

RULES AND REGULATIONS

MEDFORD TOWER CONDOMINIUM TRUST

2025

In these **Rules and Regulations**, the word "condominium" shall refer to Medford Tower Condominiums, and the words "common areas and facilities," "Trustees," "unit," and "unit owners" shall have the meaning given to these terms in the Master Deed creating the condominium.

ABUSE OF MECHANICAL SYSTEM(S):

The Trustees may charge a unit owner or resident for any damage to the mechanical, electrical, plumbing, or other building service system of the condominium caused by any unit owner, resident or their service contractor by misuse of those systems.

ADDRESSING AN ISSUE/PROBLEM:

If there is a common area problem, (laundry machines, elevator, water, heat, parking lot, etc.), please contact Ed Dunn, Property Manager, and leave a message for him. He will return your call as quickly as possible. Ed can be reached at 781-389-2369 during the day. For urgent calls of an immediate nature between the hours of 6 p.m. and 8 a.m., Ed may be reached at 781-589-2962.

If you are a tenant and have an issue within your unit, contact your landlord. If you are an owner and have a problem within your unit that does not affect the common area, you are responsible for arranging your own service call. Please call Ed Dunn to obtain the telephone number of the Association's service personnel.

COMMON AREAS:

Please be respectful of the common areas. Unit owners, tenants or anyone hired by them for projects or renovations being done to their respective unit should not use the common areas as a workstation. Nor should unit owners, tenants or anyone hired by them use the sink in the laundry room for renovation projects. Unit owners or tenants shall not cause, nor shall they suffer, obstruction of common areas and facilities.

For the safety of your child, please do not allow him or her to climb the trees or play on the grass. The grass is treated with chemicals. Playing in the driveway or in the parking lot is not allowed for safety reasons. There is a playground located a short distance from the building.

CORRIDOR ETIQUETTE:

The corridors are to be kept clear of personal items. Please note that shoes, boots and umbrellas may be neatly placed, during stormy weather only, in the alcove directly outside your unit door, until the items dry.

Rubbish should never be left in the corridor at any time.

DELIVERY OF APPLIANCES/FURNITURE:

Appliance and furniture deliveries should be scheduled Monday through Friday between the hours of 9 a.m. – 4 p.m. Please obtain the elevator key from the Property Manager or a Trustee **no less than two days** prior to your delivery. Failure to use the elevator key can result in damage to the elevator. Please note that you will be held liable for all elevator repairs. Use of the stairwells for deliveries is not permitted.

DISPOSAL OF FURNITURE, APPLIANCES AND WHITE GOODS:

Medford Tower Condominium residents who wish to dispose of furniture, appliances or white goods are required to call a junk removal company for proper disposal. White goods include all kitchen appliances, air conditioners, televisions, computers, and monitors. MTC's Moving Policy applies to the removal of these items. Please contact Ed Dunn with the arranged the date and time. Please do not place items next to the dumpster.

DOORMATS:

Condominium issued doormats have been placed outside the door of each unit. Store-bought doormats are not permitted.

DRIVEWAY:

THE DRIVEWAY IS A FIRE LANE. Please do not park in the driveway or in front of the dumpster. Cars left in the driveway for more than 15 minutes will be towed at the expense of the owner.

DUMPSTER:

The dumpster is for household trash only. Please use the two sliding doors on the sides of the dumpster to dispose of your trash, and place your trash to the back of the dumpster. Large items such as furniture, mattresses, etc. should be placed next to the dumpster on **Monday evening for Tuesday pick-up**. Please consult with Ed Dunn before placing large items next to the dumpster.

Hazardous waste such as electronics, paint cans, etc. should never be placed in the dumpster per the regulations of Waste Management. Please contact Medford City Hall for instructions on the proper disposal of hazardous waste.

ELEVATOR:

Please observe the following guidelines for proper use of the elevator:

- **Do not** attempt to touch or hold the elevator door open by placing your hand, or any object, in the way of the door at any time. **Use the “door open” button only.** The elevator has an electric eye that allows the door to remain open for 15 seconds. After such time, the door will close.
- The elevator is equipped with an emergency call button, which allows you to speak with elevator company should you get stuck in the elevator. Please follow their instructions. If you are unable to make contact with the elevator company, you may use the alarm button.
- The elevator has a load limit of 1,200 pounds. Therefore, there should be **no more than the equivalent of four adults in the elevator at one time.** The elevator will go out of service when overloaded.

Individuals who overload the elevator, or are negligent in the use of the elevator, will be held accountable for the entire cost of the repair.

