

56 and 60 Commonwealth  
Condominium Trust

# Resident Handbook



56 and 60 Commonwealth Avenue  
Boston, MA 02116  
2015 Edition

# Forward

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**Purpose**

Welcome to the 56 and 60 Commonwealth Condominium Trust! The purpose of this handbook is to outline the rules and regulations of the Condominium. These policies are designed to protect property values, minimize the conflicts that can arise when people live in close proximity, and make living here the best possible experience for us all. We have also included information that you may find useful as a resident and a member of this condominium community.

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**About the authors**

This handbook has been prepared by the Trustees with the help of unit owners. We welcome your feedback and suggestions for future editions.

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**Additional copies**

Owners who rent their unit must provide a copy of this document to the tenant. Upon sale of a unit the selling owners must provide the new owner a copy of this handbook as well as the Condominium documents. Additional copies can be obtained by contacting the Management Office, The Lundgren Management Group, Inc., at (617) 887-3333.

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**Disclaimer**

This resident handbook contains pertinent information and rules. It supplements, but does not supersede, the 56 and 60 Commonwealth Condominium Bylaws, Master Deed, and Declaration of Trust documents. If there are any contradictions between this resident handbook and the Condominium documents, the Condominium documents shall govern.

Note: Phone numbers and internet web site addresses are subject to change.

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**Copyright**

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# Overview

## 56 and 60 Commonwealth Condominium

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### Introduction

56 and 60 Commonwealth Condominium Trust consists of 23 units in 56 Commonwealth Avenue and 7 units in 60 Commonwealth Avenue. The common areas and facilities include the grounds, elevator (at 56), lobbies, hallways, laundry, and the building structures, and are jointly owned by the unit owners.

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### Definitions


The chart below defines terms used throughout this handbook.

Term	Definition
Trust	The Trust is the legal organization of unit owners, each having a designated percentage of the common property, as well as ownership of their individual unit.
Trustees	The Board of Trustees, composed of 3 to 5 owners, is a governing body empowered to manage and administer the operation of the Trust including adopting and amending rules, regulations and policies related to its operation. They are responsible for hiring and overseeing the Property Manager. Trustees do not receive any compensation for their work. Minutes of all Trustee meetings are published on the 56-60 Condominium web site.
Property Manager	The Property Manager is responsible for the day-to-day maintenance, supervision, and financial management of the Trust. The Property Manager also provides advice and enforcement of the rules and regulations. The fee for management is paid from condominium fees.

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### Property Manager

The 56 and 60 Commonwealth Condominium is managed by:

	<p>The Lundgren Management Group, Inc. 121 Captain's Row Chelsea, MA 02150</p> <p>Phone: (617) 887-3333 Fax: (617) 887-3330</p>
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# History

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## Introduction

Located on the south side of Commonwealth Avenue, both 56 and 60 Commonwealth Ave have a rich history. Two of an original four townhouses built ca. 1866, the original structure at 60 survives while the home at 56 was replaced in 1930 by the current structure. In 1974, 56 and 60 Commonwealth were converted to a Condominium Association, as it is known today.



*54-60 Commonwealth (ca. 1870), photograph by Frederick M. Smith, II; courtesy of the Print Department, Boston Public Library*

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## 56 Commonwealth Ave

The original home at 56 was built and occupied by the Sayles family until 1929. It was sold and razed in 1930. The current structure was designed by architect George Nelson Jacobs and built in 1930 as a five story, 22 family apartment house. Information on the earlier history can be found at <http://backbayhouses.org/56-commonwealth/>

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## 60 Commonwealth Ave

60 Commonwealth Avenue was designed by Snell and Gregerson architects as the home of Judge John Phelps Putnam. In 1936, William Bradford Sprout, Jr converted the building into eight apartments. More information about 60 Commonwealth Ave can be found at <http://backbayhouses.org/60-commonwealth/>

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# Community

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## Voting

56 and 60 Commonwealth Avenue are located in Back Bay, Ward 5, and Precinct 6. At election time, our polling location is at the Emmanuel Episcopal Church located at 15 Newbury Street. Voting takes place in their community room (access through the entrance closest to Arlington Street).

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## Libraries

The closest Boston Public Library branches are:

- Central Library - Copley Square 700 Boylston Street
  - West End Branch - 151 Cambridge Street
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## Public transportation

The 56 and 60 Commonwealth Condominium is accessible from the following public transportation routes:

Route	Stop Location
Green Line	Arlington Station – Corner of 300 Boylston Street and 20 Arlington Street
Orange Line	Back Bay Station - 145 Dartmouth Street
Commuter Line*	Back Bay Station - 145 Dartmouth Street
Bus Lines	Various bus service including express buses to Waltham, Watertown, Newton, and Downtown Boston. Stops are located throughout the Back Bay.

