



Condominium Trust | 42 Eighth Street | Charlestown | MA 02129 | 617.952.0108

Dear Resident:

It is my great pleasure to welcome you to Parris Landing. We are confident that you will soon feel at home and find much to enjoy and appreciate here. To help acclimate you with the community, we have put together a packet of information that we hope you will find useful.

**GENERAL INFORMATION:**

*Management mailing address:*

Parris Landing Condominium Association  
42 8<sup>th</sup> Street #1529  
Charlestown, MA 02129

*Phone numbers:*

Lauren Darrah	Property Manager	617-952-0107
Tom Bailot	Facilities Director	617-952-0109
Robin Callinan	Assistant Property Manager	617-952-0108
Concierge		617-242-2070
Valet		617-242-5974

Listed on the next page are some of the services offered at Parris Landing (in summary form). This list is in no way an exhaustive guide, please review all of the Condominium Documents in detail (located in Building Link).

We hope this helps ease the transition to your new home. If we can be of any further assistance, please do not hesitate to contact us.

Welcome to Parris Landing!

Sincerely,

*Lauren Darrah*

Property Manager  
As Agent for Parris Landing Condominium

## GETTING TO KNOW PARRIS LANDING

### ONSITE MANAGEMENT (Mon - Fri 8am - 6pm)

Lauren Darrah, Property Manager 617-952-0107 ldarrah@thayerassociates.com  
Robin Callinan, Assistant Property Manager 617-952-0108 rcallinan@thayerassociates.com

Feel free to call, email or stop in to the Management Office with any questions. The staff handles all onsite administrative duties, including complaint resolution, billing, vehicle and pet registration, Board of Trustee communications, Rules and Regulation clarifications and enforcement.

### ONSITE MAINTENANCE (Mon - Fri 8am - 5pm)

Tommy Bailot, Facilities Director 617-952-0109 tbailot@thayerassociates.com.

Maintenance and Cleaning staff are onsite for the maintenance, repair and cleaning of common areas. Unit Owners are responsible for the proper maintenance and any repairs inside their respective units (including, but not limited to, interior walls, ceilings, floors, doors, plumbing, electrical, HVAC systems). **Please contact Maintenance in the event of a leak or any other emergency.** While not responsible for repair, the Maintenance team can often assist in troubleshooting a problem and most importantly, help minimize damage to a unit by shutting off water or electricity. Non-emergency common area maintenance requests can be submitted through Building Link.

### BUILDING LINK



Building Link is a cloud-based property management solution utilized by Parris Landing to communicate with residents. We *highly recommend* you download the Building Link App (although you can also log in using [www.parrislandingresidents.buildinglink.com](http://www.parrislandingresidents.buildinglink.com)). Once you have established a username and password you can utilize Building Link to submit common area repair requests, read through the Library for management notices and building documents, check on deliveries, update entry authorizations to your unit, and access the community bulletin board.

### GENERAL COMMUNICATIONS - PAPERLESS

Parris Landing is a paperless community (to the best of our ability). Notifications from Management will be delivered electronically (including invoices).

### CONCIERGE (24 hrs)

The concierge is available 24 hours a day to provide a wide variety of services including: assistance with deliveries, packages (pickup and returns), entry authorizations to your unit, guest assistance, and after-hours communication with on call staff. Concierge can be reached at 617-242-2070. Please note that the concierge can only give a copy of a unit key to an authorized recipient that is recorded in Building Link. The concierge will hold the license of anyone signing out a unit key until the key is returned.

## HOA PAYMENTS (CONDO FEES)

There are 3 ways to pay HOA fees:

1. Electronic Payment (automatic withdrawal) – sign the attached direct “Electronic Payment Form” and your HOA fees will be automatically withdrawn from your bank account on the 5<sup>th</sup> of each month.
2. Monthly Check - Checks can be dropped off at the Management Office during business hours, slid under the door after-hours, or mailed to our lockbox:  
*Parris Landing Condominium  
c/o Thayer & Associates, Inc.  
PO Box 400196  
Cambridge, MA 02140*
3. Credit Card – Pay online at [www.thayerassociates.com](http://www.thayerassociates.com) (access Pitera online payment system by clicking on the ‘Account Access & Payments’ tab). Service fees apply.



## DUPLICATE KEYS / FOB / GARAGE DOOR OPENER

Parris Landing has an onsite key cutting machine. Contact the Management Office for assistance. The following fees apply (check or account charge only, cash not accepted)



- Duplicate keys (Building / Unit / Mailbox) \$5
- Garage Door Opener \$50
- FOB \$50

## INTERCOM SYSTEM FOR UNIT ACCESS

Each building, including the garage, has an intercom system that is linked to your telephone line and controls building access and communication with the lobby. You may either give a guest your code to enter or they can search the call box by last name. Once entered, the call box connects to your phone line. You are then able to speak to your guests and allow access to the building by pressing “9” on your phone key pad. At this time, the intercom system only works with Massachusetts area codes.

