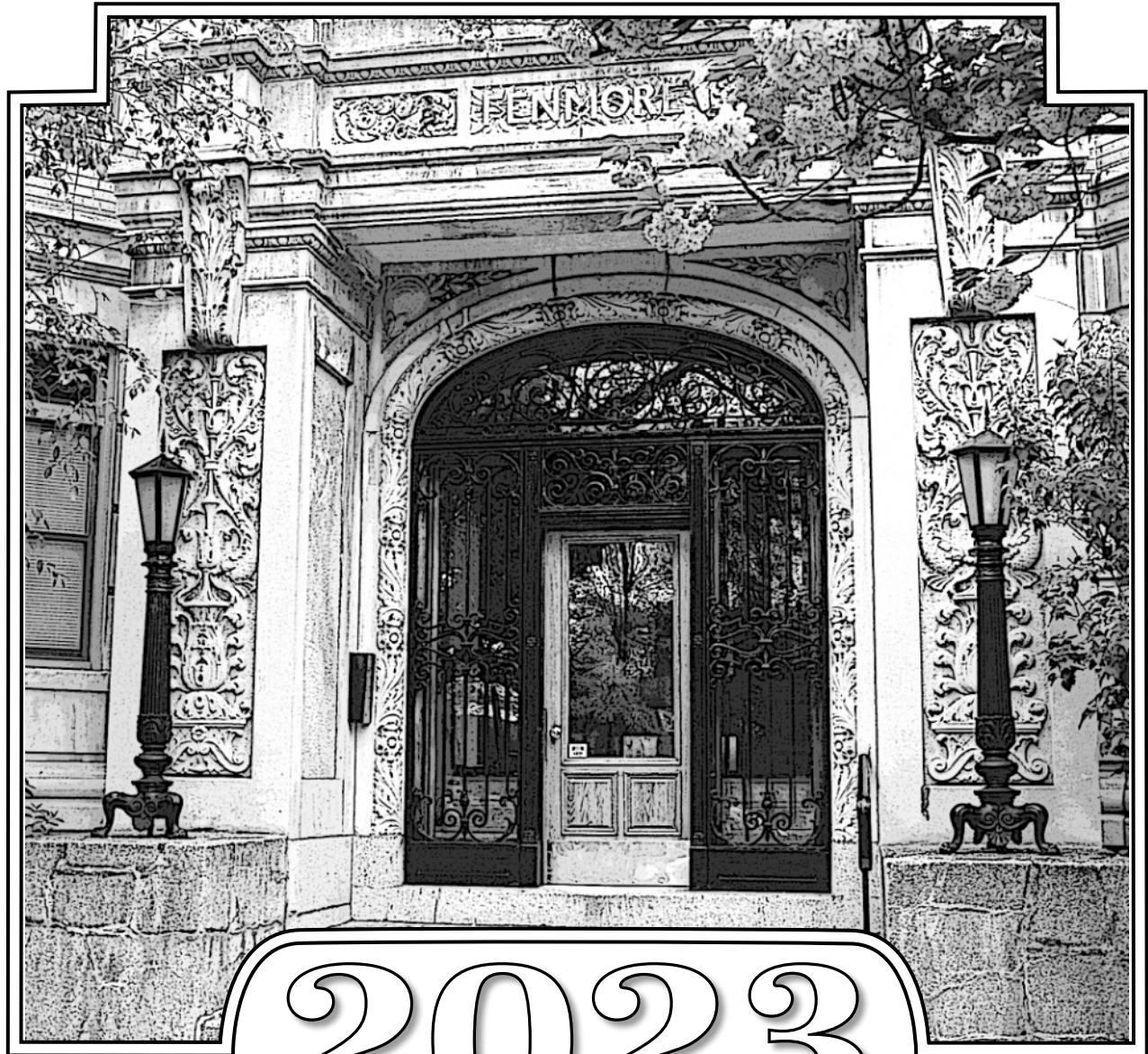


THE
FENMORE

CONDOMINIUM ASSOCIATION



2023
RESIDENT
INFORMATION HANDBOOK

1109–1111 Boylston Street, 50–64 Charlesgate East, Boston, MA 02215

Managed by Lundgren Management Group, Inc. (617) 887-3333

www.lundgrenmanagement.com

Fenmore Maintenance Director (617) 424-8235 fenmoresuper@gmail.com

www.TheFenmore.org

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The Purpose of this Guide

The purpose of this *Resident Information Handbook* is to familiarize residents and unit owners with the Fenmore Condominiums, the neighborhood, and some of the basic rules and responsibilities of living in a condominium complex. It has been prepared by the Trustees of the Fenmore Condominium Association with the help of unit owners and the management company. The handbook contains a great deal of useful information concerning owning a unit or living at the Fenmore, but it does not supersede the official documents of the Fenmore Condominium Association: the *Master Deed of Fenmore Condominium*, the *Fenmore Condominium Trust* and its *By-Laws* and *The Fenmore Condominium Administrative Rules and Regulations* as filed with the Suffolk Registry of Deeds. If any information in this handbook conflicts with the official condominium documents, the condominium document shall govern. Please note that phone numbers and web addresses may have changed since the printing of this handbook. Additional copies of this guide may be obtained from:

Lundgren Management Group, Inc.
121 Captain's Row, Chelsea, MA 02150
Phone (617) 887-3333
Fax (617) 887-3330

or from the Maintenance Office in the basement of the 64 Charlesgate East building. A PDF copy of the handbook is also available online at www.theFenmore.org.



A Brief History of the Fenmore

The Fenmore is a residential condominium complex of 205 units in seven buildings located at 1109 and 1111 Boylston Street and 64, 60, 56, 52 and 50 Charlesgate East.

Built around 1912, the Fenmore typified the genteel, upper-middle class “apartment hotels” which had become fashionable in the newly-developed western or “lower” Back Bay during the 1890s and early 1900s. It boasted such amenities as an office staff who would receive packages or call one a carriage for a trip to the shops in Copley Square, maids who would change the linen, and a house-keeping service which would tidy up by using the latest in centralized vacuum systems, remnants of which can still be seen as round, brass-capped baseboard outlets in some units.

Our Neighborhood – The Fenway

The Fenmore Condominiums is located at the east edge of an area of Boston called the Fenway. Named for the marshy area – the Back Bay “Fens” – formed by the Muddy River flowing into the Charles, the Fenway is bordered by Massachusetts Avenue, the Massachusetts Turnpike and Park Drive.

The Fens itself is home to the Fenway Rose Garden, the Fenway Victory Gardens, and Roberto Clemente Park which contains two baseball fields, a track and basketball courts. Started during World War II, the Victory Gardens is divided up into many small plots where residents who enjoy gardening can pursue their hobby for a nominal fee. For more information on becoming a member of the Fenway Garden Society visit www.fenwayvictorygardens.org.

Of course the most famous landmark in the Fenway is Fenway Park, home of the 2018 World Series Champions, the Boston Red Sox. Game days are a real challenge for anyone trying to enter, leave or park in the area. Other nearby points of interest are the Museum of Fine Arts, Symphony Hall, Berklee Performance Center, Isabella Stewart Gardner Museum, Kenmore Square, Newbury Street and the Prudential Center.

Our neighbors on the Boylston-Charlesgate East-Ipswich block are the Fenway Studios and Saint Clement Church. The Fenway Studios, built in 1905, contains 46 studios where resident artists live and work. In 1998 the building was designated a National Historic Landmark. Abutting the Fenmore

Condominiums on Boylston Street is Saint Clement Eucharistic Shrine, home to the Oblates of the Virgin Mary.

The Fenmore is conveniently located near public transportation. The closest subway stop is the **Green Line Hynes/ICA** stop on Massachusetts Avenue between Boylston and Newbury Streets. Other close stops are **Kenmore Square** (at the Commonwealth Hotel) and the **Fenway** stop (off Park Drive).

Condo 101 or “If You’ve Never Lived in a Condominium Complex Before...”

There are some important differences between rental apartments and a condominium complex. An apartment building generally has a single owner who maintains the common facilities and the individual apartments, collects rent from the tenants to cover the building’s expenses, and makes all decisions regarding its operations and management.

In a *condominium community*, each apartment unit is deeded and owned separately. Unit owners who own a single unit as their primary residence are referred to as **owner occupants**. Other unit owners assume the role of **landlord** and rent out one or more units to tenants. Each unit owner (owner occupant or landlord) is responsible for the maintenance within his/her own unit, including the plumbing, wiring, radiators, appliances, fixtures and so on. Some owners who rent their units may employ the services of a manager or management company to handle the maintenance of their unit(s). The Fenmore has a mixture of both owner occupied and rental units and, as a result, a diverse resident population from students to working professionals to elderly retirees.

The **Fenmore Condominium Association** is composed of all those who own units in the complex. It is the “business end” of the condominium’s legal structure, responsible for the overall operations and management of the common facilities, providing for such services as heat, water, garbage collection, repairs and cleaning of common areas, etc. Its operating income is derived from the **condo fees** which all unit owners must pay monthly.

The members of the **Board of Trustees** are unit owners who, on a volunteer basis, act as the representatives of the Association, directing its administration and management. They also have the authority and obligation to enforce the association’s By-Laws and Rules and Regulations to protect the property, safety and comfort of those in the community.