\*The following commuter trains stop at Back Bay Station:

- Framingham/Worcester Line
- Needham Line
- Franklin Line
- Providence/Stoughton Line

For more information, call the MBTA at (617) 222-3200 or on-line at <http://www.mbt.com>

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# Safety

## Crime Prevention

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### Introduction

Our community strives to maintain the highest level of safety and quality of living for each other. Crime prevention is a neighborhood wide effort that relies on the diligence of everyone. Each resident is responsible for the safety and security of the building.

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### Crime prevention tips

Here are some ways you can help prevent crime:

- Report suspicious activity to police.
  - Do not prop open doors. Front doors, back doors, basement doors and the courtyard doors should be closed and locked at all times.
  - NEVER allow strangers access into the building.
  - Keep your unit windows locked when you are not at home.
  - Stop mail delivery if you will be away for extended periods (or have someone pick it up for you)
  - Install timers for your lights when you go on vacation.
  - Install a home alarm system connected to a monitoring company.
  - Remove valuables from your automobile.
  - Report graffiti to the appropriate owner for removal. Graffiti invites more graffiti and sends the message that we don't care about our neighborhood. If you see someone "tagging", call the police immediately. Graffiti is a felony crime in this city.
  - Participate in the local crime watch meetings.
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### Boston Police

The Boston Police is committed to working with our neighborhood to prevent crime. You should never hesitate to call 911 if you see anything suspicious. For reporting purposes, the alley behind the building is "Public Alley #436".

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### Report crime

It is extremely important to report all crime and file a police report. The city keeps records of incidents and appropriates patrols based on the number of occurrences. In some situations, Boston police will assist you by filing a report for you over the phone.

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# Fire Prevention

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## Introduction

According to statistics, the kitchen is the most dangerous area of your home. (Almost half of apartment fires start in the kitchen!) The leading cause of fires is from unattended cooking. Careless cigarette smoking is number two.

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## Precautions

Here are precautions you can take to protect yourself from a fire.

- Do not smoke inside the building.
  - Never leave your kitchen unattended while cooking.
  - Install and maintain smoke detectors. You are required by Massachusetts's law to have at least one smoke detector and one carbon monoxide detector in your unit.
  - Change the batteries in your detectors every time you change your clock for daylight savings time. Keep detectors clean from lint and dust. Detectors should be replaced after ten years.
  - If you smell smoke or suspect a fire, act immediately.
  - Never overload circuits or extension cords. Do not place cords and wires under rugs, over nails or in high traffic areas.
  - If you notice any sparks or an unusual smell coming from an electrical appliance, shut it off immediately. Have an electrician check the appliance before turning it back on.
  - Unplug appliances when not in use.
  - Use safety caps to cover all unused outlets, especially if there are small children in the home.
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## Fire alarm system

Each building is equipped with its own central fire alarm system. The building's fire alarm will sound if any of the hallway or basement smoke sensors detect smoke or if an alarm box is pulled. The alarm system automatically sends a signal to a monitoring company who will dispatch the Boston Fire Department. The fire alarm sounds like a steady toned buzzer. Our system features a battery back up in case of power failure.

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## Evacuation

Fire spreads quickly! In less than 30 seconds, a small fire can get completely out of control and turn into a major fire. Evacuate immediately. Do not waste time.

Residents should plan their evacuation routes in case of a fire. Everyone should be aware of the closest exit, including use of unit windows, and the alternative routes available when that exit is blocked.

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## Fire Prevention, Continued

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### **Prevent false alarms**

The city of Boston's Fire Department can fine the Condominium in cases of multiple false alarms. To help prevent false alarms:

- Never vent cooking smoke/odors into the hallway.
  - Be extremely careful moving large furniture in the hallways. Avoid bumping into the fire alarm pull stations or the overhead sensors.
  - Never overload the washers or dryers. Overloaded machines malfunction and can trip the alarm.
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# Operations

## Heating System

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### Introduction

Each building is heated differently. The Trust is responsible for maintenance of the main boiler/furnace and hot water supply. In addition, the Trust is responsible for maintenance, installation or modifications to the radiators in 56 Comm. Ave. Individual unit owners should contact Lundgren Management regarding malfunction of radiators or any construction that may impact radiators or pipes in order to coordinate all service to the hot water system.