## PACKAGES

Most packages will be delivered to the HUB Locker System which is located outside, behind the Concierge, under the Building 2 walkway (the area that connects the garage with the pool courtyard). The HUB is exclusive to Parris Landing and residents will find it is efficient and simple to use. Residents will receive a welcome email with an activation link they are added into the system. Simply activate your HUB account and you will be able to start collecting packages. Each package notification will come with a barcode – scan the barcode (or enter the one-time code) and a door will open revealing your package. Perishables, oversized and overflow packages will be logged in with the Concierge.



The Concierge will sign for all packages / deliveries not placed in the HUB (upon completion of the Package Release Form). Residents will be notified via email (and push notification if using the app) when a package has been delivered and is ready for pick up. Please pick up packages as soon as possible! Oversized packages must be picked up within 24 hours.

## **NO SMOKING**

Parris Landing is smoke-free. Smoking of any kind is prohibited in any unit or common space (including patios and roof decks).

## **TRASH**

Please bag and place all trash in the trash chute (trash chutes on floors 2-5 are open 7am – 10pm). First floor residents (or those requiring after-hour access), please place trash in the open trash cans found in the trash rooms (one per building). Please do not leave any trash in or around the trash chute room.

## **RECYCLING**

Parris Landing follows single stream recycling (no need to sort). Recycling bins are located in the back of Building 1 (outside) and on the first floor of Buildings 4 and 5 (inside). Cardboard boxes must be broken down and placed inside the provided containers. Leaving any boxes in tact on or near the containers may result in a fine since Parris Landing is charged a fee for any recycling that is not properly placed inside a container.



## **CARTS**

Carts are available to use for loading or unloading. They are located behind the Concierge Desk (with the exception of one located by the elevators in Building 4 & 5). Please return the carts to their designated space as soon as you are finished using them. Building 4 & 5 carts must be returned to their building location and are to be used for household items only (no construction, no moving). Please do not leave carts outside your unit or in any common area. Abandoning carts anywhere except their designated area will result in a fine.

## **PETS**

Residents are allowed a maximum of two dogs or cats (or a combination thereof). Dogs and cats must be registered with the Management Office. Dogs must be on leash at all times and cannot create a nuisance for other residents. Dog parks surround the building and are well marked (see Building Link). Please bring your dogs to these parks - dogs are not permitted on the landscaped areas adjacent to the building.



For those looking for a dog walker or cat sitter, Parris Landing has entered into a relationship with Bark Around Boston ([www.barkaroundboston.com](http://www.barkaroundboston.com)) to be the preferred Pet Care Provider for Parris Landing. Bark Around Boston services include: Puppy Care, Cat Care, Dog Play Group, Group Walks, Solo Walks, Dog Hikes, and Overnight Care and Boarding. Bark Around Boston sponsors the dog bag stations surrounding Parris Landing (saving the association a great deal of money) and has provided Management with a certificate of insurance for walks and boarding. If interested, feel free to ask for a business card in the Management Office or contact the owner, Danielle deWildt at (617) 329-9437.

## **STORAGE LOCKERS**

Storage lockers are available for rent throughout the building. Please contact Management if you are interested in renting a unit. Inventory fluctuates, if there are not any lockers currently available, Management will place your name on a wait list and notify you when one is available.

## **BICYCLES**

Parris Landing has 4 options for storing bicycles on site:



- Interior Bike Room (\$60 / year) – Secure room located on the 5<sup>th</sup> floor, near the Building 4 elevators. Assigned spaces. Hoop bike racks. Camera and restricted FOB access.
- Bike Cage in Garage (\$60 / year) – Vertical space saver bike racks. Assigned spaces. Camera and restricted FOB access.
- Wall Mounted Bike Rack (\$185 one-time fee) – Management has preapproved bike racks for those with a clear, unobstructed perimeter parking space. If interested, please see Management for details.
- Free Storage – Bicycle racks are located on the first floor of the garage under the ramp. While there is a security camera facing these bike racks, the racks are open and residents using these racks do so at their own risk.

Parris Landing is not responsible for any damage or theft to a bicycle stored using *any* of the options listed above or left anywhere else on property. All bicycles must be registered with the Management Office and properly tagged. Untagged bicycles will be removed and donated to charity. Bicycles are not permitted to be stored in any other common area.

## **BREEZEWAY PARKING**

The breezeway is the brick drive in the middle of our property that connects 8<sup>th</sup> and 9<sup>th</sup> Street. This is a fire lane and parking is not permitted (except for loading and unloading). When using this breezeway as a loading zone, please do not block traffic from getting around your vehicle. Any car left for longer than 10 mins or that blocks access is subject to being ticketed and/or towed.

## **GUEST PARKING**

Guest parking is available in the garage at a cost of \$10 per day. To use guest parking, proceed to the valet booth on the second floor and fill out the guest parking form provided by valet. Unit owner account will be charged (no payment is accepted at the valet booth).

## **POOL**

Pool passes are required to provide proof of residency. Please stop by Management Office to have your picture taken for a new pass. Each unit is allowed a maximum of two guests. The pool cannot be reserved for a private party.

