



THE ATLANTIC
⊕ AT MARINA BAY ⊕

2018

Resident Handbook

10 Seaport Drive
Quincy, MA 02171

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Welcome to The Atlantic at Marina Bay



The Resident Handbook contains information regarding the residences at The Atlantic at Marina Bay Condominium. It serves as an easy reference to the procedures, operations and regulations of the property. Familiarity with the contents of the Handbook will help residents live more comfortably and safely in the community. We hope this information will serve as a useful resource.

Managing Agent

The Atlantic at Marina Bay Condominium is professionally managed by The Dartmouth Group AMO® which provides the daily management services necessary to the smooth operation of the condominium. The Dartmouth Group is responsible for all professional aspects of the administrative, financial and physical components of the building. Our on-site management staff has expertise in property management and serves as liaison between the Board of Trustees and the unit owners; advises in matters concerning operating procedures; aids the Board of Trustees with implementing policies and procedures; assists in preparing the annual residential budget and supervises all residential services, all to ensure comfort and quality of life.

Contact Information

On-Site Management

Jackie Cunningham, Community Manager

The Atlantic at Marina Bay Site Management Office
10 Seaport Drive
Quincy, MA 02171
Telephone: (617) 328-0995
Fax: (617) 325-7995
Email: Atlantic@thedartmouthgroup.com

On-Site Management Office Hours: Monday – Friday 8:00 am – 4:00 pm with occasional earlier or later hours, per request



Managing Agent

The Dartmouth Group	Phone	(781) 275-3133
4 Preston Court, Suite 101	Fax	(781) 275-5842
Bedford, MA 01730		

Monday – Friday 8:30 am – 5:00 pm

Andrew Hughes	Portfolio Manager	Phone	(781) 533 -7236
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Megan Linskey	Portfolio Assistant	Phone	(781) 533-7231
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Communication with the Staff and Trustees

Owners are encouraged to communicate with management and the Board of Trustees through the management office and on-site staff. If you wish to contact management, please call 617-328-0995 or email - Atlantic@thedartmouthgroup.com

If you have an issue you would like the Board to address, please make your request to the on-site manager and it will be brought to the Board's attention. If you would like to address the Board directly, you can request time to speak at the opening session of the monthly Board meetings.

The Board of Trustees meets on the first Tuesday of each month unless otherwise re-scheduled. If an owner would like to request time to be heard by the Board prior to the start of a meeting, please contact the management office. Monthly meeting minutes may also be requested by contacting the Management office.

Notices and Mailings

Management regularly distributes notices to residents that are usually hand delivered to your individual unit and Posted in the information station located in the rear main entry.

Email Distribution

Unit owners also have the option of receiving management notices through email. If you would like to be added to our email distribution list, please contact the office.

2018 Board of Trustees

Graham Chevy	(President)	Term Expires 2020
Sarah Johnson	(Treasurer)	Term Expires 2020
Elizabeth O'Meara	(Secretary)	Term Expires 2021
Ross Dollof	(Member)	Term Expires 2019
Ravi Pehuja	(Member)	Term Expires 2019

Governing Documents of the Condominium Association

The Master Deed, By-laws of the Condominium Trust and the Resident Handbook are the governing documents of the Condominium Association. Every unit owner and tenant of The Atlantic at Marina Bay is subject to provisions outlined in these documents. If a question arises, the Master Deed and By-Laws take precedence over all other documents. Copies of the Master Deed & By-Laws may be obtained from the management office or by downloading them from the property website.

Emergencies

Some examples of an emergency are fire, leaks, and lack of heat, air conditioning, hot water, or electrical power. For emergency situations that pose a life/safety threat, always call **911** prior to notifying the Property Manager 617-328-0995.

Medical Emergencies – Dial 911 First

If you or someone in your unit is experiencing a medical emergency, contact municipal emergency services by **dialing 911 immediately** before calling building staff.

Once you have contacted 911 and unlocked your unit door (if you are able), please place a follow-up call to the management office making them aware of the situation and any related needs you may have, such as unlocking your unit door or contacting a friend or relative.

Fire Safety* (Also see Fire Alarm System Information on page 9)

The life/safety system at The Atlantic at Marina Bay includes smoke detector(s), automatic heat sensitive sprinklers in each unit and the common areas, and fire cabinets that includes a fire extinguisher on each floor. Pull stations are also located on each floor.

If the smoke detector in your unit sounds and you determine there is a real problem, please call **911** and then call the property manager. Alert the fire department and the property manager of the specific location of the fire and prepare to evacuate the building. (It is advisable to have a household fire extinguisher in your unit in the event of a kitchen fire). It is advisable to acquaint yourself with the fire exits, pull station, and extinguisher cabinet in your corridor. This will assist you in the event of an emergency.

When a sprinkler is activated or a pull station activates a fire alarm, the following events will occur simultaneously:

- The Quincy Fire Department is notified.
- The fire alarm sound will begin
- The floor of the incident will be noted on the fire alarm panel in the front lobby.
- The building's water pump system is kept at maximum pressure.

*Please note that per Massachusetts State Law, the audible portion of the alarm cannot be silenced until authorized by the Quincy Fire Department

Residents Requiring Assistance and/or Evacuation

Residents who are disabled or who would require assistance in an emergency are requested to provide management with their name, unit number, and description of needs. Should emergency personnel require that the building be evacuated, in part or in its entirety, a list located in the fire department's lock box will supply the emergency personnel with the names and locations of all residents requiring special assistance.