56 - The heating equipment is located on the lower level of 56 Comm. Ave. In the winter months, the boiler heats water using natural gas to create steam that naturally rises into the radiators in each unit...

60 - The heating equipment is located in the basement of 60 Comm. Ave and consists of an oil-fired furnace and forced hot air that is ducted throughout the building. Each unit has air supply and return air registers.

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### Seasonal transition

The boilers are turned on every fall and off in the spring based on the outside temperatures. Management will time switching of the boiler so the residents will be as comfortable as possible. However, due to the fluctuations in temperatures of New England weather, there may be days that your unit may be warmer / cooler than normal during both the fall and spring transitional periods.

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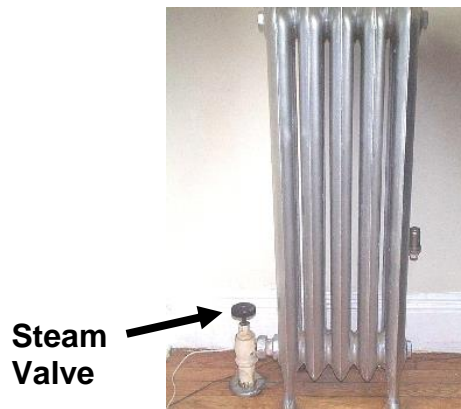
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## Heating System, Continued

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### Radiator operation

It is important that you are familiar with the operation of your radiator to control the heat in your unit. Here is a diagram of the parts of a radiator.



**Steam Valve:** To open this valve, turn the knob counter-clockwise until it no longer rotates. Never force the knob, you could break it and/or cause a leak. *IT IS EXTREMELY IMPORTANT THAT YOU KEEP THE STEAM VALVE FULLY OPENED OR FULLY SHUT.* Partially opened valves cause water to collect in the radiator, make banging noises, and leak. Do not use the steam valve to regulate the heat.

### Inspect your radiators

Unit owners are responsible for any damage caused by the unit's radiators or heat risers to neighboring units. Conduct frequent checks for leaks around the steam valve during the heating season. Unit owners should contact Lundgren Management should any malfunction occur to ensure consistency in system maintenance. Lundgren will identify the contractor to be used for any radiator/heating system repair and maintenance.

# Elevator – 56 Comm. Ave only

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## **Introduction**

The passenger elevator at 56 Commonwealth Ave provides convenient access to the residential units. It is inspected annually by the Commonwealth of Massachusetts and subsequently provides an inspection certificate to the Trust.

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## **Emergency Alarm**

The elevator is equipped with an emergency alarm. If you need emergency assistance, press the emergency “Alarm” button. A bell will sound alerting your neighbors. If you ever hear this alarm sound, please try to speak with the elevator passenger to determine what type of assistance they need before calling 9-1-1. If the elevator is malfunctioning, please call Lundgren Management for an immediate response.

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## **Use of elevators for moving / deliveries**

Elevator protection pads must be used when using the elevators for moving or accepting deliveries. The pads are available from the Management office and must be requested at least one business day prior to your move or delivery.

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## Entryway / Lobby

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### Security

Front doors are locked and should remain closed and locked at all times.

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### Visitors / Deliveries

The intercom system features a two-way intercom to communicate with the visitor and a door opener so residents can buzz in visitors.

- For your own security and that of your fellow residents, please do not buzz in strangers or anyone whose identity is not confirmed.
  - Deliveries should be accepted “in person”. Come down to the front door and accept your delivery in the front vestibule. It is a security risk to allow unknown people into the building.
  - The Condominium Association is not responsible for lost or stolen packages.
  - Eversource (formerly NStar), Comcast, and Verizon employees are required to carry identification. Do not hesitate to ask to see their credentials.
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**Lobby at 56 Commonwealth Ave**

# Mail

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## Introduction

The mailboxes are located in the front lobby of each building. Please help keep this area tidy by discarding unwanted mail in the proper receptacle.