FINES/BOND/COLLECTION OF ATTORNEY’S FEES:

The violation of any Rule and Regulation adopted by the Board, or the breach of any of the By-Laws, or the breach of any provision of the Declaration of Trust or the Master Deed or of the offending Unit Owner’s deed, shall give the Board the right, in addition to any other rights set forth in said documents, to enjoin, abate, or remedy by the appropriate legal proceedings, either at law or in equity (or both) any said breach. The Board shall have the additional power to levy fines against Unit Owners for such violations...” *(See attached “Certificate of Vote and Resolution of the Board of Trustees of the Medford Tower Condominium Association”)*

INSECTS:

Medford Tower Condominiums is a pest free building. If you see an insect in your unit, please report it **immediately** to Ed Dunn, Property Manager. All new residents are to have their unit, as well as their personal belongings, inspected for bed bugs by the Association’s pest control company.

INSURANCE:

The insurance agent for the Trust is JJ Ruddy Insurance, located in Winchester (781-729-3400). The staff is well versed in condominium insurance should you have any questions.

Each unit owner is expected to purchase an HO-6 Condo Unit policy for his or her unit. The policy should include building coverage for at least the \$25,000.00 deductible amount. It is recommended that your coverage include at least \$50,000.00 under Coverage A-Dwelling to respond not only to the deductible for the Master Insurance Policy, but for losses or portions of losses not covered by the Master Insurance Policy. Your policy should also include Unit Owners Special Coverage A endorsement (HO-32). The Master Insurance Policy does not provide coverage for your personal property. The premium charge is not expensive. (See attached)

If you rent your unit, please advise your tenant(s) to purchase an insurance policy as well. The Master Policy does not cover loss of personal property.

No unit owner or resident shall use his unit in such a way as to result in the cancellation or increase in the cost of insurance maintained by the Trustees or the condominium. Uses resulting in increase in premiums may be made by specific arrangement with the Trustees providing for payment of such increased insurance costs by the unit owner or resident concerned.

KEYS:

The three entrance doors have Medco locks. The keys to the locks cannot be duplicated without authorization. The cost for a new or lost or stolen key is \$100.00 per key. You may purchase Medco keys from Laurie Harhen, Trustee, unit 66.

We encourage all owners and residents to leave a copy of the key to his or her unit with the Management. **It will be used only in the event of an emergency.**

LAUNDRY ROOM:

Please return in 25 minutes for the washer and 45 to 50 minutes for the dryer. Please clean the clothes dryer filters after each use. Medford Tower is not responsible for clothes left in the laundry room if you do not return to collect them on time. Be considerate – do not use washers and dryers to dye clothing. Please do not remove clothes from a dryer that has not completed its cycle. Clothes are to be removed only if the cycle is complete and the machine is off.

DO NOT overload the machines. The washers should be filled slightly below the top row of holes in the basin. The unit owner will be financially responsible for all repairs due to overloading the washing machines and the clothes dryers.

Discarded or “free” personal items should not be left in the laundry room. If you no longer have use for an article and would like to give it away, please post a notice on the bulletin board in the laundry room.

MAIL / PACKAGES:

For your convenience, bulk mail that is not placed in your mailbox is sorted and can be found in the numbered bins in the laundry room. Please collect your mail from the laundry room on a daily basis to make room for the incoming mail. Mail that is not picked up will be discarded.

Please do not place packages in the inner lobby. They should remain in the outer lobby or the laundry room for pick-up.

MAINTENANCE FEES:

In compliance with the By-Laws of the Trust, all maintenance fees are due on the first day of each month. If your check is not mailed, please place it in the Condo Association mailbox in the vestibule. **If you place your check in an envelope, please do not seal the envelope.**

Pursuant to the powers granted the Trustees in Section 5.4.2 of the Trust, common expenses not received by the Trustees within fifteen (15) days after the due date shall be subject to a late charge of one and one-half percent (1 ½%) per month, apportioned daily on the unpaid amount, until paid in full. In addition, the unit owner shall be fined Ten Dollars (\$10.00) for each violation. Should your account be placed in collection with the attorney for the Association, you will be held legally responsible for all fees billed by our attorney for services rendered pertaining to the collection.

MOVING POLICY:

New owners and occupants moving into the building are required to meet with the Trustees and the Property Manager no less than fifteen (15) days prior to his or her move. If you lease your unit you, the owner, and your tenant(s) is required to meet with the Trustees and the Property Manager. The purpose of the meeting is to review the Rules and Regulations, moving instructions, and other pertinent documents. Arrangements for transfer of the elevator key will be made at this time as well. **The cost for this meeting is \$1000.00, payable by the owner.** The \$1000.00 is non-refundable. If you fail to meet with the Trustees and Building Manager you will be charged the \$1000.00. In addition, the Board will levy the appropriate fine for failing to arrange the meeting. Moreover, you will be liable for any damages to the elevator or common areas as a result of the move.