Other Emergencies

Please report emergencies to the on-site management office during normal business hours at 617-328-0995. If there is no answer, please leave a message or call 781-275-3133. Emergency calls after normal business hours should go directly to the answering service. When speaking

to the answering service, please identify yourself as a resident of The Atlantic and explain the nature of your call.

Emergency Phone Numbers

Emergency – Fire/Police/Ambulance	911
Quincy Police (Non-Emergency)	617.479.1212
Quincy Hospital	617-773-6100
Carney Caritas Hospital	617-296-4000
Mass General Hospital	617-726-2000
Mass Eye and Ear	617-523-7900
Boston Poison Center	617-232-2120

Utilities

National Grid	800.322.3223 (Electric)
National Grid	800.233.5325 (Gas)
Comcast	800.266.2278
Verizon	800.837.4966

Local Services

Logan Airport	800.235.6426
Registry of Vehicles	617.351.4500
MBTA	617.222.3200
Amtrak	800.872.7245
Mass DOT Service	511

Utility Information – Scheduling Vendor Appointments

Electrical Meters

All of the individual unit electrical meters are located in the locked common area utility closets on each floor of the building. Please inform management if you need access to these meters. Access to your electric meter needs to be scheduled in advance through the office so that access can be granted.

Gas Meters

All of the individual unit gas meters are located on the exterior of the building on the first floor below each respective unit. Please notify the office if you need to enter the yards of the first floor units to gain access to your gas meter.

Internet /Cable Connections

All of the individual unit connections for both internet and cable are located in the locked utility closets on the property. Access to these rooms need to be scheduled in advance. **Comcast and Verizon will not be able to complete their work without management access to these closets.** Residents should schedule these appointments during normal business hours, not on weekends. Contact the office with any questions.

Services, Policies, Rules & Regulations

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Appliances, Equipment, Fixtures, & Attachments

We ask that residents not dispose of sweepings, rubbish, rags or other foreign articles in toilets. Garbage disposals may be used only for their intended purpose. Please feed moderate volumes of food waste allowing running water to wash it down the waste system. Large volumes at one time may cause a back-up into your neighbor's fixtures. Any damage caused by negligence or misuse are to be repaired by the resident at the resident's expense. In the event of the resident's failure to do so, the Association may make the necessary repairs and charge the resident for the repair.

Antennas may not be installed on any part of the building or the property surrounding the building. Satellite dishes may be installed on the roof at the sole cost of the unit owner, per the discretion of the Board.

Balconies

Balconies may not be altered to change their appearance. Drilling and hammering into the balcony is prohibited. Balcony railings may not be replaced or modified. Please report any damage to the management office.

Please do not shake or hang mops, rugs, cloths, linens, clothing or other items from any balcony. Dirt or other substances such as water may not be swept or thrown from a balcony or window. Flower pots, ashtrays, glassware or other articles may **not** be placed on the balcony railing or ledge. Residents are asked to be aware of the serious hazards of balconies and open windows and to warn children, employees and guests of those dangers.

Do not throw cigarette butts off the balcony ledge.

Gas, Propane, Charcoal Grills Prohibited

According to the fire code, LP-gas (liquid propane) cylinders are not permitted inside homes or on balconies of any building where people live (527 Code of Massachusetts Regulations Section 6:07). A leaky grill could pose a hazard to people below because gas sinks. A car or someone smoking a cigarette below could ignite the fumes, or the vapors could enter the building through a door, window or dryer vent and find a pilot light, an air conditioner, or a compressor as an ignition source. Charcoal grills are also prohibited. The City Fire Chief may conduct unannounced inspections of the property. Fines and penalties directed to the condominium will be passed on to the responsible unit owner(s). Electric grills are the only type of grill allowed.

First floor unit owners are permitted to use propane or charcoal grills, provided they are a minimum of 10 feet from the building while in use, per the City of Quincy Fire Department.

Decorations / Storage

Winter holiday decorations such as non blinking stringed lights are only to be white or blue color to match the Atlantic logo and be displayed between the months of mid-November and mid-January. Balconies may not be used for the storage of furniture, bicycles, baby carriages, carts, pet carriers, beverage coolers or other such articles. Please be discriminating when selecting the items you place on your balcony. **Residents may be asked to remove certain items that negatively affect the look of the exterior of the building.**

Common Areas

The following common areas are for the use of all residents: lobbies, sidewalks, entrances, elevators, hallways, pool, pool area, and stairwells. Residents, guests, employees and service providers of residents must be properly attired at all times in common areas. For example, bare feet and bathrobes may **not** be worn in the common areas. Bathing suits may be worn only in the pool area.

Items such as shoes, boots, umbrellas, shopping carts, baby carriages, bicycles and welcome mats may not be left outside your door or in the common areas. No decorations including pictures, notices, signs or advertisements may be attached to your unit door, hallway doors, walls or elevators. Please do not eat or drink in the elevators or interior common area. Smoking is prohibited in any interior common area as well as at the entrances of each building. Do not dispose of cigarettes in the entry way planters or on the ground or grass areas.

Bike racks are available on a first-come, first-serve basis based on availability. These racks are located on the first floor of each stairwell. If you are interested in renting out a space, please contact management. The annual fee for bike rack rental is \$35.00. Bikes must be registered with the Management Office.