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## Mail delivery

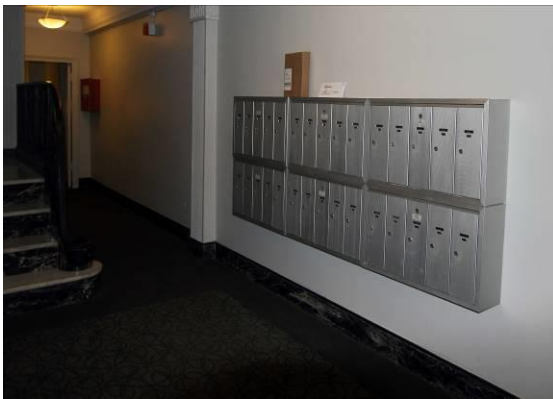
Our mail is generally delivered between 10:00 a.m. – 1:00 p.m. Monday through Saturday. Each unit has a mailbox located on the first floor. Each unit owner has his or her own key for these boxes. The Condominium Trust is not responsible for the replacement of lost keys or malfunctioning locks.

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## Packages

The USPS has a master key that will let them inside the building. If directed, they can leave packages for you in the mail area. Private delivery companies (i.e. UPS, FedEx, Airborne Express, etc.) do not have access to inside the building. If you are not at home at the time of delivery, you will have to make arrangements to have a neighbor sign for your package or an alternative delivery. To prevent theft, packages should never be left unsecured in the front vestibule. If you ever see a package left outside the building or in the front vestibule, please bring it inside the secured hallway.

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**Mailboxes at 56 Commonwealth**



**Mailboxes at 60 Commonwealth**

# Parking

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## Introduction

Parking spaces are assigned via an easement to a specific unit, which are attached to the unit's deed. If someone else is parked in your assigned space, please contact Lundgren Management immediately.

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The 56-60 Commonwealth Association greatly appreciates the consideration shown by parkers for the residents of 60 Commonwealth Ave. Parkers who do not live at 60 Comm. Ave may be unaware of the impact of parking lot activity on residents particularly in the form of exhaust and noise.

The majority of parkers are respectful of these issues and we bring them up to raise awareness among those outside of or new to our community.

All of the doors and windows at the rear of 60 Comm. Ave open into living space are operable and used for ventilation. Even when closed, operable windows are not a perfect seal against car exhaust fumes and other pollutants. Once exhaust fumes enter the building they remain here and circulate throughout the building. There is no means to expel them.

For these reasons we ask that parkers be mindful of the following:

- Park head first
- Avoid idling engines for extended periods
- Maintain a distance of three feet from the doors (these doors also provide emergency egress from the building)
- Avoid loud radios and other excessive noise in the parking area.
- No smoking within 20 feet of the rear door and windows.

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# Trash

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## Introduction

In both buildings trash receptacles are located on every floor in the back stairwell. Please bag and seal your trash before placing them in the containers. Do not leave trash in the hallways or discard heavy items in these areas.

The following items are **prohibited** from these areas:

- Do not leave your recycling in the trash areas
- Large appliances / furniture
- TVs, computers, and other recyclable electronics
- Hazardous / Flammable materials

Please check the City of Boston's website for instructions on how to properly dispose of the above items. It is each owner's responsibility to arrange for donation or removal of items that cannot be placed in the trash receptacles.

<http://www.cityofboston.gov/publicworks/wastereduction/directory.asp>

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# Recycling

## Introduction



The 56 and 60 Commonwealth Condominium Trust proudly participates in Boston's Recycling Program. We urge you to take advantage of the program.

Large Blue recycling bins are provided for shared use by all residents and located on the lowest floor near the rear door, at 56 Commonwealth Avenue this is in the laundry room. Recycling days are Monday and Thursday. Maintenance staff removes the recycling in approved large clear recycling bags for pick-up in the alley.

We have limited space, so if you carry recyclables to the bin in a bag – dump the items into the bin and FOLD the bag – NO PLASTIC SHOPPING BAGS!

- FLATTEN ALL BOXES
- NO FOOD
- RINSE ALL CONTAINERS
- NO PLASTIC BAGS - Of any kind

### Acceptable Materials for Recycling

- Newspaper (with inserts)
- Magazines/Catalogues
- Junk mail (remove free samples; plastic envelope window is ok)
- White & colored paper/brown bags
- Telephone books
- Flattened food boxes
- Paperback books
- Milk and juice cartons
- Juice/soy milk boxes
- Flattened cardboard boxes
- Glass bottles/jars. (lids and labels ok)
- Tin and aluminum cans, foil, and pie plates (lids and labels ok)
- All plastic containers (caps & lid may stay)
- NEW! Cardboard/spiral cans (potato chip, coffee, nut cans, etc)
- NEW! Rigid plastics (laundry baskets, buckets, toys)

### Unacceptable Materials for Recycling

- Styrofoam
- Plastic bags
- Motor oil containers
- Chemical containers
- Ceramics or dishes
- Light bulbs
- Window glass, mirrors
- Yard waste
- Food waste
- Televisions
- Computer monitors

<http://www.cityofboston.gov/publicworks/wastereduction/directory.asp>

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# Laundry Room

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## Introduction

Coin-operated laundry facilities are maintained for all residents of the Trust at 56 Commonwealth Ave. in the lower level, rear of the building. As with any shared facility, everyone has a role in maintaining a clean, well-functioning facility.