The Management Company

The Fenmore Condominium Association employs the **Lundgren Management Group** (121 Captain’s Row, Chelsea, MA 02150 [617] 887-3333 www.lundgrenmanagement.com) to operate and maintain our common areas, facilities, services and records. Lundgren Management in turn employs our Maintenance Director/Superintendent and other on-site staff, and also arranges for outside vendors and contractors to perform services for the Association. Email correspondence may be directed to our property manager, Kevin Kelliher, at kevin@lundgrenmgmt.com. The Fenmore on-site Maintenance Office is located in the basement of 64 Charlesgate East and the superintendent is on the property weekdays from 8 am to 4:30 pm. You can contact the superintendent either by email at fenmoresuper@gmail.com or by calling the office at (617) 424-8235. If you need to see the superintendent during regular office hours your key fob (see page 8) will open the rear door of 64 Charlesgate East.

Maintenance strictly within a unit is the responsibility of the unit owner. If you rent your unit, your landlord may refer maintenance issues to a manager or management company.

However, in any emergency where safety is an issue (such as a fire) do not hesitate to call 911 for help. If the emergency is not dangerous, but has the potential to damage other units (such as a water leak), Lundgren Management should be notified immediately.



Fire extinguishers are located near the elevators

Fire Protection

Fire prevention at the Fenmore starts with all its residents. Smoking, candles and burning incense are all prohibited *anywhere* on the property including inside units. Similarly, grills or hibachis of any kind are not permitted *anywhere* on the property including fire escapes, “balconies” or in the parking lot. Grills can get knocked over and scatter embers creating a serious fire hazard, so grilling anywhere on the property will result in substantial fines to the unit responsible.

The Fenmore’s buildings are protected by a fire detection system which is monitored by a company that notifies the Boston Fire Department when the alarm sounds. An alarm may be set off by the smoke and heat detectors in the hallways, or manually by using any of the red “pull boxes” located the first floor halls and basements. The system is monitored by Control Units located in the lobby of each building. For safety, residents should familiarize themselves with all building exits and fire pull stations. The building diagrams in Appendix B (page 22–28) can assist new residents in planning an emergency evacuation route.

If you hear the alarm, assume there is a real fire somewhere in the building and leave your apartment using the closest exit. **Do not use the elevators** — you could become trapped if a fire impaired its operation. Do not attempt to silence or reset the Control Unit — the Fire Department needs to check the premises to verify there is no longer a danger. Notify the management company from a safe location, so that the Maintenance Director and/or the management company can be contacted to silence the alarm and reset the Control Panel.

There is a fire extinguisher located on each floor near the elevator landing. The law requires each apartment to have at least one operating smoke detector in addition to the common-area system.

However, **do not assume you can control even a small fire yourself. Call 911 FIRST or use one of the alarm pull stations!** Then, if you can SAFELY extinguish the fire, do so. Delay in calling the Fire Department could result in a fire getting out of control and causing serious injury and damage.

Apartment smoke detectors are *NOT* tied into the building system so they are not monitored and do not notify the Fire Department when they go off. In addition, a carbon monoxide detector will be required for the unit to pass any future inspections at the time of sale. It is also highly recommended that all residents keep a small “Type ABC” household fire extinguisher in their units. They can be bought at most hardware and department stores for as little as \$25.00.



The “wells” above the entrances are NOT balconies.

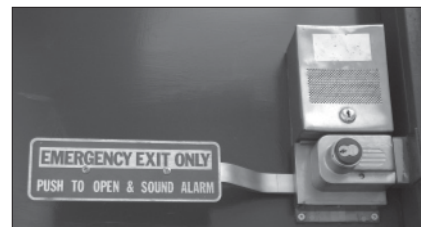
The Fire Department will levy a fine against the Association for repeated false alarms. If a false alarm is determined to have been intentional, the Association will assess that cost plus an additional penalty to the owner of the unit responsible, and will assist the Police and Fire Departments in prosecution when appropriate.

Fire Escapes, “Balconies” and Roof Exits

The fire escapes and roof exits are there for one reason: emergency egress in case of a fire. It is **illegal** under Boston city ordinance (and a violation of the Fenmore’s Rules and Regulations) to use them for storage, cooking, socializing, etc. For obvious safety reasons, access to the roofs is prohibited except in an emer-



There are a couple of different types of fire alarm “pull boxes” located in the basements and on the first floors.



Roof doors are for emergency exit only.

gency and the Association will levy substantial fines if individuals trespass on any roofs or fire escapes. This is also why the roof doors are alarmed (see also the section on **Safety and Security** on page 6). If you hear a roof-exit alarm and see no evidence of an emergency, notify Lundgren Management immediately to secure the exit and reset the alarm.

Regardless of the appearance, there are no legitimate “balconies” for resident use at the Fenmore. This includes the “wells” above the front entry ways and the wrought iron grill work between certain windows. These areas are clearly not designed for general access, are considered fire escapes and, as such, are only for use in an emergency and **NOT** for lounging, sunbathing, or storage of any kind. Misuse of these emergency areas creates a **SERIOUS** safety problem, is considered a violation of the fire codes and Association rules and will result in **SERIOUS** penalties. If you wish to sunbathe, stargaze or get a breath of fresh air on a hot night, please use the nearby parks.



The wrought iron grill work between some windows are considered fire escapes and are for emergencies only.

Safety and Security

Our safety and that of our neighbors, as well as the security of our property, should always be present in our minds as residents of a dense urban neighborhood. While the trustees, the on-site staff and the management company make every effort to see that all security systems (exit doors, locks, intercoms, video security cameras, etc.) work properly, all unit owners, rental tenants, guests and contractors can greatly enhance their security by following a few common sense guidelines:

- Introduce yourself to your neighbors, and keep an eye out for one another. There is no better protection than a sense of community and shared responsibility.
- If you need to prop open an exterior security door while you carry things in or out, be sure that it is closed and locked when you are not in sight. To temporarily keep a door open, place a doorstop or heavy object against the door itself. **DO NOT** jam anything between the door and its frame. Doing so will damage the hinges and create yet another security problem, since the door will no longer close properly.
- If you see one of the security doors standing open and unattended, **close it**.
- If you notice that an exterior door is not closing or locking properly, or that any common-area lights are out, report the situation to the superintendent or maintenance office – you may be the first person to have noticed the problem.
- If someone is behaving suspiciously in the vestibule, hallway, or anywhere on the property, call the management company, or call the police (911).
- If you are not familiar with the person calling on your intercom or standing at the entrance, don't let them in. No need to be shy about it – you have the absolute right to the security of your home, with no excuses. If you are reluctant to challenge a person you consider suspicious, or feel that you may need assistance, call the police right away.
- Ask utility company or other personnel for identification before admitting them. If you wish to speak to a solicitor, escort them both in and out of the building – do not allow them to roam the halls, an opportunity for many units to be surveyed for burglary.
- Roof exits must remain locked at all times, preventing access between buildings. If you hear the roof-exit alarm, call Lundgren Management immediately, so that the situation can be investigated and the alarm turned off. If you feel there might be a serious security problem, call the police. Anyone seen or caught on the roof will be subject to a heavy fine.
- Make sure all your doors and windows are locked when you leave your apartment, even for a short time. Not only is your own property at stake, but access to any unit (as through an open

window, for example) allows access to the entire building as well.

- Talk to your landlord about installing an alarm system in your unit. If cost is an issue, note that “do-it-yourself” systems can be relatively inexpensive.

Insurance

The Fenmore maintains a master insurance policy to cover loss or damage to the structure of the buildings or the common areas. However, *the deductible is very high (\$25,000)* and the policy is not intended to cover the contents of units or personal belongings. It is strongly recommended that residents insure their apartments and their contents against theft, damage and liability. The management company can provide a *Master Insurance Policy Letter* and *Certificate of Insurance* which summarizes the master policy for a lending institution (if you’re seeking a mortgage), or for your insurance agent to write your own policy. The documents are also posted on the *Documents* page of the Fenmore website (www.thefenmore.org). The maintenance office or Lundgren Management can provide you with log-in information.

Reporting Emergencies

FIRE: Call 911

The buildings’ fire alarm system sets off alarms and the Fire Department is notified when it detects smoke or excessive heat in common areas (see section on Fire Protection on page 5). **However, if you smell smoke or see a fire and the alarm hasn’t sounded, use one of the red “pull stations” in the hallway to warn other residents and notify the Fire Department. Contact the management company as soon as possible.**

GAS LEAK: Call NATIONAL GRID — (617) 469-2300 or (800) 233-5325 or 911

If you detect the odor of gas in your unit, extinguish any open flames and open nearby windows. Do not turn lights or other electrical devices on or off, which might cause a spark. For the same reason, **do not use the telephone in the presence of gas— get to a safe area and call one of the emergency numbers above from a cell phone or a neighbor’s phone.** National Grid will respond quickly to this potentially dangerous situation. Similarly, if you smell gas anywhere on or around the property, a neighbor’s unit, in the common areas or outside the buildings follow the same precautions and call one of the numbers above. Notify Lundgren Management once you have reported the leak.

WATER LEAKS:

If the leak is serious and has the potential to damage other units or the common areas, call **Lundgren Management Group at (617) 887-3333** immediately so that personnel can be dispatched to shut off the water and minimize damage. If the leak is minor (e.g. a dripping faucet) **contact your landlord. If the landlord does not correct the problem within a week or so contact Lundgren Management.**

ELEVATORS: Call Lundgren Management Group — (617) 887-3333

Often, if the elevator will not respond, one or both doors is ajar. Locate the cab and try to “reset” it by opening and closing BOTH the inner AND outer doors completely. If this does not work call the management company. The Maintenance Director or the elevator maintenance company will respond as soon as possible. See the section on **Elevators** (page 10).

