 8 a.m. - 10 p.m. |
| | | Weekends | 8 a.m. - 10 p.m. |
- b. Shower required before entering pool.
 - c. No alcoholic beverages, food or smoking is permitted in the pool area.
 - d. No glass, breakable items or pets allowed in pool area.
 - e. No cut-off shorts permitted in the pool.
 - f. Persons with shoulder length hair or longer must wear a bathing cap.
 - g. Children under seven must wear a life preserver.
 - h. Children under 15 years of age must be accompanied by an adult.
 - i. No running, rough play, excessive splashing, or improper diving from sides.
 - j. Guests in the pool area must be accompanied by a resident of the building.
 - k. No more than three guests per unit.
 - l. Last person to leave the pool must secure all doors.
 - m. All individuals must remove their own trash.
 - n. No personal property is to be left in the pool area.
 - o. Access to the pool is restricted during cleaning or maintenance "Closed" signs will be posted.
 - p. If you notice any problem with the pool, notify the management company immediately.

-Pets-

1. Pets over 30 pounds are not allowed. Violation is \$250 fine per month until removed.
2. Exotic pets are not allowed, including, but not limited to ferrets, pot-bellied pigs, and snakes of any kind.
3. Residents must register pets with the management company.
4. Pets shall be licensed and inoculated as required by law.
5. Pets shall be carried or leashed at all times in the common areas.
6. Pets shall be walked in the field at the rear of the building only; not on the grounds in the front or the side of the building, or in the barbecue area.
7. Pet owners must clean up after their pet if any excrement/urine collects in a common area. Violation is \$150 fine.
8. Pet owners shall be held liable for any damages or injuries caused by their pet.

-Security-

1. Do not allow security doors to be propped open (unattended) while moving in or out.
2. Do not allow unauthorized people into buildings. If you do not know them do not let them in. Proceed to the lobby to identify persons if you are unsure or not expecting guests.
3. Ensure that answering devices will not activate front lobby door lock. Do not use (9) as the signal for messages on your device. Verify person on phone before allowing front lobby door to unlock.
4. Report suspicious vehicles, persons or activity to the Quincy Police at:

Emergency **911**
Business **617-479-1212**