Washers and dryers are available for use every day from 8am -10pm. No use is allowed outside of these hours.

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## Services provided

MAC GRAY maintains the laundry equipment. Please report any problems with the equipment operation to them at 1-800-622-4729 providing the machine number (1-4). A sign on the wall provides further operating instructions.

A few additional notes to improve the laundry room experience.

- Keep the laundry table clear for its intended use for sorting/folding of laundry
  - Remove your clothes promptly
  - Use only the amount of detergent specified
  - Wipe the door gasket and glass dry once you're done.
  - Keep the washer door ajar between loads to allow air to circulate.
  - Clean up spills
  - Clean the dryer lint trap after use
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# Janitorial Services

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## **Introduction**

Lundgren Management Group coordinates janitorial services with the approval of Trustees. The cost of these services is paid out of the condominium's annual budget.

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## **Services provided**

The services include the following common area cleaning and maintenance activities:

- Vacuuming of common hallways, stairs and elevator
  - Mopping the tile floored lobbies and vestibules
  - Cleaning the glass doors and hardware
  - Wiping down all elevator surfaces
  - Dusting
  - Replacing common area light bulbs
  - Cleaning light fixtures
  - Cleaning the trash areas
  - Taking bagged trash and recycling to the alley on trash days
  - Clearing sidewalk and stairs of snow
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## **What's not provided**

As with any condominium association, the janitorial services are not for cleaning of individual units or parking spaces. Unit owners must contract for their own maid service, if desired.

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# Rules and Regulations

## Condominium Insurance

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### Individual property insurance

Unit owners / residents should consult with their individual insurance agent or broker regarding personal insurance needs to assure proper and complete coverage. The Trust strongly recommends that all residents purchase insurance to cover their personal property and all enclosing finished surfaces (walls, floor, ceiling) within their unit.

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### Common area insurance

The Condominium carries a special multi-peril policy that insures all of the *common areas* and the structure of the property. The insurance contract runs from 12:01AM September 1<sup>st</sup> of each year to midnight August 31<sup>st</sup>. It does not cover the contents of individual units, nor vehicles and items stored in basements. The contract provides commercial property and general liability coverage. An excess umbrella policy is carried in case of a major catastrophe. The insurance policy has a pre-determined deductible amount. A summary of the policy is available for review at the Management's office.

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### Proof of Condominium Insurance

Mortgagees can request insurance certificates from the Management office. Please provide the following information when you call:

- Your mortgage institution's name and address
  - Your loan number
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### In the event of a loss

It is extremely important that prompt notice be given to Management of any loss or prospective claim under the Trust's insurance coverage.

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## Moving / Deliveries

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**Notification** You are required to notify Management at least 24 hours in advance of all moves. Elevator protection pads must be used when using the elevator for moving or accepting deliveries.

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**Moving day** Please keep the following rules in mind:

- Residents are permitted to move in / out from 8:00am to 9:00pm. City ordinances prohibit moving of furniture in or out of the building at any other time.
  - Moves must be done through the front door only.
  - Do not leave the front door propped open and unattended at any time during the move process.
  - Do not leave items along the hallways and stairwells.
  - Do not place moving boxes or other items on the lobby furnishings
  - Please take extra care to avoid damaging walls, railings, doors, etc. Residents can be fined for damage to common areas.
  - Protection of elevator, doorways, lobby furniture and flooring must be provided particularly when moving very large or heavy items and during wet weather.
  - Do not leave any discarded items or trash in the common areas or outside the building.
  - Disposal of moving boxes and other material is the mover's responsibility and shall not be left in the recycling area. Removal fees may be assessed from the resident.
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# Association Fees

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## Introduction

Like every condominium, 56 and 60 Commonwealth Condominium has certain expenses for the overall day-to-day operation. Operating expenses cover such ongoing items such as building management, common area maintenance, elevator maintenance, landscaping, heat, hot water, structure insurance, snow removal, cleaning, and so on. In addition to the ongoing operational expenses, a mandatory reserve is kept in a separate account of the Trust to handle planned as well as unforeseen emergencies. These common expenses are shared by all of the unit owners.