LOSS OF ELECTRICITY

Common areas: Call Lundgren Management Group — (617) 887-3333

If you discover a power outage or lack of light in the hallways, stairwells, vestibules or exterior of the buildings, report it to the management company, so that they can have the problem corrected as quickly as possible.

Your apartment: If a power outage only affects your unit, you will need to locate your apartment’s circuit breaker within the unit and correct the situation yourself.

NO HEAT: Call Lundgren Management Group — (617) 887-3333

First, check to see that your radiator valves are open and that other apartments are also without heat. If other units are affected or the standpipes are cold, the Maintenance Director will investigate the situation right away. If the problem is only within your unit, the cause is probably a stuck valve or plugged vent, the repair of which is the responsibility of your unit owner. Lundgren Management can arrange to have your radiator vents and valves repaired, but only with the permission of, and at the expense of, your landlord. (See the section on Heating and Radiators, page 10)

NO HOT WATER: Call Lundgren Management Group — (617) 887-3333

Generally, this is a problem affecting a whole building or the entire complex. Call the management company, and they will attend to it immediately.

Getting Along with Your Neighbors – Music, Parties and other “Noise”

The Fenmore is home to a diverse population of working people, elderly, and students and it is important that all residents help maintain a pleasant and peaceful living environment. Take care to respect your neighbors’ legal right to the “**quiet enjoyment of their premises.**” Use discretion at all times in playing stereos, radios, TVs, musical instruments, etc. Use utmost consideration between 11 PM and 7 AM. You can help limit noise transmitted outside your unit by placing stereo speakers on stands, adding carpeting, lowering the bass volume or using headphones. Please recognize that what is enjoyable music to one person can be unwelcome noise to another who is trying to sleep, work or study. It is especially important to be considerate during warmer weather when many residents have their windows open. Neither residents nor their guests should congregate at building entrances so as to create a noise disturbance or interfere with others entering or leaving the building.

If you are planning to have a party, remember that you are responsible for your guests’ behavior as well as your own. Your activities must not overflow into the hallways or onto your fire escape. Do **NOT** prop open or interfere with the closing or locking of entryway doors. Be sure that music and conversation are kept to a volume which will not disturb your neighbors or keep them awake. Do not allow uninvited guests. Set a reasonable time for your guests to leave, and see that they comply with it. It is a courtesy to inform your neighbors in advance of any gathering that might cause extra noise, but this does not, however, relieve you of responsibility. As a tenant or owner you are responsible for any disturbance or damage you or any of your guests may cause.

If your neighbors are causing a disturbance, politely bringing your concerns to their attention may be all that is necessary to correct the situation. If their inconsiderate behavior persists, talk to other neighbors and request that they speak to the offending residents as well. In the case of a loud, late-night party, or if the situation seems potentially dangerous, don’t hesitate to report the problem to the police by dialing 911.

If such direct approaches do not solve the problem, contact the Lundgren Management Group, noting the specifics about the dates, times and nature of the disturbances and your contacts with the responsible party. Although a phone call to the management company is adequate, it is preferable that complaints about disturbances be made in writing. Such complaints need not be elaborate — a brief, handwritten note or email citing the specifics about the dates, times and nature of the disturbances is all that is necessary. However, without supporting documentation, the Association may have difficulty taking serious steps such as imposing fines, notifying a resident’s Dean of Students or initiating legal proceedings. The appropriate contact information is

Lundgren Management Group
121 Captain’s Row
Chelsea, MA 02150

Phone (617) 887-3333
Fax (617) 887-3330
kevin@lundgrenmgmt.com

Front and Rear Entrances – The Key Fob System

Instead of standard metal keys, Fenmore residents are now issued an electronic key fob. This small device (which does not require a battery) contains a



unique code which unlocks the door when it is brought within a few inches of the door's sensor. Your key fob will unlock the front and rear entrances and the laundry room of your building as well as the rear door of 64 Charlesgate East where the Fenmore Maintenance Office is located. Each apartment may be issued one fob per bedroom and each resident must fill out a Resident Registration Form and show valid ID before receiving their fob. There is a \$50 fee for replacement fobs. Contact the Maintenance Office (617) 424-8235 to make arrangements to receive your key fob.



Move the key fob close to or tap it on the sensor to unlock the door.



Your intercom code is NOT your apartment number. Make sure visitors (guests, delivery people, etc.) know your intercom code.

The Intercom System

The dial-up intercoms for each building are located just outside the outer doors of each front entrance and provide convenient access for authorized visitors. They are an important part of the Fenmore's security systems. For your own and your neighbors' safety, do not admit a caller you are not familiar with, regardless of their excuse, and never leave doors propped open.

A visitor to the Fenmore keys in the code number for your unit and the system rings your telephone. Once your visitors have identified themselves, stay on the line and **press 9** on your phone to release the front entryway doors. If the visitors do not know (or have forgotten) your intercom code number, they can scroll through a list of names on the intercom screen by pressing the "A" or "Z" keys.

To have your name and phone number programmed into the intercom system, call the maintenance office at (617) 424-8235 in the basement of 64 Charlesgate East (rear entrance) weekdays between 8 AM and 4 PM. **NOTE:** For security, **apartment numbers are not listed on the directory**, so **intercom code numbers are not the same as apartment numbers**. There are a **limited number of names that can be listed under a given number**, and **only last names are listed on the directory**. If you are expecting visitors (guests, delivery people, etc.) make sure they know your intercom code number or that you are listed on the directory AND they know your LAST NAME.

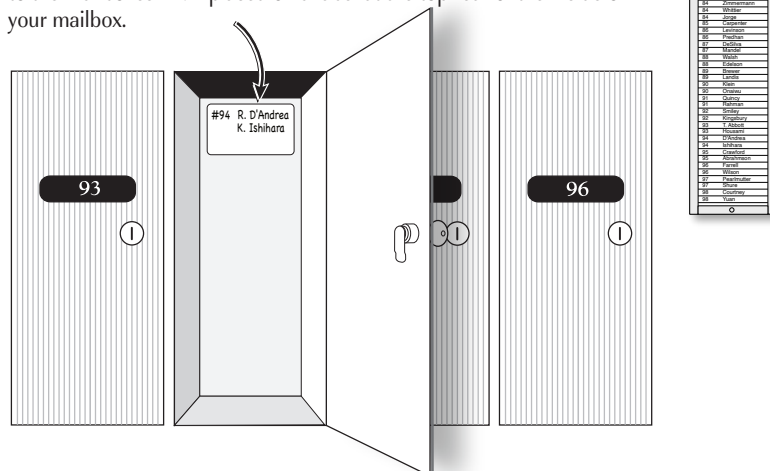
If you find that the intercom or door-release are not working properly, or need to correct the names or phone number associated with your unit, notify Fenmore Maintenance at (617) 424-8235.

Mailboxes

In order to receive your mail at the Fenmore, the post office requires that your apartment number and the names of residents be posted on the small directory next to the mailboxes AND displayed on a label inside the mailbox. Contact the Maintenance Office to be listed on the directory. Clearly print the apartment number and all residents' names on a label (approximately 4" wide) placed at the top of the rear of the mailbox. When mail is delivered, the letter carrier opens a bank of mailboxes with a special postal key and tilts the boxes forward so that mail can be inserted from the top. When the boxes are tilted forward, the numbers on the front of the boxes are not easily visible. The labels at the back of each box enable the letter carriers to insert the mail into the correct boxes. Placing names or labels on the front of the mailboxes does not ensure delivery of your mail. Such external labels also violate the condo association rules and will be removed.

Your landlord (or the previous owner) should be able to provide copies of your mailbox keys. If not, the Maintenance Office can change the mailbox lock for a fee of \$75.

Your name(s) and apartment number must be listed in the directory next to the mailboxes AND placed on a label at the top rear of the inside of your mailbox.



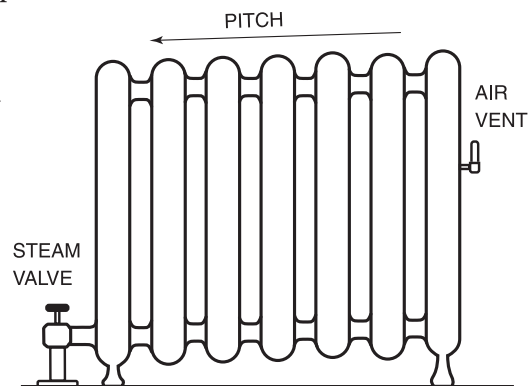
Elevators

Each of the seven Fenmore buildings has an elevator which, like the buildings themselves, dates back to 1912. Treat them with care and do not overload them. **Take particular care that both the inner and outer doors are closed when you leave the carriage.** The doors are designed to close with a spring or counter-weight but sometimes this fails. **If either door is ajar, the carriage's safety interlock will prevent the cab from moving until both doors are closed.**

Do not attempt to open the elevator door until the carriage comes to a **complete stop**. Opening the carriage door too early can cause the elevator to misalign with the floor landing or even become disabled. If you or anyone else should find themselves stuck in an elevator, please call Lundgren Management at (617) 887-3333 and a staff person will come and restart the elevator. Anyone deliberately overloading or vandalizing the elevators will be held responsible for the repair cost.