## **GAS GRILLS**

Gas grills are available in the BBQ area in front of Building 5. While guests are welcome in the grill area, it cannot be reserved for private parties. Neither charcoal, nor gas grills are allowed on resident's balconies or roof decks.



## LAUNDRY

Laundry machines are located on multiple floors in Buildings 2, 4 and 5. Machines operate using a preloaded card. New cards can be purchased, and existing cards can be reloaded, at laundry kiosks located on the first floor of Building 1 and 5. Please be courteous to your neighbors and remove laundry from washers and dryers as soon as possible. Laundry left for extended periods of time will be removed by a member of our staff. City Code prohibits individual units from having Laundry inside their units.



## COMMUNITY ROOM RENTAL

The Community Room is located on the first floor and is open to all residents. The Community Room can be rented by any resident for \$100 (plus security deposit). Notices will be placed on the door (and in Building Link) when the Community Room has been reserved and for the hours that the room is private.

## HOME OFFICE RENTAL

Parris Landing has a limited number of home office spaces available for rent. There is often a wait list for these spaces. Please contact Management if interested.

## CONSTRUCTION / CONTRACTORS



Detailed construction guidelines are available in Building Link. Contractors are allowed to work in the building Monday – Friday (8am – 4:30pm). Contractors are not permitted in the building after-hours (including weekends and holidays). There is limited contractor parking available, contact the concierge for more information and direction.

Cleaners are allowed in the building Monday – Friday (8 – 4:30pm) and Saturday (9am – 1pm).



## ITEMS OUTSIDE YOUR UNIT

Please do not leave anything outside your unit (baby strollers, umbrellas, boots, trash, bicycles). This is common area and anything left in a common area is subject to be removed. First Floor Landings are also common area, residents are not allowed to store anything on these landings (including door mats).

## INSURANCE

The master policy provides property coverage for all permanently installed fixtures, improvements and betterments within your unit *against covered causes of loss*, whether those items are originals or replacements. That coverage, however, is subject to the following deductibles:

All covered causes of loss     **\$25,000 per unit**

*with the exception of:*

Flood                                     \$25,000 per occurrence

Earthquake                             \$50,000 per occurrence

It is the Board's policy that losses (or portions thereof) not exceeding the association's deductibles shall be the responsibility of the unit owner(s) involved in the loss.

As a result, it is imperative that you check with your own agent to make sure that your Unit-Owners Policy (HO-6) provides adequate coverage to meet any deductible obligation that you might have. It is recommended that your coverage include at least \$25,000 under “Coverage A - Dwelling” to respond to the association’s per unit deductible, and perhaps more to respond to the higher deductible for Earthquake. Your policy should also include the “Unit Owners Special Coverage A” endorsement (Form HO-1732) and Earthquake coverage.

The master policy does not provide any coverage for your personal effects. Please confirm with your agent that your policy will respond to the Association’s deductibles.

**MOVE-IN/MOVE-OUT & FURNITURE/APPLIANCE DELIVERIES**

The moving and delivery guidelines should be attached to this email. They are also located in Building Link. Please review carefully. It explains the procedures, requirements and fees.

Move-in /Move-out and Deliveries must be scheduled with Management in advance. We suggest scheduling as early as possible to ensure your time slot is available. Management will try and accommodate requests for full day moves (weekday only) for larger units (triplexes).

<b>Monday – Friday</b>		<b><u>Move-in Cost</u></b>	<b><u>Move-out Cost</u></b>	<b><u>Delivery Cost</u></b>
Block 1	8:30am – 12:30pm	\$200	\$0	\$0
Block 2	12:30pm – 4:30pm	\$200	\$0	\$0
<b>Saturday</b>				
Block 1	9:00am – 1:00pm	\$400	\$400	\$0
<b>Sunday</b>				
Not permitted		---	---	---

Elevators will be locked for all moves. In order to minimize disruption to residents, elevators will be padded but not be locked in advance for a delivery. You may request the elevator to be locked when you receive confirmation that your delivery is en route. Small deliveries will not require a locked elevator. Larger items (appliances, furniture) will require the elevator to be locked so the door doesn’t close while loading. Any staff member can lock the elevator when a large delivery is close or has arrived. Please make sure to notify a member of our staff as soon as the delivery or move is complete so that the elevator pads can be removed and the door can be unlocked.

**BOARD OF TRUSTEE MEETINGS**

Owners are welcome to attend all Board of Trustee Meetings (with the exception of Executive Session). Each meeting begins with an open Resident Forum, this is an opportunity to express any concerns or have any questions answered. Upon completion of the Resident Forum, the Board will open the official meeting and follow the predetermined agenda. Owners are welcome to stay and listen to what the Board is currently working on. Meetings are usually the first Tuesday of every month at 6pm. Residents will be notified of any changes via Building Link.

**GENERAL HOURS OF OPERATION**

Management Office	8am – 6pm (M-F)
Concierge	24 hrs
Gym	5am – 11pm
Community Room	8am – 11pm
Laundry Rooms	7am – 11pm
Trash Chutes	7am – 10pm
Pool	9am – 9pm
BBQ Area (Grills)	9am – 10pm