Common Elements

Please keep in mind that renovations or alterations within units may affect other residents and building systems.

Phone Lines

The phone system travels from floor to floor directly through each unit. A "bundle" of phone wires is encased in a conduit inside the closet of each unit and all the jacks within the unit are connected to this conduit. The phone lines for units above also travel through this conduit. Should a problem arise in the system, a phone technician may need to access wires within your unit; all renovations must leave the conduit exposed and accessible for phone repairs.

Condominium Fee Payments

Condominium fees are due on the first of every month. Owners have five options for payment:

1. Automated Clearing House Debit (ACH) – You can have all your monthly fees paid automatically from your checking account. Simply complete the attached “Authorization Agreement for Automatic Clearing House Debit” and return it to us along with a voided check. Your bank account will be debited automatically, each and every month, for the amount of your condo fee and/or condo fee supplement.
2. Coupon Book – If you do not elect the ACH method of payment, you will receive a coupon book in the mail. Simply mail your check each month using the coupon and envelope provided. Your payment will be processed by the bank’s lockbox system. Payments for each month are due by the first of that month.
3. Online Banking – You may use your bank’s online or electronic banking service to pay your monthly condominium fees. If you choose this method, it is important that you instruct your bank to use the account number located at the top of your coupon and to send the payment to the address on the coupon which is P.O. Box 66094, Phoenix, AZ 85082-6094.
4. E-Check – This payment method is a debit to your checking account initiated by you. In order to utilize this payment method you will need to have your checking account information and coupon book. There is no fee associated with this service. If you would like to pay via E-Check through the secure banking site of Mutual of Omaha Bank where you can create your account and set up recurring payments please go to <https://cabpayments.mutualofomahabank.com>.
5. Credit Card – This payment method allows you to pay your monthly fee using a credit card (Visa, MasterCard, AMEX, or Discover). You will need to have your credit card and coupon book available to complete this process. There is a \$10 fee for this service. The fee is clearly marked on the processing page. If you would like to pay via Credit Card through the secure banking site of Mutual of Omaha Bank where you can create your account and set up recurring payments please go to <https://cabpayments.mutualofomahabank.com>.

If you have any questions, please call The Dartmouth Group’s Accounts Receivable Department at 781-533-7221.

Lockbox Address:

The Atlantic at Marina Bay Condo Trust
 c/o The Dartmouth Group
 P.O. Box 66094
 Phoenix, AZ 85082-6094

Checks should be made payable to “The Atlantic at Marina Bay Condominium Trust”. A resident whose check is returned for insufficient funds may be assessed a \$30.00 charge for processing. In order to ensure the timeliness of condo fee payments, all payments must be mailed directly to the lockbox.

Collection Policy

Collection Procedures for Condo Fees

- a. All owners with any outstanding fees owed **receive a late notice after the 10th day of every month**
- b. Owners 30 days overdue receive a late notice after the last day of the month
- c. Owners 45 days overdue receive a notice with statement from The Dartmouth Group's Accounting Dept.
- d. Owners 60 days overdue are referred to the Attorney

Late Fee Policy

- a. Fees are due the 1st of the month.
- b. The Atlantic at Marina Bay allows a 10 day grace period for payments. Payments need to be received in the lockbox by the 10th of the month. If the 10th falls on a weekend, the grace period is extended to 10:00 am next business day.
- c. Late fees are calculated as such:
 - i. On the 10th of the month, if payment is not received, a \$25.00 late charge is applied.
 - ii. If payment is still not received by the last day of the month, 1.5% interest per month will be charged on all unpaid fees. These fines will be charged every month a fee remains unpaid.

Fitness Center Membership

The fee to join the Fitness Center is \$10/month via direct debit or \$120/year paid by check to The Atlantic. If you wish to use the Fitness Center please contact the Property Manager to complete a release form and obtain a fob. Lost fobs are \$25, also to The Atlantic via check.

Deliveries

The freight elevator is required for the delivery of items which will not fit comfortably through the main entrances of each elevator. You must reserve the freight elevator in advance by calling the management office. Deliveries of furniture or other large items may be scheduled from 8:30 A.M. to 4:00 P.M*, Monday – Friday during normal operations. *Normal operating hours are subject to change without notice due to in-building work.

Please Note: Deliveries not scheduled in advance may be turned away and owners may be subject to a fine.

Emergency Procedures

The following is the protocol when a fire alarm is activated and it is necessary to evacuate:

If an alarm sounds, do not panic. Carefully follow the procedures outlined below and be certain that you are familiar with the nearest fire exit stairs on your hallway.

Active Escape - Vacating the Building

- Don't stop to pack bags – collect your key.
- Feel the entrance door to your unit with the back of your hand. If it is warm or hot, DO NOT OPEN THE DOOR. Use the Passive Escape outlined below.
- If there is a little smoke but no visible fire, wet a towel and place it over your mouth and nose and exit your home. Close the door behind you and quickly move to the nearest Exit Stairwell.

- **NEVER USE AN ELEVATOR IN A FIRE.**
- Proceed to the cul-de-sac in front of the buildings or wherever instructed to assemble for further instructions.