Heating System and Your Radiator

The Fenmore uses a steam-radiator heating system. Steam is generated in a central boiler and piped to the radiators in each unit. Each radiator should have a **steam shut-off valve** near the floor. This valve should be either turned all the way ON or OFF. You cannot regulate the heat by setting this valve partially open. In fact, partially closing the floor valve can trap water in the radiator which causes clanging pipes when the heat comes on again and steam tries to enter the radiator. Also, repeatedly turning these valves on and off can cause them to jam or leak. The radiator must also be **pitched** properly — i.e. tilted slightly downward toward the floor valve — to allow the condensed steam (water) to flow back through the steam valve.



Radiator steam valve must be either completely OPEN or completely CLOSED. Air vents must be free of paint or dirt.

At the other end of the radiator (opposite the valve) is an **air vent**. This vent is typically a small vertical tube (some may look like a disk) with a small hole at the top. When the heat comes on you can hear them hiss slightly as the incoming steam pushes air out of the radiator. A common problem with a cold radiator is a vent that has been painted over or clogged with dirt. Simple air vents are inexpensive and should be replaced periodically. If you think you have a problem with a radiator vent, call Lundgren Management. A slightly more expensive type of air vent actually lets you regulate (more or less) the amount of steam entering the radiator. (For more on this read on).

The only practical way to regulate the amount of heat (steam) entering radiators at the Fenmore is with an **adjustable air vent**. These operate by restricting the air escaping from the radiator (thus making it harder for steam to enter and heat the radiator) but, at the same time, allowing condensed steam (water) to flow back through the floor valve. The **Vent-Rite #1** is an inexpensive version of adjustable air vent. It looks like a standard air-vent with a knob to adjust the amount of air that is let out. While these are not very precise, with a little trial and error you can find a position where the radiator partially heats up, enough to keep you comfortable without sweltering. If you're willing to spend a bit more money, you can get something called a Thermostatic Radiator Valve (TRV). TRVs are temperature sensitive so that when the air around the vent reaches a certain temperature (determined by the setting on the knob) the vent closes completely preventing any more steam from entering the radiator. When the temperature drops below this temperature, the vent opens, allowing steam to flow in. We have tested some of these vents, and they do seem to be able to regulate the temperature to within a few degrees. Please note that a TRV vent should not be blocked from the circulation of room air by furniture, drapes or a radiator cover. It also can not immediately INCREASE the amount of heat (steam) if the timers that control the cycling of the boilers on and off have temporarily shut down the boiler. While not difficult to install, these vents are not generally available to consumers so you may have to contact a plumber to have one installed. Maid-O-Mist is one manufacturer of inexpensive TRVs. Danfoss is another manufacturer of these vents and they are sometimes referred to as "Danfoss vents." The Danfoss valve is larger, more expensive but has a more precise adjustment knob.

Trash and Recycling

All Fenmore residents are responsible for taking their own trash to the dumpster in the parking lot. Do not leave trash bags or other refuse in the hallways or any other common area, even for a short period of time. To help contain odors, use sturdy, securely-fastened plastic bags, placed as far inside the dumpster as possible.

All kitchen/food waste and most other non-hazardous household items should be discarded in the dumpster. The city will pick up **mattresses and box springs** by calling **311** to schedule an appointment. Furniture should be placed next to the dumpster (or consider donating the item – see below). Construction debris must be privately disposed of with a commercial hauler; reusable items (windows, doors, fixtures) can be recycled (see below).

The Fenmore encourages recycling and provides several large **blue bins** for this purpose located in the parking lot between 60 and 56 Charlesgate East. Recyclable paper, glass, plastic and cans may be placed in any of the plastic bins and do not need to be separated by type. **DO NOT** place food waste or non-recyclable trash in the blue recycling bins as this can cause the *entire contents of the bin to be rejected for recycling*.

What is and isn't recyclable can be confusing and the rules seem to be constantly changing. But knowing the guidelines can help assure that the maximum amount of material is recycled and doesn't end up in landfills. If you're wondering if an item is recyclable you can go to <https://www.boston.gov/departments/public-works/recycling-boston#search> for a comprehensive lookup table and a downloadable app.

General Guidelines: Recycled containers should be empty and plastic/glass/metal containers rinsed out to minimize attracting pests. You can leave labels and lids on containers. Large plastic jugs and cans can be flattened to take up less space. Cartons and boxes should be flattened before placing in the bins and larger boxes can be flattened and placed between the bins. Paper products can be bundled and placed in paper bags. Paper should be clean and remove free samples from magazines or junk mail.

Here are some of the **items that CAN (and SHOULD) be RECYCLED**: **Paper:** Newspapers, magazines, junk mail, white or colored copy paper, paperbacks, catalogs, telephone books, flattened cereal/food boxes (remove liners), paper bags, clean pizza boxes, cold-beverage paper cups, flattened corrugated cardboard boxes. **Plastic:** "Rigid" clear or light colored plastic containers such as water, soda, and juice bottles, milk jugs, food containers (yogurt, mayonnaise, margarine tubs, etc.), clear plastic "clam-shell" containers and packaging. **Metal:** Aluminum/tin cans (soda, beer, soup, vegetables, etc.), clean aluminum foil. **Glass:** Jars & bottles, any color.

But there are some items that **SHOULD NOT** go in the blue bins (even though they may be marked with a recyclable ♻️ symbol):

STYROFOAM: Often used as packing material and in food take-out containers and hot-beverage cups, it is also frequently marked with a recycling symbol. However, recycling centers don't find it economical to recycle, so discard it with the regular trash.

PLASTIC FILM: This includes the thin film grocery "check out" bags, produce and deli bags, dry cleaning bags, as well as bubble wrap, cereal box liners, and shrink wrap (like you find on paper towels or toilet paper). These items get caught in the recycling sorting machinery and can bring the process to a halt. They are sometimes labeled with the recycling number 2 or 4 (but not always) and **CAN** be recycled but in a **separate process**. Some stores may recycle these materials and this web site can help in finding a location: www.bagandfilmrecycling.org.

OTHER NON-RECYCLABLE PLASTIC: Plastic kitchenware (knives, forks, & spoons, bowls), plastic toys and plastic medicine bottles should be discarded with regular trash. Dark colored plastic (often used in take-out containers and marked as recyclable) can't be detected by the sorting equipment, so discard it in the dumpster.



These bins are for recyclable items only - NOT GARBAGE. Please place non-recyclable materials in the dumpster (see guidelines below).

TANGLERS: (rope, wire, etc.): As the term implies, they can also get caught in the sorting machinery and can be *dangerous*. Discard these items in the dumpster.

TEXTILES: As of November 2022, Massachusetts *banned textiles from disposal*. Textiles include clothing, footwear, bedding, curtains, fabric, and similar items. Reusable clothing, shoes, (even furniture and small appliances) can be donated at *Morgan Memorial/Goodwill Industries*, 1010 Harrison Ave., Boston or the *Salvation Army* (various locations). Textiles that are worn, torn or stained can still be recycled. There are drop boxes throughout the city and even a curbside pickup program to take these items – they just can’t be wet, moldy or dirty. This website can help: <https://www.boston.gov/departments/public-works/recycling-clothing-and-textiles>.

BATTERIES: Regular alkaline/carbon zinc batteries can go in the dumpster with regular trash. All other batteries – lead-acid (car), button cell, rechargeable (lithium ion, NiCa) – contain hazardous materials and should be disposed of separately (see below).

GLASS: Drinking glasses, window glass, and mirrors are a different composition from bottles & jars. Discard them with the trash.

NON-RECYCLABLE PAPER: Despite being made of paper, shredded paper, paper towels, and tissues/tissue paper do not have long enough fibers to effectively be recycled (the interior rolls CAN be recycled). Also, juice boxes, milk/soy-milk/cream/ice cream cartons, frozen food packaging, and many food take-out containers are either waxed or plastic coated and therefore should go in the dumpster.

Hazardous materials such as acids, insecticides, compact or regular fluorescent bulbs, oil based paints, motor oil, or any other poisonous, corrosive, or flammable materials must *NOT* be placed in the dumpster OR recycling bins. The city has a program for safely disposing of these materials. There are specific drop off dates and some restrictions and exceptions, so for more information on these programs call (617) 635-4900 or visit www.boston.gov/departments/public-works/get-rid-household-hazardous-waste. Oil-based paint and motor oil CAN also be recycled but the city only takes these materials from May to August at designated drop off locations. For details visit www.boston.gov/departments/public-works/recycling-paint-and-motor-oil. If not recycled, motor oil, oil-based paint and stains may also be disposed of via the city’s Hazardous Waste disposal program. Dried LATEX paint may be disposed of in the dumpster.

TVs, computers, monitors, and other electronic equipment as well as larger items such as refrigerators, air conditioners, humidifiers and hot water heaters can also contain hazardous material. The city will pick up these items for free if you call 311 or go to <https://www.boston.gov/departments/public-works/trash#special-item-collection> to fill out a collection form.

Some manufacturers, such as Dell, Apple, APC (backup batteries) may offer a trade-in value on newer items or may recycle older equipment for free when you upgrade. Some will take additional items for a fee. Staples and Best Buy have extensive programs to recycle most office equipment (computers, monitors, printers, toner/ink cartridges, rechargeable batteries, shredders, small electronics, etc.). Visit <https://www.staples.com/stores/recycling> or <https://www.bestbuy.com/site/services/recycling/pcmcat149900050025.c?id=pcmcat149900050025> for more information.



