

# Owners Handbook

Seaport Condominiums at Marina Bay

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This Owners Handbook offers guidance on commonly asked questions. It will be updated as necessary and is not intended to be all encompassing of the rules and regulations of the Seaport Condominium. Owners are encouraged to review all relevant documentation, including the Master Deed, the Declaration of Trust and Schedule A - Rules and Regulation. These documents are available online at [www.seaportcondominium.com](http://www.seaportcondominium.com) or by calling the management office.

# Moving in or out

Moving in or out is permitted between Monday through Friday between the hours of 8:30 am to 4:00 pm. Moving is explicitly prohibited on weekends and public holidays.

Moves must be administered through the garage. Items may not be transported through the lobby.

There is a \$250 fee due in advance for moving in or out.

Advanced notice to our Property Manager is necessary to allow elevator to be padded. You can notify him by calling 617-479-5600 or email him at [manager@seaportcondominium.com](mailto:manager@seaportcondominium.com)

The date and time restrictions noted above also apply for delivery of furniture, appliances, etc. as well as moving single pieces of furniture, appliance, etc. Please coordinate with the Property Manager so that the specific circumstances may be review and the most appropriate way to transport the item can be determined.

It is the responsibility of unit owners to ensure that their occupants or tenants adhere to these restrictions.

Violation of these time and day restrictions, or failure to notify Management in advance may result in monetary fines up to \$1,000.

# Payment of Condo Fees

The Condo fees are due on the 1<sup>st</sup> of each month and are collected by Fisher Financial at P.O. Box 120, Brookline, MA 02446

After the 10<sup>th</sup> of the month a \$50.00 late fee will be charged for each payment not made within the 10 days of the due date, plus interest of 18% on the common charges and all expenses incurred, such as attorney fees, etc.

Checks should be made out to “Seaport Condominiums at Marina Bay”.

## Garage/Grocery Carts

Shopping carts are provided as a courtesy. Please return to the garage immediately after use. These carts should not be used to transport garbage, construction material, etc.

### **Do not retain the shopping carts overnight.**

Personal rolling (shopping) carts may be stored in individual parking spaces as an exception. Any items other than rolling carts may be removed from parking spaces at the management's discretion. Items such as beach/lounge chairs, baby strollers, bicycle racks, sports equipment, coolers are not permitted. Storage areas may be available to rent. Please email or phone manager for inquiries.

No repairing of automobiles, motorcycles or bicycles shall take place within the condominium garage. Bicycle storage is provided within the garage. Please see the manager for a registration sticker.

## Visitor Parking

The front parking lot is for visitors only. All owners and residents must park in an authorized space within the garage. If you need an additional parking space(s), check with the Property Manager for sale or rental availability and current rates. Some owners may also have parking spaces available for rent.

Vehicles left unattended for extended periods of time may be towed at the owners expense.

# Insurance

Condo master policy with:

The Richard W Endlar Insurance Agency

858 Washington Street Suite #200

Dedham, MA 02026

781-455-6664 (Phone) 781-453-0209 (FAX)

<http://www.endlar.com>

Owners may need to contact directly for copy of master policy with financing options

Owners are responsible for damages that are incurred by them or by their renters when they cause damage other condominium units or the common areas.

Accidental damages sustained by unit owners or you may cause to other unit owners and or common areas, we highly encourage that they obtain homeowners insurance policy.

# Gym

Hours of operation are from 5:30 am to 9:30 pm, seven days a week. After 9:00 pm, equipment usage is limited to treadmills, bicycles and elliptical machines only. We ask that each individual limit time on each machine to 30 minutes if someone is waiting. There is a TV provided. Please be considerate when asking to change the channel. We operate on a first come 1<sup>st</sup> serve basis.

Cardio Equipment: Please limit use during peak hours (i.e. 6:00 am to 9:00 am and 5:00 pm to 7:30 pm)

TV volume in gym should be kept at a volume level below 35.

# Right of Access

A unit owner shall grant access to his/her unit, at reasonable times and upon reasonable notice except in emergencies, to the manager, the managing agent, and any other person authorized by the Trustees, the manager or the managing agent, for the purpose of making inspections or for the purpose of correcting any conditions originating in his unit and threatening another unit or common element, or for the purpose of performing installations, alterations or repairs to the mechanical or electrical services or other common elements in his unit or elsewhere in the building.

## Owners are responsible for renters

All communication should be via the owner and property manager unless it is an absolute emergency and the issue may cause damage or harm to another unit.

## Outside Walls and Doors

Nothing should be hung outside the doors in the common areas. Nothing shall be hung on the windows outside but draperies and curtains are at the owner resident discretion.

No shoes/work boots, welcome doormats, etc. are allowed to be kept in the common areas (i.e. outside your unit door).

Management is not responsible for any items lost if these rules are violated.

# Noise levels

Quiet times are considered from 10:00 pm to 6:00 am. If complaints are brought to the attention of the manager, a warning is given and if persistent could result in monetary fines.

## Current Policy:

1st violation	Verbal/written warning
2 <sup>nd</sup> violation	\$100 fine
3 <sup>rd</sup> violation	\$500 fine

# Trash Disposal/Recycling Bins

The hours for disposing of trash on each floor are between 6:00 am to 10:00 pm and the chutes are located near the 02 stacks. Do not put cardboard boxes, un-bagged trash or metal items in the trash chutes as it may cause damage to the unit.

Excessive trash or trash that is not appropriate for the chutes may be bagged and placed in the garage in a designated area near the trash room and recycling bins. This is for household trash only – no construction materials, carpets, furniture or the like should be disposed of in the Seaport trash. **Violation of this rule may result in removal fees and additional fines.**

We participate in a single-stream recycling program. There is no need to separate recyclable items. See City of Quincy DPW website for current list of items eligible for single stream recycling ([www.quincyma.gov/Government/PWD](http://www.quincyma.gov/Government/PWD))

There are several bins down in the garage near the trash room entrance area that all recyclables may be placed. There is also an area in the garage near the recycling bins for large boxes.

There is one bin in the mailroom for recycling and one for trash. Please use the recycling bin in the mailroom for junk mail only. Do not put food items in the trash in the mailroom.

## Fobs/ Keys

The Fob is the remote electronic device that allows one into the garage, one side of garage by elevator and front lobby door. Unless new and under warranty, care and maintenance of the fob is the responsibility of the owner.

For replacement or lost Fob, please see the manager for a fee of \$100.00. Owners only (not tenants) may obtain a new Fob or Key. Supply is limited.

Replacement door keys are \$25.00.

## Pets

Pets are not allowed in the premises at any time.

## Website

The website address is [www.seaportcondominium.com](http://www.seaportcondominium.com). Condominium documents may be found here along with the minutes to meetings and other helpful information.



# Emergency Contact

Phone 617-424-9847 24 hours a day if management office is closed. In an emergency, someone from management office or one of the trustees will be of assistance in calling back.

Please note that the emergency phone number above is for urgent problems that originate from a common area of the building and for lock-out calls. A \$150.00 charge applies to all lock-out calls.

For problems originating within an individual unit, it is the responsibility of the unit owner to contact the appropriate service company. A list of electricians, plumbers, and other service providers that are familiar with the Seaport building is posted in the mailroom and on the website.

If a unit owner or resident calls the emergency service for a problem that originates from within the individual unit, management may impose a service charge to respond to the call.

For power outages, please contact National Grid.

For medical emergencies, dial 911.

# No Smoking Policy

Smoking is not allowed in the common areas of the building i.e. lobby, garage, hallways, mailroom, fitness center or stairwells.

Cigarette butts are not to be thrown off balconies as it becomes a fire hazard