Passive Escape – Staying in Your Unit

- If there is a fire and you cannot vacate your unit, either because you see smoke leaking from the corridor or the front door is too hot to touch, remain in your unit.
- Call 911 and then the property manager. Be sure to give your name, number and location.
- Fill the bathtub in order to wet towels and sheets. Stuff towels/sheets tightly at the base of the front door to keep smoke from leaking into the unit.
- Tie a wet towel around your face and use it as a smoke filter.
- If smoke is in a room, open a window for ventilation.
- If the walls are hot, throw water on them.
- Remove flammable materials from the windows.
- Signal from the window for help. Never jump unless authorized by the Quincy Fire Department.
- If necessary, lie on the bathroom floor to avoid smoke inhalation.
- Fire alarm testing will be conducted periodically at the Atlantic in order to familiarize residents with these emergency procedures. If you have special concerns or need assistance, please contact the property manager 617-328-0995

Items of Note:

- False fire alarms cause a great inconvenience to the residents and to the fire department. If there is smoke in your kitchen due to burned food **do not** open the door or windows as this can cause the smoke alarms in the hallway to activate. Allow the building's exhaust system to eliminate the smoke by turning on your bathroom exhaust fan and opening your windows.
- Smoking in the stairwell is prohibited and may cause the smoke alarms in the hallway to activate. Costs incurred as a result of a false alarm or accidental triggering may be billed to the unit owner.

Enforcement of Policies

Maintaining the quality of the environment at The Atlantic requires the cooperation of all the residents, and the Rules and Regulations are meant to apply equally to all residents without imposing unnecessary restrictions on the lifestyles or privacy of any individual.

Residents are encouraged to report violations of the rules in writing to the management office. Rule Violation Complaint Forms are available for this purpose by downloading a form online. Alternately, you may contact the on-site manager.

The Board may issue warnings and/or assess fines for violations of these Rules and Regulations. Fines will be levied against the owner of the unit involved. Before any fine is assessed, the homeowner will be provided with a written notice of the violation and will be given an opportunity to appear before the Board to answer to the violation.

Fine Schedule *

- 1 - Letter of warning
- 2 - \$100.00 Fine
- 3 - \$150.00 Fine
- 4 - \$500.00 Fine

* If a fine(s) goes unpaid for over 30 days, an additional \$25 late fee(s) will be applied to that fine(s) each month until that fine is paid down. All disputes of fines must happen within 30 days of the date that the fine was issued. If a fine is disputed and the Board votes to uphold the fine, owners have 30 days from the date they were informed of this to pay their fine before a late fee is applied.

Fine assessments are subject to change per the Board's discretion depending on the seriousness of the violation and the danger said violation poses to the other residents of the building.

Exterminating

- Exterminating services are performed on a regular basis in the common areas. If you need to arrange additional exterminating services please contact the management office. Services will be billed back to your unit.

Heating & Air Conditioning (HVAC unit)

The systems in all units provide both heating and air conditioning; this is located in the mechanical room of each unit. To produce maximum air conditioning in the summer, please ensure that the metal circular tube above the HVAC unit is closed. To ensure optimal heating in the winter, please ensure that it is open to prevent pipes from freezing. *Also see additional details in the Maintenance Responsibilities section.*

Heat

Residents are responsible for maintaining a minimum temperature of 55° Fahrenheit in their units to prevent freezing pipes. If you are going to be away from home for any time, please ensure that the heat is in the on position. Should a pipe freeze and burst, causing damage to the common areas and/or other units, the resident or unit owner may be held liable.

Air Conditioning

The fan only needs to be on to run the air conditioning element of the system. Please ensure that the plastic pipe that runs from the HVAC to the drain pipe is free of clogs. If the pipe is clogged with dirt it may flood the unit and drop down to the units below. For clarification on this item, please contact the management office.

Filters

It is recommended that residents replace their filters every 3 months. The measurements are 25"/16" and can be purchased at any home improvement store.

Insurance

The governing documents of the condominium require master policy coverage. Further details regarding the specific coverage can be found in the insurance section of the Condo Documents in The Declaration of Trust, Section 5.6. The section can also be accessed through the property website.

Home Owner's Insurance

As per the Declaration of Trust, the master policy covers the entire building, including all of the units & the improvements, sometimes called "all in". The master policy carries a \$25,000 deductible, so your Unit owner's Policy (called an HO6) should have a minimum of \$25,000 on your Coverage A (Dwelling)."

Tenant Insurance

It is recommended that all tenants also carry personal insurance in an amount sufficient to cover the replacement of all personal property.

To obtain a copy of The Atlantic at Marina Bay Condominium Master policy you can contact:

HUB International New England • Agent: Eileen Hart • 1-800-370-0642

To Request a copy of the insurance:

Fax: 866-475-7959

email: condocerts@hubinternational.com

Please make sure you provide your name, the address to your unit including unit number, your

lenders name and address, a loan number, and a return fax number or email address. Please be aware there is a 24 to 48 hour turnaround time for all certificate requests.

Keys & Lockouts

It is a requirement of the Condominium Documents that all residents provide the Trust with a copy of their unit keys. If you are unsure as to whether or not the office has a current key for your unit on file, please drop by the office to have maintenance check the status of your backup.

Should you misplace your unit keys outside of normal business hours, you must contact a locksmith. If you experience a lockout during normal business hours, please contact the management office. Any common area keys are \$25.00 per key.

Key Fobs

The property has been equipped with electronic access hardware that provides access to residents and staff alike. These electronic readers are placed at front and back entrances and are programmed to accept the key fobs issued by the management office.

We encourage all residents to obtain and use a key fob at all times while moving throughout the property. Key Fob request forms are available at the management office, through the property website or can be e-mailed or faxed to you at your request. The request form **must** be completed and signed.