Scan the above QR code with your smart phone to connect to laundryview.com to monitor machine use.

Laundry Rooms

Each building at the Fenmore has a laundry room in the basement with at least 2 washers and 2 dryers and your building key fob will open the laundry room door in your building. The washers and dryers have been upgraded to allow payment via credit or debit card (as well as standard coin operation) and to allow electronic monitoring of the machines with your computer or smart phone.

By logging onto www.laundryview.com/fenmore you can locate your laundry room, see which machines are available, busy or even where they are in their wash/dry cycle. If you have a **smart phone** with internet access, you can scan the **QR code** (at left) and it will automatically connect to the **laundryview.com** website and you can monitor the use of the machines **right from your phone**.



Each building has washers and dryers in the basement.

The software can also send you text or email “alerts” when a machine is available or when your laundry is done. Visit the *FAQs (Frequently Asked Questions)* tab on the laundryview.com web site for details on setting up alerts and more. There are also general tips on operating the laundry equipment and the new electronic payment/monitoring system at the Fenmore website page www.theFenmore.org/LaundryRooms.html.

The laundry facilities are provided for the exclusive use of Fenmore residents. Please help keep them clean and in good working order. Malfunctioning washers and dryers can be reported on the laundryview.com web site or to the Maintenance Office at (617) 424-8235 or by sending an email to Fenmore maintenance at fenmoresuper@gmail.com. Please specify the building and which machine(s) are involved and a description of the problem.



Cars parked in the parking lot without stickers are subject to being towed.



Parking is restricted on Boylston St. in front of St. Clements church.

Parking Around The Fenmore

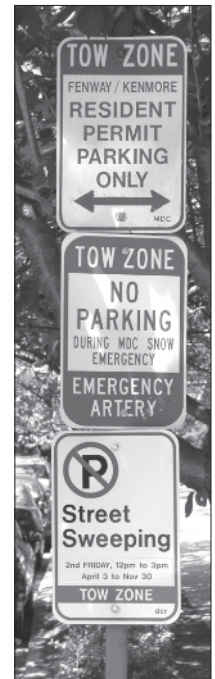
Parking spaces in the lot behind the Fenmore buildings are privately owned and cars must have an authorized parking tag in order to park in a designated space. Any car without a Fenmore tag parked in the lot may be towed at the owner's expense. To locate a vehicle that has been towed from the parking lot, call the number on the posted signs in the lot. If you are interested in renting a parking space you may contact the Fenmore Maintenance Office but the Fenmore can not guarantee availability of any spaces. All vehicles parked in the lot must be currently registered and in operable condition. Other than changing a tire, no repairs may be performed in the parking lot.

Street parking in the Fenway (or anywhere in Boston, for that matter) is usually a challenge, but there are some options around the Fenmore as long as you are aware of the restrictions. The only “unrestricted” parking on our block is on the west side of Charlesgate East (abutting Oak Park). You do not need a resident sticker and there is no time limit for parking.

To park legally in a curbside space posted as “Resident Permit Parking Only” your car must display a Boston Fenway/Kenmore resident parking sticker. For information on resident stickers you can call the City Hall Transportation Department Parking Clerk at (617) 635-4410 or visit www.boston.gov/departments/parking-clerk/how-get-resident-parking-permit. If a street is posted as a “Tow Zone,” take it seriously, as any non-permitted car may be towed, seven days a week, 24 hours a day.

However, whether you have a resident sticker or not, there are still times when you cannot park on the street. One day a month cars may be towed on Boylston Street and Charlesgate East for **street cleaning**. Check the signs for specific days and times. When a “**Snow Emergency**” is declared during a major winter storm, **ALL** cars parked on Charlesgate East and Boylston Street must be removed, or they will be towed by the State Police. Several nearby parking garages offer special very low rates during the hours of snow emergencies. You can find out more about parking restrictions during storms by visiting www.boston.gov/departments/311/what-do-your-car-when-it-snows. Also, from time to time, temporary “No Parking/Tow Zone” signs may be posted for special circumstances such as street cleaning or construction. The postings can have as little as 24 hour notice, so check where you are parked daily.

Streets around the Fenmore fall under multiple jurisdictions, so patrolling, ticketing and/or towing may be done by either the State Police or the Boston Transportation Department. Restrictions vary (2 hour limit, Resident Only, etc.) so check the signs on the street where you park. If you find your car is missing from where it was parked curbside, and you suspect it was towed, you can start by calling the city's “**Tow Line**” at **617-343-4629** to locate the tow lot where it is stored. Depending on the violation, parking fines may range from \$40 to \$120, plus any towing fee and/or storage fee (if the car has been in the lot over 24 hours). For information on retrieving a towed car visit www.boston.gov/departments/transportation/how-get-your-towed-car-back.



If a street is posted as TOW ZONE, take it seriously!



Parking on the south side of Ipswich Street does not require a sticker, but is limited to 2 hours.

Bicycle Storage

Bicycles may be kept **ONLY** in designated bike storage rooms or inside your apartment. A separately keyed, locked bicycle room is located in the basement of each building. The rooms are provided to residents free of charge and keys may be obtained from the Maintenance Office. Only bicycles may be stored in the bike rooms.

Bicycles must **NOT** be chained to any structures on the Fenmore property including interior bannisters, exterior handrails, signs or trees. This applies to visitors' as well as residents' bikes. Any bicycle found on Fenmore property will be double locked until the owner contacts the Maintenance Office to claim it. Repeat offenders will have the lock cut and the bike held until a fine is paid.

If you only have an occasional need for a bicycle you could look into the new bicycle rental program in Boston called BLUEbikes. Visit www.bluebikes.com for details.

Storage Lockers

Do not store **ANYTHING** in the hallways, stairwells, basements, fire escapes or any other common area, even for a short period of time. A limited number of storage lockers are available to Fenmore residents on a yearly rental basis. Lockers vary in size and shape, but are roughly 3' x 4' x 8'. Contact Lundgren Management at (617) 887-3333 for availability and details on leasing.



Storage lockers are located in the basements of 52 and 64 Charlesgate East, and 1109 Boylston Street. They are available to Fenmore residents on a yearly rental basis.

Telephone/Cable Television

Fenmore residents must arrange for their own telephone and/or cable TV service. All units at the Fenmore have been wired, at one time or another, for telephone and coaxial cable service. For questions regarding cable TV installation, contact Xfinity (formerly Comcast of Boston) at 800-934-6489 or visit www.xfinity.com. If you want additional services brought to your unit, bear in mind that wires must **NOT** be run through common areas (hallways, stairways, etc.) or on the exterior of the buildings without prior permission of the Board of Trustees. Wires that are improperly installed in common areas may be removed without notice.

Wi-Fi Networks

The Fenmore provides a **FREE** wireless network for residents in all of the buildings. It will appear as "**Fenmore Condominium WiFi**" in your device's list of available networks. Call the Fenmore Maintenance Office for the password to log in. The capacity of the network is sufficient for most web browsing and email. However, heavy duty data transfers (such as streaming video) will cause service to be suspended to your device. The Fenmore WiFi system offers the same level of security as other open wireless access points (e.g. wireless hotspots in airports or hotels, home networks, and coffee shops). The network utilizes standard security protocols for wireless networks. Even with these security precautions, you should ensure that you are only visiting sites with their own secure connections when conducting banking and similar transactions. This precaution applies when using any wired or wireless Internet connections.

Unit Keys/Lockouts

The Association and its management company have the authority and responsibility to enter units in the event of an emergency such as a water leak or to perform maintenance on common area elements (such as fire escapes) which are only safely accessible from within a unit. **Unit owners are encouraged to provide Lundgren Management with a set of keys to their unit(s).** In such an emergency, access to units can allow swifter resolution of the problem and minimize extra damage to units and personal property. With no keys on file, if an emergency develops while you are away, forced entry may be necessary at the expense of the owner. This can delay fixing the problem and result in more extensive damage. Keys are kept in a double-locked, secure area.

If access to your unit is needed for maintenance purposes, you and your landlord (unit owner) will be given as much advance notice as possible. Note, however, that the maintenance staff will not take the responsibility to allow utility or service personnel into your unit for any reason other than an emergency or maintenance of common areas. When you are expecting a delivery or a visit from the phone company, for example, you must make your own arrangements to have someone present.

If you misplace your keys and copies are on file, you can be admitted to your apartment for a service charge of **\$50.00** during regular business hours, or **\$100.00** after 4 PM and on weekends. The service charge must be paid in cash at the time of the call. If no one has copies of your keys, of course, you're on your own; you may need to consult a locksmith.

For your own security, know who has a copy of your keys. If you are concerned that an unauthorized party may have access to your unit, consult your landlord and/or have your locks changed.

Pets

As stated in the Administrative Rules and Regulations, no pets are allowed at the Fenmore Condominiums.

Extermination

Pest-control services are provided to all units at no charge. If you notice that your unit or any common area needs attention, please contact Fenmore Maintenance, (617) 424-8235. If you fail to notify the management of a pest problem in your unit and it results in damage or spreads to other units, your unit could be fined by the association.

Following a few common-sense guidelines can minimize pests.