- **Moving Instructions:**

- Contact the Trustees as well as the Property Manager to schedule your meeting no less than 15 days prior to your move or your tenant's move. The Property Manager must be present to oversee all moves. There is a charge for this service.
- All moves should be scheduled **Monday through Friday between the hours of 9 a.m. – 4 p.m.** Moves are not permitted on weekends or holidays.
- The elevator key, which stops the elevator while you load and off-load your furnishings, **must** be used.
- Owners will be liable for all move-related elevator repairs.
- Use of the stairwells is not permitted for moves, deliveries or renovation projects.
- The Property Manager will provide you with door wedges. Please refrain from using the planters or any other substitutes as doorstoppers. ***(Please see the attached MTC Moving Policy)***

NOISE:

Please be respectful of your neighbors when playing televisions, stereos or when having loud conversation. The volume shall be low enough so as not to be heard in your neighbors' units at any time in accordance with Section 5.15 of the By-Laws of the Trust.

Area rugs with a pad should cover 85 percent of the floor in all units that have flooring other than wall-to-wall carpet to avoid disturbing noise in the unit below.

5.15 Violation of Law.

"No noxious or unlawful activity shall be carried on in any unit or in the common areas and facilities nor shall anything be done therein, either willfully or negligently, which may be or become unreasonably annoying to the other Unit Owners or occupants. No Unit Owner shall make or permit any disturbing noises by himself, his family, guests, agents, servants, employees, licensees, or tenants, nor do or permit anything by such persons that will unreasonably interfere with the rights, comforts, or conveniences of other Unit Owners or occupants. For purposes of this Section, any noise from within a unit which can be heard within another unit shall be deemed a disturbing noise."

ODORS:

Please be respectful of your neighbor with regard to harmful or noxious odors. Odors should not overpower the common areas, nor should your neighbor smell odors created by you in his or her unit. *(Please see above – 5.15 Violation of Law)*

PARKING:

The parking lot is for resident parking only. When you have visitors, please inform them not to park in the parking lot or the driveway. If necessary, the Property Manager and/or Trustees will use the services of Rapid Towing Services, 20 Sycamore Ave., Medford. The owner of the vehicle will be responsible for towing and storage fees. Guest parking is available on either side of Brookside Parkway (adjacent to Route 93) in accordance with the City of Medford Parking regulations.

Condominium deeded parking spaces shall not be used for the purpose of parking an unregistered vehicle, or a registered vehicle for more than thirty (30) consecutive days without moving the vehicle; unless, otherwise permitted by the Trustees and Property Manager.

Auto repairs are not to be made in your parking space. Each tenant is responsible for any damage done to the parking lot, i.e., holes, oil spills, paint, etc.

Please be considerate of your neighbor. When parking your vehicle, please be sure to center your automobile in your designated parking space.

PETS:

Pets are permitted with restrictions. Dogs are **not** allowed in the building. Pets are not allowed in the common areas of the building, nor shall they inconvenience any resident; for example, with noise or odor.

RECYCLE BINS:

The recycle bins are for **paper products only**. Food, pizza boxes, plastic and plastic bags, as well as Styrofoam, glass, etc. cannot be placed in the recycle bins.

Items left next to the dumpster and recycle bins are subject to fines by the Board of Health.

RENOVATIONS/CONSTRUCTION PROJECTS:

When planning a renovation and/or construction project, all owners are required to give a \$500.00 security deposit to the Association to cover the cost for any damages to the common areas as a result of the renovation. Please contact Ed Dunn, Property Manager, well in advance of the start date. Ed will collect the \$500.00 deposit and answer any questions that you or your contractor might have concerning your renovation. The \$500.00 deposit, which will be held in escrow, will be returned to you upon completion of the project. The cost to repair any damages as a result of your renovation will be deducted from the security deposit. You will be asked to fill out a Unit Improvement Request prior to your renovation. *(See attached)*

RENTAL UNITS:

All owners are required to enter into a lease or occupancy agreement with their tenant(s). A copy of the lease or occupancy agreement shall be delivered to the Association upon its execution. Pursuant to section 5.16 "Tenants: Occupants" of the By-Laws, owners are required to give a copy of the By-Laws, Master Deed, Rules and Regulations and Declaration of Trust to their tenant(s). The unit owner must inform rental agents and tenants of Section 5.16. ***You will find attached a copy of section 5.16 "Tenants: Occupants" which owners renting their units MUST include in every lease or occupancy agreement.***

SECURITY:

A security system has been installed for your personal safety. DO NOT buzz anyone into the building without first identifying who is calling you. If you are expecting someone, you are required to verify his or her arrival before allowing your visitor into the building. If you are uncertain of the person buzzing you, please go to the front door to identify the person. In addition, when you are entering or leaving the building, **NEVER** hold the door for strangers. All visitors must ring the doorbell, identify himself and be buzzed in by the owner or occupant that they are visiting. Please educate your visitors on the safety rules of the Association.