Points to keep in mind regarding key fob access:

- ◆ Key fobs are issued and tracked by key fob number and resident name. Please do not “trade” key fobs with others.
- ◆ Should you lose your key fob, please report it immediately so that it may be deactivated until it is located or replaced. Please submit a request form indicating it is for a “replacement”. The cost of replacement key fobs is \$25.00.
- ◆ Key fobs issued to tenants are issued with activation and expiration dates which correspond to your lease dates on file in the management office. If your lease is about to expire or your lease terms have changed, please see management.
- ◆ If you encounter a problem with your key fob, please report it to the management office.
- ◆ Key fobs are ONLY distributed to registered residents and are issued per each individual resident at the property.

Intercom Access Instructions

The intercom system for the building is linked to the telephone system.

- When you have a visitor, have them find your name on the marquee and press “Call.”
- This will dial your unit.
- Your visitor will inform you that they are in the front lobby.
- Press the number “9” on your phone. This will release the door lock.
- Then simply hang-up.

Leases

All investor-owners must submit a lease fee of \$300 per year, per lease to the Association. The Association requires that a written notice of tenancy be provided. Please provide the management office with a signed copy of current tenant leases as well as all tenant contact information. This information must be updated in writing upon expiration or renewal to avoid any disruption in resident amenities. Please note that tenant key fobs will be de-activated at the conclusion of a lease. The term of a lease may not be less than 1 year in duration. Any lease terminated before 1 year will be assessed a \$500.00 fine to the unit owner. If you have someone living with you (roommate) that is a family member and is not paying you a fee, the Association requires that a written notice of tenancy be provided. **Prior** to your roommate moving in, a copy of the letter needs to be on file at the management office. Moving fees in and out still apply in this situation but the lease fee is waived.

If an owner does not provide a copy of their lease to the management office, they will be assessed a fine of \$100.00 per month until the copy is received.

Each unit owner who leases, rents or licenses the use of his unit shall be personally responsible and liable for the actions of any lessee, tenants, licensees and all other occupants. All questions or non-

emergency items should be directed to the unit owners. (Not Management) If a copy of the Handbook is needed to inform your tenant of the rules and regulations, please request one from the onsite management office.

Maintenance Responsibilities

Full janitorial/cleaning services are provided for the residential common areas of the building, as are repairs to the common area elements, i.e. repair of a broken lobby door. However, your condominium fees do not cover maintenance and repairs within individual units. Unit owners, like individual homeowners, are responsible for hiring their own maintenance and repair personnel.

A list of unit owner problems that may occur is provided below. The below issues are the individual owner's responsibility, but if you require vendor recommendations, please feel free to contact the management office:

- Smoke alarm replacement
- Plumbing failure
- Bathtubs, sinks, etc.
- Poor HVAC operation
- Failure of appliances
- Failure of washing machine supply valves/hoses , Lint buildup in clothing dryers

Hot Water Heater

The Atlantic requires that all hot water heaters be under warranty. Most tank heaters have a warranty of 6 years. Please be sure to monitor this important system. There are also now tank less hot water heaters available that have many benefits over the conventional heaters.

Moving Procedures

In order to alleviate confusion and minimize the inconvenience to people during the course of their daily routine, the following move in/move out policy has been established:

1. Please call the On-site management office, Monday through Friday, 8:30 AM to 5:00 PM at (617) 328-0995 for scheduling. Moves are only allowed Monday-Friday 8:00 AM until 4:00 PM in 4 hour increments. Either 8-12 or 12-4. There will be no moving/deliveries allowed between the hours of 4:00 p.m. and 8:00 a.m. to ensure the quiet enjoyment of all residents of The Atlantic. There are no moves allowed on the weekend. If an exception needs to be made, requests to move on the weekend will be considered on a case-by-case basis.
2. All unit owners and tenants must notify the building manager at least seven (7) days prior to any anticipated move and are scheduled on a first come first serve basis. Priority for elevator access is also given in that order.
3. The Atlantic requires a \$125.00 fee for all moves in or out of the building. This is to be paid prior to the scheduled move. A separate, \$100 refundable deposit is also required, which will be returned after an inspection by the on-site staff. If there is evidence of damage, the deposit will be used for repairs and the balance returned. If the damage exceeds the deposit, the

condominium account of the unit will be charged the remainder. If an exception is made and a resident is granted permission to move in on the weekend due to special circumstances, residents must pay a moving fee of \$300.00. This covers the additional cost of staffing the move off normal business hours. The moving hours on specified, pre-approved weekends are restricted to a time period between 9:00 am until 1:00 pm.

4. When being moved by a moving company residents **must** submit a Certificate of Insurance to the management office, **listing The Atlantic at Marina Bay Condominium and The Dartmouth Group, Inc. as an additional insured.** (This is customary for all moving companies.) Fax # (617) 328-7995 or Email- atlantic@thedartmouthgroup.com
5. Moving companies are required to follow the rules and regulations of The Atlantic. Professional and courteous behavior is expected of your movers. The unit owner is ultimately responsible for the actions and behavior of their visitors and contractors alike.
6. No belongings are to be placed or left in the main lobby area or hallways. Cardboard boxes and trash associated with a move must be broken down by the Owner/Resident and placed in the first floor trash room. All unwanted furniture and/or large household items must be removed from the property by the Owner/Resident and not left behind.
7. Personal belongings left in the common areas may be disposed of without notice and without any liability to management, trustees or building staff.
8. Failure to comply with these regulations will result in a reasonable fine, which will be determined by the Board of Trustees and charged to the condominium account. If any moves occur outside of the approved times as specified above, a fine of \$350.00 will be assessed to the unit in violation.