1. Keep your apartment clean, especially kitchens and bathrooms.
2. Wipe up food spills. Don't let dirty dishes pile up in the sink.
3. Don't let trash build up in your unit.
4. Keep all food in the refrigerator or in cabinets in properly closed containers.
5. Do not store large quantities of newspaper, magazines, paper or plastic bags.
6. Call Lundgren Management as soon as you notice a problem.
7. Units that, due to excessively poor housekeeping or cleanliness, result in a pest problem may be held responsible for associated extermination and/or cleaning charges.

Moving In and Out

To help prepare for any move-in or move-out it is requested that you notify the management company 48 hours in advance. To avoid disturbing other residents, moving may be done only between 7 AM and 11 PM. Be careful when using the elevators; excess weight and rough treatment may cause a breakdown (see **Elevators** page 10). If a service call is required as the result of careless use, its cost plus a fine will be charged to the owner of the unit responsible. Do not tie up the elevator unnecessarily when moving in or out. Stack belongings in the hallway first (making sure there is room for people to get by). Then load and unload the elevator as quickly as possible so others may use it.

Residents moving in or out should notify the management company and fill out the **Resident Registration Form** which can be downloaded at www.thefenmore.org/FenmorePDF/FenmoreResidentRegistrationForm2023.pdf or filled out online at www.lundgrenmanagement.com/notify_move.php so that key fobs can be issued or returned and the mailbox and intercom directories can be updated.

If you are planning to use a large vehicle during your move-in/move-out it is possible to obtain a **Street Occupancy Permit** which would allow you to reserve and temporarily park on one of the surrounding city streets. The process is fairly involved, requiring an insurance bond, and must be applied for and obtained at least **7 days prior** to the move. If you are using a local moving company they may be familiar with the process and should have their own insurance bond. You can find more information on Street Occupancy Permits at www.boston.gov/departments/public-works/how-get-street-occupancy-permit.

Windows and Air Conditioners

Some units in the complex still use the original thermopane windows installed in 1986. To remove the lower panes or screens of these windows (for cleaning or installing an air conditioner), look for two silver tabs, one on each side, near the top of the inside of the metal frame. With your fingernail, pull out on the bottom of each tab. Raise the lower pane all the way, until it engages the tabs. The window pane is heavy so hold it securely, and lift it carefully out of the frame. Re-mount it in the same manner, inserting it back into its track near the top of the frame. Be sure to press the two silver tabs back into their original flush position. If your window frames are a newer style you may have to contact your landlord.

Due to the age of the masonry and many of the window frames, the Association limits the size of window air conditioners to a **maximum of 50 lbs.** Air conditioners are installed at the residents' own risk and tenants must have the permission of the unit owner. Air conditioners must be securely mounted and not in close proximity to shrubbery and tree branches. "Portable" air conditioners are also available and recommended. These units sit on the floor and only a vent is placed in the window, greatly reducing the strain on the window. To minimize heat loss, air conditioners may only be placed in windows **after April 1** and must be **removed by October 31**.

Maintaining Appearances

Although the management company employs a maintenance staff, it is everyone's responsibility to help keep the property clean and orderly.

- Do not throw trash or cigarettes into the courtyards or anywhere around the buildings. Please do your part to pick up litter thoughtlessly discarded by others.
- No decorations, signs or notices may be displayed on the exterior doors or windows of any unit.
- You may not mount any exterior shade, awning, antenna, aerial, etc. without the written permission of the Board of Trustees.
- Window shades, blinds, curtains, or drapes that are visible from the exterior of the building should be white (or have a white lining on the exterior side), and should be appropriate window treatments. Bed sheets, blankets, posters, or flags are not permitted as window curtains.

Unit Renovations and Repairs

Any significant repairs or renovations to units should not be undertaken until all necessary building permits are obtained and plans are submitted and approved by the Board of Trustees. A non-refundable fee of \$500 payable to the Fenmore Condominium Trust is required for any renovations or repairs costing more than \$5000. Work must only be performed between the hours of 8 AM to 5 PM Monday through Friday with no work done on weekends or holidays. Unit owners will be responsible for any additional Association expenses such as hiring architectural or engineering consultants or damages to the common areas.

Fines and Penalties

The *Rules and Regulations of the Fenmore Condominium Association* define the basics for the governing of the community in order to maintain a safe and peaceful living environment. When it is determined that these rules have been violated, the Association may issue warnings or levy fines and penalties on the owner of the unit responsible if necessary. Unit owners renting their units may pass such fines on to their residents. Fines left unpaid will be subject to the Association's standard collection procedures.

Other Useful Information, Phone Numbers and Contacts

The Fenmore is located in Suffolk County and the following districts: **Federal:** US Congressional District 7; **State:** Eighth Suffolk Representative District (Ward 5, Precinct 15), Suffolk and Middlesex State Senatorial District and **City:** Boston's District 8, Precinct 10 of Ward 5. Vote at Moreville House, 100 Norway Street.

Boston Mayor, Michelle Wu MAYOR'S HOTLINE/24-Hour access	(617) 635-4500 mayor@boston.gov
Boston Police Department, District D-4 www.bpdnews.com/district-d-4	911 (Emergencies) (617) 343-4250
BOS:311 Report non-emergency issues or request services by dialing or visit the website:	311 or email 311@boston.gov www.cityofboston.gov/311/
City Councilor, District 8, Kenzie Bok www.boston.gov/departments/city-council/kenzie-bok	(617) 635-4225 district.8@boston.gov
Boston Election Department/Voter Information www.boston.gov/departments/election	617-635-8683 election@boston.gov
State Representative, Jay Livingstone (Eighth Suffolk District) https://malegislature.gov/Legislators/Profile/J_L1	(617) 722-2011 jay.livingstone@mahouse.gov
State Senator, William N. Brownsberger (Suffolk and Middlesex District) https://malegislature.gov/Legislators/Profile/WNB0	(617) 722-1280 William.Brownsberger@masenate.gov
U.S. Congresswoman Ayanna Pressley (7th Congressional District) District Office: 1295 River Street, Hyde Park, MA 02136	(202) 225-5111 (617) 858-0040 https://pressley.house.gov
U.S. Senator Elizabeth Warren 2400 JFK Federal Building 15 New Sudbury Street, Boston, MA 02203	(202) 224-4543 (617) 565-3170 www.warren.senate.gov
U.S. Senator Edward J. Markey 975 JFK Federal Building 15 New Sudbury Street, Boston, MA 02203	(202) 224-2742 (617) 565-8519 www.markey.senate.gov
Boston Transportation Department Parking Clerk (tickets) www.boston.gov/departments/parking-clerk	(617) 635-4410
Parking Clerk's Resident Parking Permits www.boston.gov/departments/parking-clerk/how-get-resident-parking-permit	(617) 635-4410
Police Tow Lot Information www.boston.gov/departments/transportation/what-you-need-know-about-towing www.cityofboston.gov/towing/search/	(617) 635-3900
Department of Conservation and Recreation (DCR) 251 Causeway Street, 9th Floor, Boston, MA 02114 www.mass.gov/orgs/department-of-conservation-recreation	(617) 626-1250 mass.parks@mass.gov
Department of Public Works Recycling Hotline https://www.boston.gov/departments/public-works/recycling-boston	(617) 635-4900 publicworks@boston.gov

FENMORE CONDOMINIUM

ADMINISTRATIVE RULES AND REGULATIONS

As amended and adopted August 2022 and recorded at the Suffolk County Registry of Deeds November 9, 2022.

In these Rules and Regulations, the word "condominium" refers to the Fenmore Condominium, and the words "Common Areas and facilities", "Buildings", "Trustees", "Unit" and "Unit Owner" have the meaning given to those terms in the master deed creating the condominium.

1. There shall be no obstruction of any Common Areas and facilities nor shall any articles be stored in the Common Areas; except in storage areas which may be designated by the Trustees. In the event such designation is made, storage shall be limited to such articles and shall be at the sole risk of the Unit Owner or tenant storing such articles.
2. Bicycles may only be stored in those storage areas designated for the same. Bicycles may not be stored anywhere in the Common Areas other than these designated areas. Unit Owners will be held responsible for the cost of removing any bicycle in violation of this rule.
3. No sign, awning, canopy, shutter, exterior shades, window guards, ventilators, antenna or the like shall be affixed to or placed upon any exterior wall, door, window or any other part of any Unit or the Common Areas without the prior written consent of the Trustees, with the exception that a window air conditioner which does not exceed 50 lbs. may be used between April 1 and October 31. All air conditioners must be installed and operated in accordance with the manufacturer's instructions, securely fastened and not in close proximity to any shrubbery or tree branches. Window air conditioners are installed at the residents' own risk and permission must be granted by the owner of the unit prior to installation.
4. No clothes, rugs, sheets, blankets, drapes, mops or the like shall be hung or shaken from any Unit or Common Area windows or doors.
5. No accumulation of trash, debris, construction materials or the like will be permitted in the Common Areas except in trash storage areas as designated by the Trustees. Otherwise, all trash, debris, construction materials and the like shall be kept inside the Units. The Common Areas shall be free and clear of all rubbish, debris and other unsightly materials, and shall not be subject to littering of any kind. Unit Owners will be held responsible for the cost of removing any trash in violation of this rule.
6. Each Unit shall be kept in a good state of preservation and cleanliness. The care of each Unit's windows, screens, and doors is the responsibility of the Unit Owner.
7. Any Unit Owner who replaces his windows or doors must replace them only with Board approved windows or doors that conform to the existing conditions. Trustee approval must be received in writing before work begins. Whether the windows or doors conform is up to the sole discretion of the Board of Trustees.
8. No trash, debris, litter and the like shall be swept, thrown or dropped from the doors or windows of any Unit or within the Common Areas. Unit Owners will be held responsible for the cost of removing any trash in violation of this rule.
9. No sweepings, rubbish, rags, ashes, litter or other foreign substances shall be flushed through the plumbing system. Repair of any damage to the plumbing, electrical, mechanical or other building systems resulting from misuse shall be the responsibility of the owner of the Unit that caused it.
10. No noxious or offensive activity or disturbing noises shall be carried on or permitted in any Unit or in the Common Areas, nor shall anything be done therein, either willfully or negligently, which becomes an annoyance or nuisance to the other Unit Owners or residents or interferes with their rights, comfort or convenience.