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## Annual budget

The Trust's budget runs from January 1 to December 31 of each year. The yearly budget is approved by the Trustees and delivered to the unit owners at least thirty days prior to the end of the fiscal calendar year.

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## Condo fees

Timely payment of Condominium fees is essential. Owners are responsible for informing the Management Office of any address changes at least 30 days in advance. We utilize a central lockbox system for sending payment coupon books to unit owners, and it is each unit owner's responsibility to make payment to the lockbox company by the due date. Please note that you will not receive a monthly statement. Owners can choose to pay using a coupon booklet, by ACH (direct debit from your checking account) or other electronic payment.

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## Coupon payments

If you choose to pay monthly by check, you can order a coupon booklet from Management. Please make sure the correct coupon is remitted along with your check in order to ensure that your payment is properly credited. Since coupon books are ordered in advance, any miscellaneous charges such as late fees and maintenance charges will not appear on the coupon. Simply add the miscellaneous fee to the total amount of the check and notate the fee on the coupon. Remittance coupons are not required to submit a payment as long as your unit's Lundgren assigned account number is referenced in the memo field of the payment. All checks should be made payable to 56 and 60 Commonwealth Condominium and write your account number in the memo section of your check. Mail your payment to:

56 and 60 Commonwealth Condominium  
PO BOX 844011  
Boston, MA 02284-4011

Note: Checks cannot be dropped off at Lundgren Management.

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## Association Fees, Continued

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**ACH payments** Owners are encouraged to sign-up for ACH payments of their monthly association fee. This service is provided free of charge to the Trust. To enroll, please contact Management for the enrollment form and provide them with a cancelled check.

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**Online banking** Owners who utilize an online banking service (i.e. Homelink, Checkfree, etc.) can remit their association fees to the PO Box, but please be sure to reference your unit and Lundgren assigned account numbers.

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**Late payments** Payments received after the 15<sup>th</sup> of the month will be charged a \$50 late fee. Massachusetts Law specifies the manner in which fees are determined as well as remedies available to the Trust in case of nonpayment. All collection costs shall be borne by the unit owner in violation. All payments shall be first credited to the outstanding late charges, then to special assessment charges, and finally to outstanding condominium fees. All delinquencies that are past sixty days due will be referred to legal counsel at the owners' expense. Management does not have the authority to waive late fees.

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# Condominium Rules and Useful Information

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## Introduction

The 56 and 60 Commonwealth Condominium created these rules and regulations to foster congenial, enjoyable, and dignified residential living. The Trust counts on resident respect and consideration for each other and for their cooperation with these rules.

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## No smoking

Smoking is not allowed in any area of the building, including individual units, lobbies, hallways, stairs, trash areas, basement, roof or outside within 15 feet of any doorway. Residents are responsible for ensuring that their guests adhere to this policy.

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## Pet Policy

Owners may have a dog, cat, or other household pets as long as they do not create a nuisance or unreasonable disturbance for other residents. Upon complaint by any owner, a pet may be permanently removed from the Property upon three (3) days written notice from the Trustees.

- Dogs must be leashed or carried through the common areas
- Any damage or destruction caused by the pet shall be repaired at the expense of the Unit Owner
- Owners will clean up any pet messes.

Renters may have a pet only with written permission of their landlord, with copy provided to Lundgren along with the tenant approval form.

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## In Unit Washer/Dryer

Washer/dryer units are permitted inside individual condominium units. The following standards for washer/dryer installation must be met to avoid noise disruption to other building owners/occupants and reduce the risk of damage due to water or other malfunction:

- Select a washer certified as low-water usage and low vibration brand. (Many are now available and specifically identified for apartment use because of these features.)
  - Dryer must be ventless, condensing type
  - Washer must sit in an overflow pan with leak detector that shuts off the water supply if the pan overflows
  - Water lines must be braided stainless steel instead of conventional rubber
  - Install water cut-off valves at the washer
  - Ensure that the installed machines are level.
  - Owner is solely responsible for maintaining the machines good working order of all parts, hoses and connections
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## Condominium Rules and Useful Information, Continued

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**Common areas** Common areas of the Condominium include stairwells, hallways, front vestibule, stairs, laundry, walkways and front gardens.