Noise

As residents in a condominium community it is important to be mindful of fellow residents. All residents are responsible for their guests, family members, employees, agents, and visitors and are expected to ensure that the conducts of these are appropriate to a peaceful community setting. No noises or actions should interfere with the rights, comforts or convenience of others.

Between the hours of 10:00 P.M. and 8:00 A.M. the playing of musical instruments, audible audio devices, radios or television sets should be kept at a very low volume. Outside of those hours, residents with the above items are expected to play at a volume where residents of the building are not disturbed.

Please keep in mind that wood flooring transfers noise easily between units. Walking with heavy shoes and moving chairs across a wood floor can be heard clearly in the unit next door. Please be courteous by removing shoes when you are within your unit. If noise issues are reported, owners with hardwood flooring must cover at least 80% of their hardwood floors with area rug carpeting.

Call the management office immediately if you are experiencing a noise issue so that staff may follow-up and document the event. Please refer to page 8 for the detailed fine schedule for violations.

Non-Solicitation & Notice Policy

No one other than management may distribute notices, either by placing them under or attaching them to residence doors. Door-to-door solicitations are prohibited, and violations should be reported to the management office.

Operation of Businesses

Business activities of any nature may not be conducted in any unit except as part of the leasing or selling of units. No business may be based in any unit at The Atlantic at Marina Bay. Employees of the Association or its managing agent may not be hired by residents for personal business.

Package Delivery

Depending on the delivery service packages can be found outside your unit or at the concierge desk at the main entrance. As a courtesy, Management will assist in delivering packages to units when time permits. Please report any missing packages to the Management Office.

Parking Policies

The primary parking spaces are numbered and have been assigned to units. The driveway and circle are to be used for pick-up and drop-off purposes only. Temporary parking in the front circle is not permitted. Please do not park in any other lot pathways at any time. All cars illegally parked in another's space are at risk of being towed at the owner's expense. Unit owners are responsible for towing cars from their deeded spaces. The cost of the tow will be at the vehicle owner's expense. When towing a vehicle from your space, please contact the Management Office with the make, model and license plate information. The tow company for the property is listed below.

Note: Management is responsible for reporting vehicles parking in visitor parking or no-parking areas. Please contact the Management Office to report offenders.

Towed vehicles may be picked up at:

Ayers Inc. Towing ▪ 440 E Squantum Street ▪ Quincy, MA 02171-1505 ▪ Phone: (617) 328-0056

Please do not park in any way that blocks handicapped accessible ramps.

Visitor Parking

The visitor parking spaces are strictly reserved for the visitors of residents at The Atlantic. In the case that residents own more than one vehicle, they must rent an additional reserved space for the other vehicle(s) or find alternate off-site parking. It is not permitted to use visitor parking as a second space. Those residents found consistently parked in such a manner are subject to being towed.

Contractor Parking

All vendors, contractors, and employees of residents must adhere to the visitor parking rules. The loading entrance is for loading and unloading purposes only.

Pets

The Atlantic at Marina Bay is a pet friendly community and understands the special bond owners have with their pet(s). In order to maintain a peaceful and cleanly community, please keep the following rules in mind:

- o Only two cats are allowed per unit.
- o The aggregate weight of dogs in any one unit may not exceed seventy-five pounds.
- o Any pet creating a nuisance or unreasonable disturbance may be subject to removal from the property.
- o No animals of any kind may be raised, bred, or kept for any commercial purposes in any unit.

Pet Registration & Conduct

All cats and dogs must be registered in the management office. If the cat or dog is no longer living on the property, please notify the office.

Unless carried or on a leash, cats or dogs may not be in the common areas including the elevators, hallways, and walkways adjacent to the building as well as grassy or landscaped areas.

All cats and dogs must be up-to-date on all vaccinations, including rabies vaccinations, and should be licensed in the City of Quincy. As a pet owner, you are responsible for the actions of your pet and agree to hold the owners, management and employees harmless.

The outside grounds of the Atlantic property are considered common areas and most areas are available to pet use (as long as your dog is on a leash). We would ask that owners avoid walking their dogs in two locations - 1) the small circle area outside the front entry way and the grass area inside the driveway circle. Owners should avoid letting their dogs urinate on the front entry way columns, the back entry way columns and the fitness center entrance.

The Atlantic has a fenced in dog area in which owners may let their dogs run off leash. We would ask that anyone using this area adhere to the following rules:

- Please do not use the fenced in area during quite hours (10pm-8am).
- Owners must be present with their dogs. The yard is not for unattended dog use.
- Owners must pick up after their dogs.
- The gate must be closed at all times.
- Only residents of the Atlantic, guests of an Atlantic resident, or dog walkers employed by residents of the Atlantic may use the fenced in area.

PooPrints Doggy DNA Program

The Atlantic employs a program for dog owners called PooPrints which is designed to promote clean, healthy communities. This program allows The Atlantic to properly enforce its waste pick

up policy. The PooPrints program can match the DNA found in waste to the genetic code of the dog responsible. All dog owners are required to register their dog(s) using the DNA Pet ID kit in the management office. Upon welcoming a new dog to your home, you are required to bring your dog(s) into the office within 48 hours of ownership.