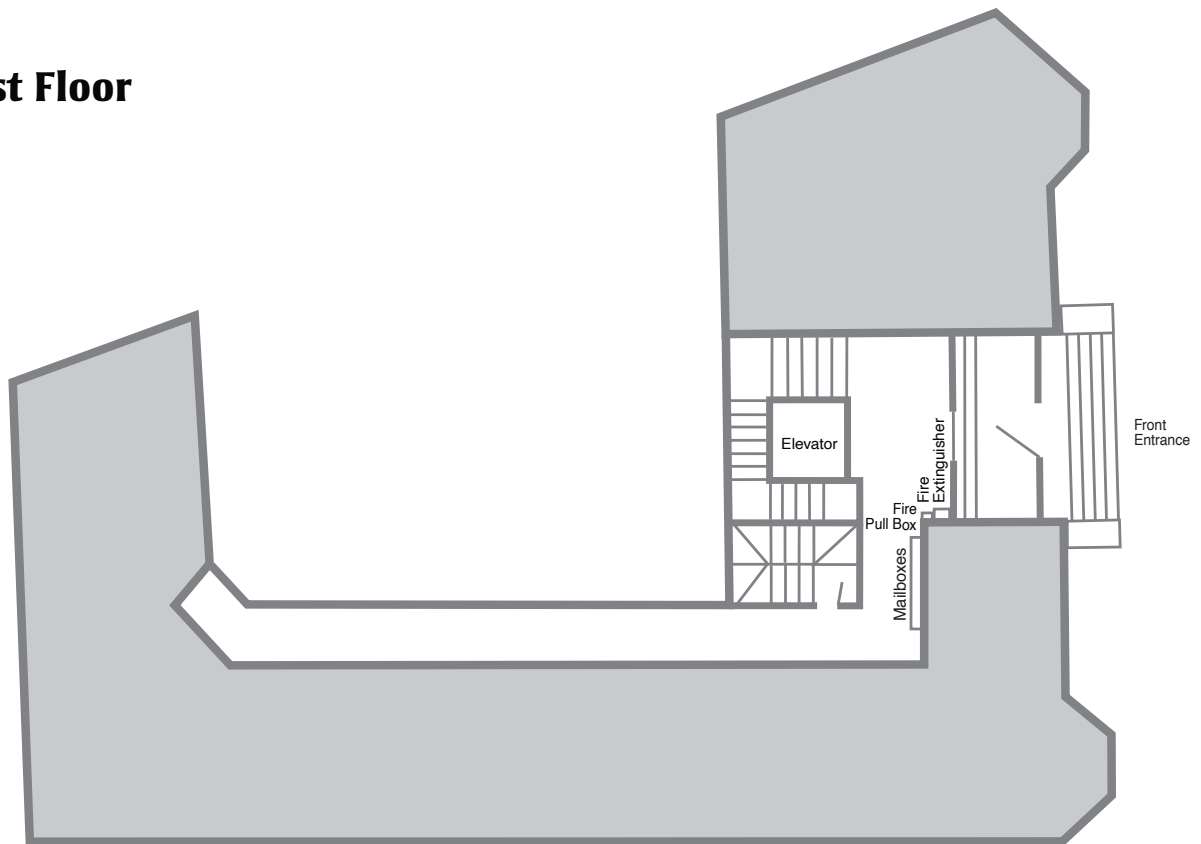
11. The volume of television sets, radios, stereos, MUSICAL INSTRUMENTS and the like shall be turned down or played so as to be inaudible to the occupants of any other Unit. Under no circumstances shall they be permitted to interfere with the other residents' right to quiet enjoyment of their homes.
12. Nothing shall be done or kept in any Unit or in the Common Areas which will increase the rate of insurance on the buildings or their contents or which might result in the cancellation of insurance on the buildings or their contents or which would be in violation of any law.
13. All use and occupancy of Units and Common Areas shall comply with the zoning regulations of the City of Boston. No part of the Property shall be used for any purpose except housing unless specifically permitted by the By-Laws and Rules and Regulations or the provisions of the Master Deed. Each studio, one bedroom, two bedroom, and three-bedroom Unit shall be used solely as a residence for a single family, or for not more than (2) unrelated individuals (or (3) unrelated individuals in the case of a three-bedroom unit).
14. Unit Owners may rent their Units for a period of not less than six (6) months. Under no circumstances is subleasing allowed. The Unit Owner shall be personally liable for violations of the rules and regulations, bylaws or provisions of the master deed by the tenants or their families, guests, agents, servants, employees or licensees.
15. No portion of any Unit may be used as a professional or business office.
16. No one is to be on the fire escapes for any reason except for emergency egress.
17. Nothing shall be altered in, constructed upon or removed from the Common Areas and facilities, except with the prior written consent of the Trustees. Repair of any damage done to the Common Areas and facilities, whether willfully or negligently, shall be the sole responsibility of the owner of the Unit that caused it. In addition to any fines that may be assessed for violations of this rule, the unit owner will also be responsible for the cost of all necessary repairs.
18. Nothing shall be done which would impair the structural integrity of any Unit or the Common Areas and facilities. In addition to any fines that may be assessed for violations of this rule, the unit owner will also be responsible for the cost of all necessary repairs.
19. Any Unit Owner who makes repairs or renovations to the interior of his Unit shall notify the Trustees or the Management Company prior to the commencement of such repairs or renovations and shall contact the Building Department of the City of Boston to determine if a building permit is required. If a building permit is required, no work shall be undertaken until such permit is obtained, with a copy thereof delivered to the Trustees or the Management Company. Work is only permitted Monday through Friday between the hours of 8 AM and 5 PM. If repairs involve trash or building materials or if debris from said repairs affects the Common Area, such trash and debris shall be removed each day and the area vacuumed, including the Common Area. Unit Owners will be responsible for any cleaning costs associated with these renovations.
20. No water beds or aquariums larger than 10 gallons allowed in any Unit.
21. As required by the regulations of the City of Boston, smoke detectors and carbon monoxide shall be required in each Unit. The Unit Owner shall allow access to the Unit by the Trustees or their agents to ensure proper placement and operation of smoke detectors and carbon monoxide detectors.
22. No flammable, combustible or explosive fluid, material, chemical or substance shall be brought into or kept in any Unit or Common Areas, except such cleaning fluids as are customary for residential use.

23. Burning of incense or candles is strictly prohibited.
24. Smoking is prohibited on the property of the Fenmore Condominium including, but not limited to, in (i) the individual units; (ii) indoor common areas, including but not limited to lobbies, hallways, offices, stairways and (iii) and in the exterior common areas of the Condominium. No unit owner shall smoke, or permit smoking by any occupant, agent, tenant, invitee, licensee, guest, friend, or family member in any unit, indoor common area, or exterior common area. For purposes hereof, smoking shall include the inhaling, exhaling, breathing, carrying, or possessing of any lighted cigarette, cigar, pipe, other product containing any amount of tobacco or marijuana, or other similar heated or lit product whether or not containing tobacco or marijuana. Consumption of alcoholic beverages is also prohibited in the Common Areas at any time.
25. All Units shall comply fully with all rules, regulations, requirements and recommendations of the Board of Fire Underwriters or other insurance inspection or rating bureau and the public authorities having jurisdiction and with the requirements of any insurance policy upon which the condominium or the property is contained therein.
26. Damage by fire or other accident affecting any Unit or the Common Areas and facilities shall be reported to the Trustees or their agents immediately following its occurrence.
27. Nothing shall be done which would impair the proper functioning of the Common Area security systems, including hallway and exterior lighting, exterior doors, locks, windows, gates, roof-exits, alarm systems, intercoms and the like, nor shall any Common Area smoke, fire or security alarm be intentionally activated except as notice of an emergency.
28. Access to the roof is strictly prohibited.
29. The Trustees or the Management Company may, at any reasonable hour on the day after notification, enter any Unit or room for inspection, repair or for any similar purpose related to health or safety. In the event of an emergency, prior notice shall not be required. A key to each Unit may be entrusted to the Trustees or the Management Company; however, should force entry be required in the event of an emergency, the Trustees or the Management Company shall not be liable for any injury, loss or damage resulting thereof.
30. If any keys are entrusted to the Trustees or their agents, whether for a Unit, alarm system, storage bin, vehicle or other item of personal property, the acceptance of such keys shall be at the sole risk of the Unit Owner or Tenant and the Trustees shall not be liable for any injury, loss or damage resulting therefrom, directly or indirectly.
31. All Unit Owners shall report their home phone number, work phone number and mailing address to the Management Company. If a Unit Owner is to be absent for more than fifteen (15) consecutive days, the Trustees or their managing agent shall be advised of the phone numbers and address of the person or agency responsible for the Unit during such absence.
32. Supplies, goods, and packages of every kind are to be delivered in such manner as the Trustees or their agent may prescribe. The Trustees shall not be responsible for the loss or damage of any such property left in the Common Areas. No deliveries, supplies, goods and packages of any kind are to be stored in the Common Areas.
33. The moving of furniture, appliances and the like in or out of a Unit shall be done only between the hours of 8 AM and 8 PM. Nothing may be moved in or out of the buildings through any window, except with the prior written consent of the Trustees.
34. Power tools shall not be operated in any Unit or the Common Areas except between the hours of 8 AM and 5 PM, or in the case of emergency.