- Any personal use of indoor or outdoor common space is prohibited.
  - Residents are not permitted to store anything in the common areas. Items (shoes, floor mats, planters, furniture etc.) stored in common areas can endanger residents in case of an emergency evacuation and are not allowed. (Please note that door hangers that do not impede evacuation are ok)
  - The Trust assumes no responsibility for items left in common space and these items are subject to immediate removal. Removal fees can be assessed against the resident.
  - No portion of the common areas may be altered, decorated, constructed in, or removed without written permission of the Board of Trustees.
  - Outdoor installation of antennas or satellite dishes is prohibited.
  - Please consider others as you pass through the hallways and stairways. Do not congregate or entertain guests in the common areas, as hallways tend to magnify noise.
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# Unit Owner Responsibilities

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## Introduction

The Condominium Trust maintains all building exteriors as well as the common areas. Interior repairs and/or replacements to the unit are the responsibility of the unit owner. The following responsibilities apply to unit owners or the owner's agent, tenant, licensee, or occupant as well.

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## Responsibilities

The unit owner is responsible for:

- Any and all damage to other units as well as to common areas if such damage is the result of negligence, misuse or neglect by the owner or owner's contractor.
  - Window washing of their unit windows
  - Maintain, repair, and replace the unit's appliances (i.e. stove, refrigerator, dishwasher, and disposal).
  - Maintenance of all electrical wiring, fixtures, circuit breakers that solely and specifically serve the unit.
  - Repair and replacement of interior walls including repair of settling cracks, and loose or buckling walls.
  - Repair and replacement of sinks, tubs, toilets, showers, and faucets. All toilets and sinks have separate shut-offs. Sink shut-off valves are located under the sink and toilet shut-offs are generally located below the tank.
  - The resident should maintain a temperature of at least 55° Fahrenheit within the unit at all times during the cold weather months. Except in the case of a heating problem, the Condominium Trust assumes no responsibility for damage resulting from frozen pipes in units left unprotected from freezing.
  - Unit owners should request advice when contemplating an extended absence and notify Management of departure and return dates.
  - Notifying Management of any work that is to be done to the unit in an amount exceeding \$1,000.00. Unit owners shall not make any changes that do not comply with local, state, and federal regulations or changes that would cause the Master Insurance Policy to be canceled or changed.
  - Request water shut-off by Management if renovations or repairs require at least 72 hours in advance of shut-off. Water shut-off only permitted Tues, Wed, Thurs, 10am-2pm except in emergency situations.
  - Obtaining necessary permits required by law.
  - Removal and proper disposal of all construction debris from the building. The hallways, lobby, basement or courtyard cannot be used for depositing construction debris, either temporarily or long-term.
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# Association Responsibilities

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**Introduction** This section outlines the responsibilities of the Condominium Trust. If you notice a problem with any of these areas, please contact Management.

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**Responsibilities** The 56 and 60 Commonwealth Condominium is responsible for:

- Repair of entryways, lobbies, access areas, interior and exterior stairs, as needed.
- Repair and replacement of exterior doors and all interior common area doors. Painting, staining, and cleaning of unit doors.
- Repair and replacement of all common area light fixtures.
- Repair of brick facing and point work. Any leaks resulting from the exterior of the unit, rather than from another unit (i.e. leaks around windows or sliders).
- Repair and replacement of windows. All windows must conform to standards set forth by the Back Bay Architectural Commission
- Maintain, repair, and replace all unit radiators.
- Pest extermination of all common areas and individual units.
- Repair and replacement of all common area flooring and carpeting, including periodic common area carpet cleaning.
- Maintenance and repair of central heating system including the boilers.
- Maintenance and repair of hot water system
- General maintenance of all common area landscaping.
- Repair and replacement of unit mailboxes.
- Any sewerage blockage or broken pipe that occurs outside of the unit's walls.
- Maintenance, repair, and replacement of building roofs. As a reminder, residents and unauthorized persons are not allowed on the roofs for any purpose.
- Based on snow accumulation, keep walkways as open as possible at all times. Schedule snow shoveling so that heavy snow accumulation will be minimized. Salting and sanding of walks as needed.

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## Schedule of Fees (subject to change)

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<b>Fees</b>	Moving Fee	\$250.00 (non-refundable)
	Lockouts	
	➤ Between 8:30am – 4:30pm	\$50.00
	➤ After hours	\$75.00
	Replacement/Additional Keys	\$25.00 (each)
	Late Condominium Fees (after 15 days)	\$50.00 per month

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**Special note** This Schedule of Fees of the 56 and 60 Commonwealth Condominium is provided for the convenience of Unit Owners only, and shall not be construed as an exclusive list of such fees. The Property Manager of the Condominium may charge fees not set forth on this Schedule for certain activities or requests of Unit Owners.