Dog-Related Fees

The Atlantic charges a \$250 annual fee per resident dog.

The Atlantic charges a \$5 fee for all part-time dogs, per visit.

There is currently no fee for a visitor dog.

- A resident dog is defined as any dog that resides on the property for the equivalent of 3 months or more in a calendar year.
- A part-time dog is defined as any dog that visits the property between the time frame of 10 days and 3 months.
- A visitor dog is defined as any dog that visits the property between the time frame of 0 hours and 10 days.

Pet-Related Fines may result from the following violations:

Failure to register your dog's DNA

Defined as: owners that do not DNA test swab their dogs with the property within 48 hours of ownership. Violators will be charged \$100 for each month that the dog remains untested.

*Failure to pickup after your dog**

Defined as: owners that do not clean up after their dog's droppings. If feces is found on the property, a sample will be taken and tested at the lab. If your dog is identified as the source, you will be fined in accordance with the fine schedule as listed on page 8 of this handbook. You will also be charged for the cost of the test sample kit and lab testing, which are collectively sixty dollars. **Fines subject to change if PooPrints vendor increases cost of testing services.*

Failure to announce the presence of a part-time or visitor dog

Defined as: owners that bring a non-registered, non-resident dog on the property without announcing the dog's presence to the management office. If a resident has a guest dog enter the building, that resident host is responsible for the actions of the dog.

If a part-time dog is on the property for longer than 3 months, the dog host will automatically be subject to the annual fee of \$50. The Trust reserves the right to DNA test a part-time or visitor dog that is frequently on the property. This will be decided on a case-by-case basis.

Nuisance / Danger Violations

Defined as: if a pet is reported to be a nuisance or a danger to others. To be considered on a case-by-case basis.

High-risk breed dogs are subject to review by the Board prior to approval for full time residency. Please contact the office if your dog falls under this category.

Please refer to page 8 for the detailed fine schedule for violations.

Remodeling / Repairs

Before ANY construction work begins in the building, both the Contractor Renovation Package & Owner Renovation Package must be completed. Both of these documents are available through the property website or management office. All remodeling of units must be approved in advance of work. (This does not include redecorating.) Included are: additions or changes to plumbing, electrical systems, painting, and floor installations, refinishing or partitioning. Any new flooring that is installed must meet standard sound requirements. An addendum to the Handbook is in place that details the specifications for hardwood floor installation.

- It is the owner's responsibility to provide a certificate of insurance that shows that the contractor is properly insured as detailed in the construction application and that The Dartmouth Group and The Atlantic at Marina Bay are added as additional insured entities.
- Applications must be submitted at least 5 weekdays prior to the start of construction.
- The management office must give notice to neighboring units when any work is done that produces noise or odors.
- Construction within individual units is allowed between 8:00 A.M. and 5:00 P.M. on weekdays and is not allowed on Saturdays, Sundays or holidays.
- Removal of construction debris from the building is the responsibility of the unit owner. Unit owners will be charged for the removal of debris or any extra cleaning of the common areas, which results from the remodeling of an individual unit.
- Contractors must use the freight elevator to transport all supplies, large tools and debris and must reserve it through the management office.
- If flooring installation is being done or any other work that will cause excessive noise, contractors must inform the management office in order that a notice can be put out to residents that will be affected.

Sale of Units

Open houses require prior written notice to the management company. Flyers of moderate size and professional appearance may be placed in the lobby area during the period of the open house. Unit owners will be notified to remove any inappropriate signs.

Owners may also post their unit for sale or lease on the property website.

Security

In order to maintain a safe and secure building, please adhere to the following security measures:

- Keep all common doors, front doors, service doors and stairwell doors closed at all times. **Do not prop doors open.**
- When you are entering or exiting the building, do not hold the front door open for strangers. Do not buzz in any guests other than your own.

Security cameras are installed throughout the community. Please report suspicious activity to the management office or call the Quincy Police Department directly. All incidents reported to management will be placed on file and monitored.

Smoking Policy

The interior common areas and the exterior entrance areas have been designated smoke free. The interior common areas include hallways throughout the building, lobbies on all floors, stairwells, entrances both interior and exterior, elevators, and all other interior common areas. Cigarette butts must be properly disposed of. Do not throw them out on the lawns or common areas.

A Note on Balcony Smoking

If a resident or their guests choose to smoke on a balcony, all residents are required to keep a bucket of sand or sturdy ashtray on the balcony for used-butt disposal. Please be mindful of neighbors. Never dispose of cigarette butts by throwing them off of a balcony. This is a serious fire hazard. *Please refer to the fine schedule in regard to enforcement of this policy.*

We ask everyone's assistance in reminding guests, house employees, contractors and other visitors of this important policy in the common areas.

Swimming Pool Rules & Regulations

Use of the pool and outdoor common area is restricted to residents of The Atlantic at Marina Bay and their escorted guests. Swimming is only permitted when a lifeguard is on duty. Pool passes must be displayed in order to gain access.