Never prop open an entrance door and leave it unattended.

If you see anything unusual inside or outside of the building, please report it immediately to the Medford Police (911) and, as soon as possible, to a Trustee and the Property Manager.

We must always be concerned about building security for our own safety. Door guards deter break-ins. They can be purchased at Artery Lock on Salem Street.

SELLING YOUR UNIT:

Please notify a Trustee and the Building Manager, if you plan to sell your unit. "For Sale" signs may not be placed on the property or in unit windows.

For security purposes, lockboxes placed on MTC property are not allowed when either selling or renovating a unit.

SMOKE AND FIRE DOORS:

Fire safety regulations require that all corridor smoke and fire doors be kept closed at all times. Their purpose is to contain any smoke or fire to within a pair of doors and not allow the smoke or fire to endanger occupants exiting the building.

SMOKING POLICY:

Medford Tower Condominium Trust is a smoke free building. Under Section 8(d) of the Master Deed there shall be no smoking anywhere on the Condominium property including but not limited to: the individual units; and limited common areas or exclusive use areas; and all other indoor and outdoor common area facilities. "Smoking" is defined as the inhaling, exhaling, breathing, carrying or possession of any lighted cigarette, cigar, pipe, or other apparatus or product containing any amount of tobacco, marijuana or other similar substance. Any violation of this provision shall subject the Unit Owner to a fine in the amount of Twenty-five Dollars (\$25.00) per day, with each day constituting a separate and independent offense. *(Attached is a copy of the Amendment to the Master Deed, Section 8(d) Prohibition Against Smoking.)* In addition, no resident shall smoke marijuana, grow marijuana, cook or sell marijuana in the building or on the premises.

STAIRWAY HANDRAILS:

Using the stairwells for moves, deliveries and renovation projects is not permitted. The handrails are fragile, loosen easily, and are difficult to reassemble. There are no spare parts.

WINDOWS:

Please do not open your windows when the heat is on.

Windows are to be kept clear of personal items. No resident shall hang laundry, rugs, drapes and the like outside a unit window or place anything in or outside the window of the building. Antennas, stick-on decorations, signs and banners shall not be placed in a window.

The owner(s) and tenant(s) of units located on the first floor may use a portable, floor model air conditioner. The owner or occupant is required to enter into a "Revocable License Agreement" with the Association. This license allows a portable, floor model air conditioner vent to be installed in the window from June 1 through September 15. The owner(s) and tenant(s) of units on floors two through seven may also install a portable, floor model air conditioner vent in the windows of their spare bedroom from June 1 through September 15.

Every owner is required to have a window screen that is in presentable condition in each window of his or her unit. The unit owner is responsible for the cost of replacing window screens. Please contact our Property Manager for information on how to purchase a screen that meets the specifications of the Association.

Building Manager:

Mr. Ed Dunn

781-389-2369 (cell: 8 a.m. – 6 p.m.)

781-589-2962 (emergency only: 6 p.m. – 8 a.m.)

Trustees:

Shafiul Azam

Lana Bella Frateva

Tushar Gala

Laurie Harhen

Sheryl Lawrence

Jill Sherwood

Allen Homernoff

MEDFORD TOWER CONDOMINIUM

Amendment to the Rules and Regulations

We, the undersigned, being a majority of the Board of Trustees of the Medford Tower Condominium Trust under Declaration of Trust dated April 30, 1979 and recorded with the Middlesex South Registry of Deeds in Book 13694, Page 466, as amended, being the organization of unit owners of the Medford Tower Condominium (the "Condominium"), a condominium established pursuant to Massachusetts General Laws, Chapter 183A by a Master Deed dated April 30, 1979 and recorded with the Middlesex South Registry of Deeds in Book 13694, Page 455 as may be amended, do hereby adopt the following administrative resolutions as an Amendment to the Rules and Regulations, pursuant to Article V, Section 5.6 of the Declaration of Trust, as follows:

Doorbell Cameras: No Unit Owner shall install a doorbell camera, or similar product or device, onto their Unit door without the prior written consent of the Trustees. The use, installation and location of any doorbell camera, if so permitted by the Board of Trustees, shall be in accordance with and subject to such terms, conditions and Rules and Regulations as determined by the Trustees and upon any violation consent may be revoked.

Professional Movers: Residents who utilize movers for their move in and/or move out may only use professional and insured movers and must provide the Board of Trustees with a certificate of insurance prior to such move.

SO RESOLVED.