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**Additional information** **For additional information relating to fees, please contact the Management Office.**

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## Schedule of Fines (subject to change)

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**Fines can be assessed to residents who violate the Condominium regulations.**

Violation	Fine
Moving and Delivery Fines:	\$400.00
➤ Failure to inform management of move at least 24 hours in advance	
➤ Failure to adhere to moving times	
➤ Failure to have elevator pads installed	
➤ Failure to abide by rules related to moving furniture and large items	
Noise violations	\$150.00 (first time and then \$500 thereafter)
Garbage, improper disposal	\$100.00 for first, \$200.00 there after
Items left in Common Areas	\$100.00
Pet damage to Common Areas	\$100.00
Smoking in the Common Areas	\$50.00 for first, \$100.00 thereafter.
Vandalism of the Common Areas	\$1000.00 + Repair/Replacement Costs
Other Violations of Rules and Regulations	\$100.00 for first violation \$200.00 for second violation with subsequent violations of same Rule and Regulation increasing in amounts of \$100.00 from the previously assessed fine (or such other amounts as the Board of Managers determines to be reasonable and proper).

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### Special note

This Schedule of Fines of the 56 and 60 Commonwealth Condominium is provided for the convenience of Unit Owners only, and shall not be construed as an exclusive list of such fines. The Trustees reserve the right to add or to change this schedule of fines, and to assess fines for violations of the Rules and Regulations of the Condominium Trust, which are not specified in this Schedule at any time and in their sole and unrestricted discretion. Any damage to the Common Areas or Facilities of the Condominium Trust caused in connection with a violation of these Rules and Regulations shall be the responsibility of the applicable Unit Owner, and shall be assessed against such Unit Owner in addition to the applicable fine.

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### Additional information

**For additional information relating to fines, please contact the Management Office.**

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## Who to Call

**Introduction** Please refer to this section to determine whom to contact in the situations described.

**Contact list:** Renters The chart below outlines whom to call based on the situation.

### Renters:

Situation	Contact
To report a fire, crime, or medical emergency. (Please inform your Landlord and Management afterwards).	9 – 1 – 1
Other <b>emergency</b> situations (Roof leaks, serious plumbing leaks, electrical shorts, etc.) Contact your landlord first, then:	Lundgren Management 617-887-3333
All <b>non-emergency</b> situations (General repairs, apartment issues, building issues, questions, etc.)	Your Landlord
Lost keys, lock out	Lundgren Management 617-887-3333

**Contact list:** Owners

### Owners:

Situation	Contact
To report a fire, crime, or medical emergency. (Please inform Management afterwards).	9 – 1 – 1
Plumbing, electrical, hot water, heating (affecting only your unit) and other issues regarding your own unit ( <b>non-association related</b> ) whether an emergency or not.	Private Contractor
<b>Association related</b> heating, intercom, hot water, plumbing, electrical, or structural issues either emergency or not. (Affects more than one unit or common areas.)	Lundgren Management 617-887-3333
Condominium Trust questions (rules, regulations, meeting times, budget, procedures, fines, condo fees, cleaning company issues, etc.).	Lundgren Management 617-887-3333
Suggestions, feedback, or questions regarding management, future building projects, etc.	Lundgren Management 617-887-3333

## Important Phone Numbers

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### Police

<b>Fire, Police, and Ambulance (EMERGENCY)</b>	<b>9-1-1</b>
Boston Police – District A-1	(617) 343-4240
Boston Police – District D-4	(617) 343-4250
Neighborhood Crime Watch Unit	(617) 343-4345
Boston Fire Department – Engine 4 / Ladder 28	(617) 248-6960
Massachusetts State Police	(781) 284-0038
MBTA Police	(617) 222-1212

### Condominium

Lundgren Management (24 hour)	(617) 887-3333
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### Municipal

Mayor's Help Line (24 Hour)	(617) 635-4500
Mayor's Office of Neighborhood Services	(617) 635-3485
Resident Parking Permits	(617) 635-4682
Sanitation Department	(617) 635-7573
TV & Computer Monitor pickup	(617) 635-7574
Recycling hotline / Hazardous Waste Drop-off Info	(617) 635-4959
Graffiti hotline	(617) 343-5348
Inspectional Services	(617) 635-5352
Animal Control	(617) 635-5348

### Miscellaneous

Poison Control Center	(800) 682-9211
MBTA Information	(617) 222-3200
Boston Noise Ordinance (loud parties, car alarms, amplified devices/music)	(617) 343-5500

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