- ◆ **The pool staff holds full authority to enforce all established rules and regulations.**
- ◆ Should you lose your Pool Pass, please report it immediately so that it may be replaced. Please submit a request form indicating it is for a "replacement". The cost of replacement Resident Pool Pass is \$25.00 and Visitor is \$25.00.
- ◆ All those using the pool or pool area do so at their own risk.
- ◆ All residents and guests must sign in with the lifeguard. This includes those who are using the grill, tables and lawn areas.
- ◆ The pool area will be open between Memorial Day Weekend and Labor Day Weekend from 12:00 P.M. – 8:00 P.M., Monday through Friday and 10:00 A.M. – 8:00 P.M. on Saturday and Sunday.
- ◆ Due to safety considerations, all residents and their guests must leave the pool area at closing time.
- ◆ The pool area may be closed during periods of inclement weather and will reopen at the discretion of the pool attendants and Management.
- ◆ The Association assumes no responsibility for personal property brought to the pool area by any resident or guest.
- ◆ The Association at its discretion may establish additional rules and regulations to govern conduct and safety.

Children in the Pool or Pool Area

Children are welcome in the pool area. It is the responsibility of adults to supervise their children in the pool or pool area and to assure that they abide by all pool regulations.

- ◆ Children under the age of 14 must be supervised by an adult.
- ◆ Per health laws, children in diapers or who are not toilet-trained are not allowed in the pool.

Guests in the Pool and Pool Area

Residents are responsible for the conduct of their guests and **must** accompany them in the pool area.

- ◆ Not more than two guests per unit will be allowed in the swimming pool area. Like residents, each guest must sign in with the lifeguard on duty.
- ◆ If a resident anticipates more than two guests, please contact the management office during business hours. At the discretion Management and the Board of Trustees, special passes will be issued. Additional guests can be granted pool access as long as: residents give proper notice (5 days) to the management office; there is not already maximum pool area capacity; the total number of people in your party does not exceed 8; and per discretion of the lifeguard on duty.
- ◆ Management and the Board of Trustees reserve the right to disallow disruptive guests into the pool area.

Pool and Pool Area Safety Policies

- ◆ Diving or jumping in the pool is not allowed.
- ◆ Swim fins and Styrofoam articles are not allowed. Toys or sporting equipment are not allowed in the pool area including: balls; racquets and the like. *Bubble belts are allowed for small children who are properly supervised as provided above.*
- ◆ Beverages in glass containers are not allowed. Paper or plastic cups are the only refreshment containers permitted in the pool area. Alcoholic beverages are not allowed in the pool area.
- ◆ No pets are allowed in the pool area.

Pool Area Etiquette

- ◆ Wear swimwear cover-up attire while outside the pool area, especially in the building lobbies, elevators, or main entrances.
- ◆ Use headphones with all radios and other portable audio devices.
- ◆ Limit cell phone usage to brief communications.
- ◆ Please towel off before exiting the pool area.
- ◆ No pool parties are allowed.
- ◆ Do not run or throw balls, frisbees, or other objects in the pool area.
- ◆ Do not remove pool equipment or lounge furniture from the pool area.

Public Health Rules per the Department of Health

All State and Local Board of Health laws and regulations are considered part of these rules and regulations



- ⊙ No bather shall enter the pool unless he/she first takes a cleansing shower.
- ⊙ No bather shall wear a bathing suit that is unclean.
- ⊙ Anyone with colds, inflamed eyes, infection, bandages, or open skin abrasions shall not use the pool.
- ⊙ No person shall spit in or in any way contaminate the pool, or its floors, walkways, aisles, or dressing rooms.

Please refer to the fine schedule regarding enforcement of the pool policies.

Grills and Outdoor Common Area

- ◆ Gatherings around the pool or at the grills are for The Atlantic at Marina Bay residents and their guests only.
- ◆ No reservations are accepted for tables or lawn chairs. No reservation is needed to use the grill.

Trash Disposal

There is a trash room located on each residential floor of the building.

Recycling

The Atlantic participates in a recycling program. Please wash out all containers and place recyclable materials in the appropriate bins found in the trash rooms on each floor. There is a recycling chute for plastic, paper, and metal. It is suggested that these items be placed in a bag before dropped down the chute. Please dispose of glass in the blue trash barrel located in each trash room. First floor residents must enter the main trash room to dispose of items.

Trash chutes

Trash chutes are to be used for the disposal of household trash and garbage. Please wrap trash in a plastic garbage bag before dropping in chute. If your trash bags are too large to fit in the shoot, please carry them to the first floor trash room. As a courtesy to other residents, please do not use the trash chutes from 10:00 P.M. until 7:00 A.M. to avoid potential noise disturbance.

Please note: Rugs, cardboard, glass bottles, liquids, and hazardous waste (see below) may not be disposed of in the trash chute. The chute is a mechanical device and may be damaged by these items.

Hazardous waste

Paints, solvents, chemicals and hazardous waste must be properly disposed of through a hazardous waste disposal company and may not be placed in trash chutes or poured down drains. For more information on disposal of these items go to: <http://www.mass.gov/dep/recycle/reduce/househol.htm>

Large Items

Furniture, lamps, and other large items should never be stuffed down the chute. Residents may bring such items to the dump or call a trash removal service.

6(d) Certificates

The Dartmouth Group will provide a 6(d) Certificate when a unit is in the process of being sold or refinanced. Please allow at least ten working days turnaround time. RUSH service is available at an additional cost. All outstanding common charges and fees **must** be paid before a 6(d) Certificate will be issued. There is a charge of \$75.00 for the issuance of a 6(d) Certificate. If a 6(d) is required, please contact the management office at 781-275-3133.