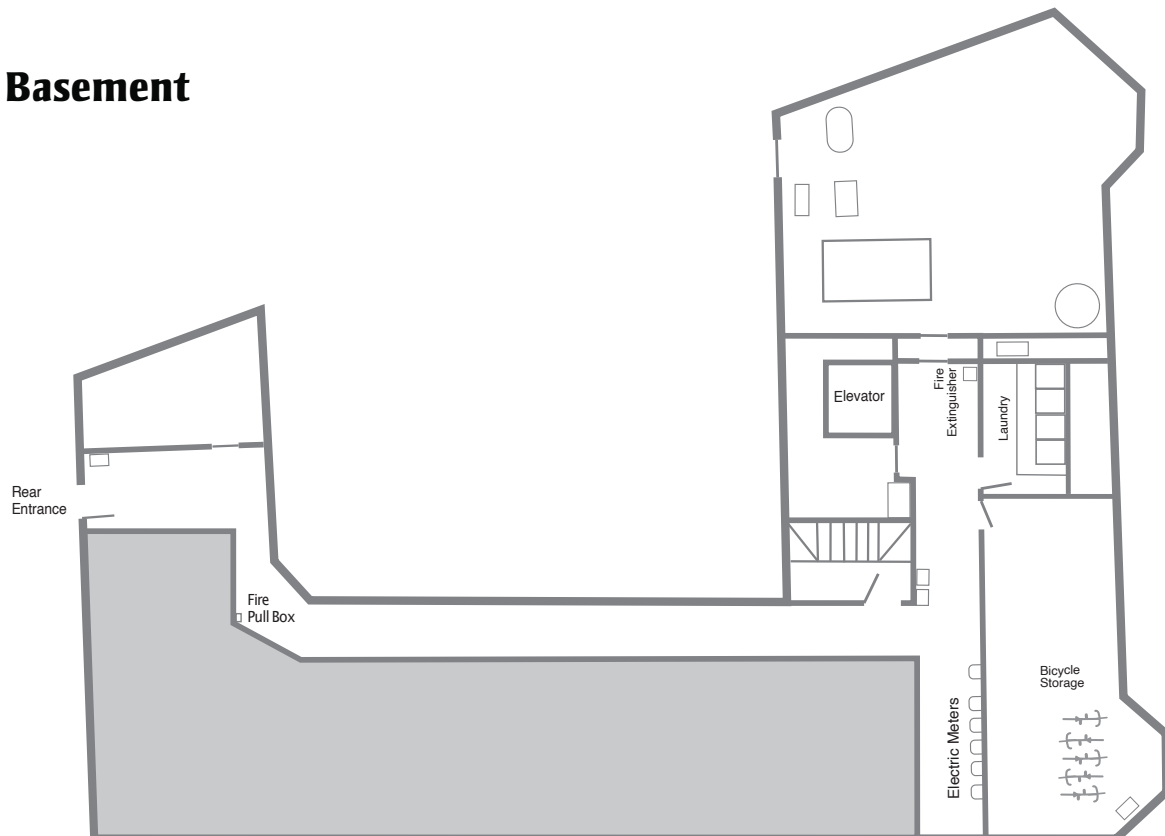
35. No vehicle shall be parked in such a manner as to impede or prevent ready access to any of the buildings. Any vehicles in violation of this rule are subject to towing at the vehicle owner's expense.
36. No animal, reptile or pets of any kind shall be raised, bred, kept or permitted in any Unit or in the Common Areas.
37. All Unit Owners assume the responsibility for the safety, actions and conduct of themselves, their families, guests, tenants, agents, servants, employees, and licensees. All fines are the ultimate responsibility of the Unit Owner regardless of whether or not it was any of the aforementioned that violated the by-laws.
38. The seller of any Unit shall disclose in writing to the Trustees or their agents the name and address of the purchaser on or before the issuance of a 6(d) certificate. Until such disclosure is made, no 6(d) certificate will be issued.
39. The Trustees may impose reasonable penalties or fines upon a Unit Owner for violation of the by-laws, rules and regulations or provisions of the master deed of the condominium. Such fines shall be the sole responsibility of the Unit Owner, and shall be due and payable to Fenmore Condominium Trust on the first day of the second month after the Unit Owner receives written notice of its imposition. Such penalty or fine may be enforced by the Trustees or their agents through legal action at law or in equity.
40. All condominium fees are due on or before the first day of each month. Any Unit with an outstanding balance as of the 15th of any month will be assessed a \$25.00 late fee. These fees will continue to accrue. Any units more than sixty (60) days delinquent will be reported to their first mortgagee through legal counsel at the Unit Owner's expense. All payments of common expenses shall be applied in the following manner; (1) special assessments; (2) fines; (3) late charges; (4) attorney fees and costs; (5) maintenance and (6) then monthly common area fees.
41. All window treatments must have a white backing so that only white may be seen from the exterior of the building. Only window shades, curtains, blinds or shutters may be used as a window treatment. No blankets, sheets, posters, etc. may be used as window treatments. Only full size properly fitted screens are allowed to be kept in the windows.
42. There shall be no abuse of the Condominium's employees by any Unit Owner or his occupant or any of his agents, servants, employees, licensees, tenants or visitors. Such abuse is to be defined as verbal abuse, physical abuse or continued unnecessary use of the emergency on-call service.
43. There will be no smoking or consumption of alcoholic beverages at any time in the Common Areas by any Unit Owner, occupants, or by their agents, servants, employees, licensees, tenants or guests.
44. There shall be no posting of notices of any kind in the Common Areas, except those which may be posted by the Trustees or their agents.
45. Fines shall apply to any and all violations of the Condominium By-Laws, rules and regulations and the provisions of the Master Deed of the Condominium. Should such violation continue despite fines, the Board of Trustees may choose to seek legal assistance at the expense of the Unit Owner.
46. Any consent or approval given by the Trustees under these rules and regulations may be added to, amended or revoked at any time by the Trustees, as provided in the by-laws of the Fenmore Condominium Trust.

Fenmore Condominium Floor Plans – 50 Charlesgate East

First Floor

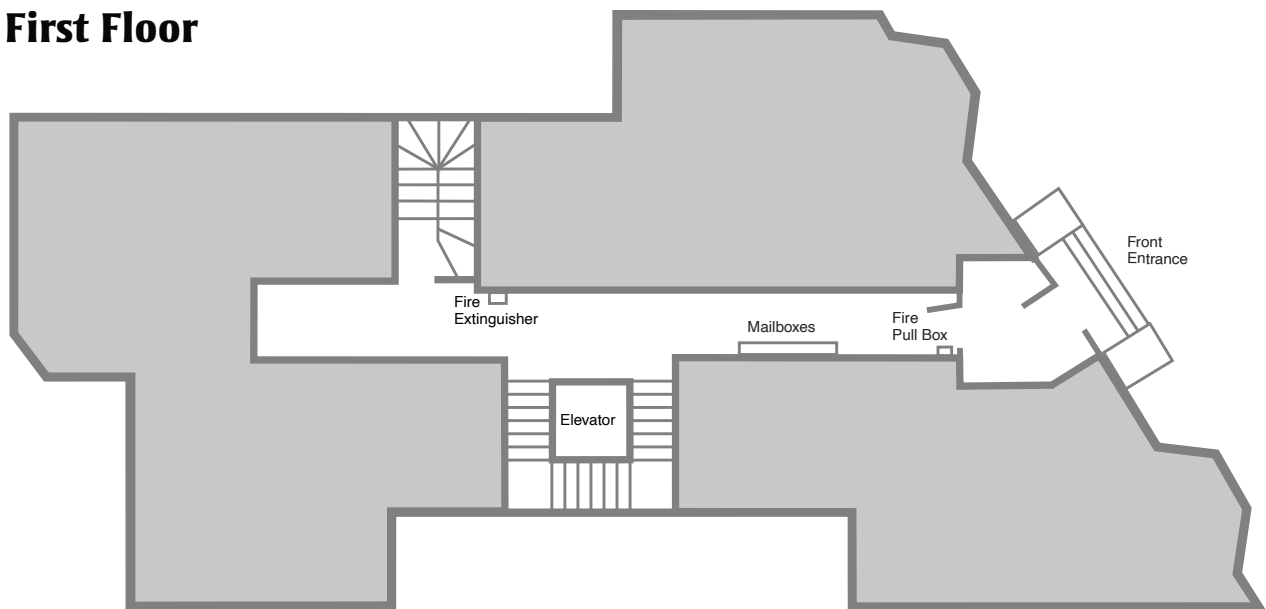


Basement

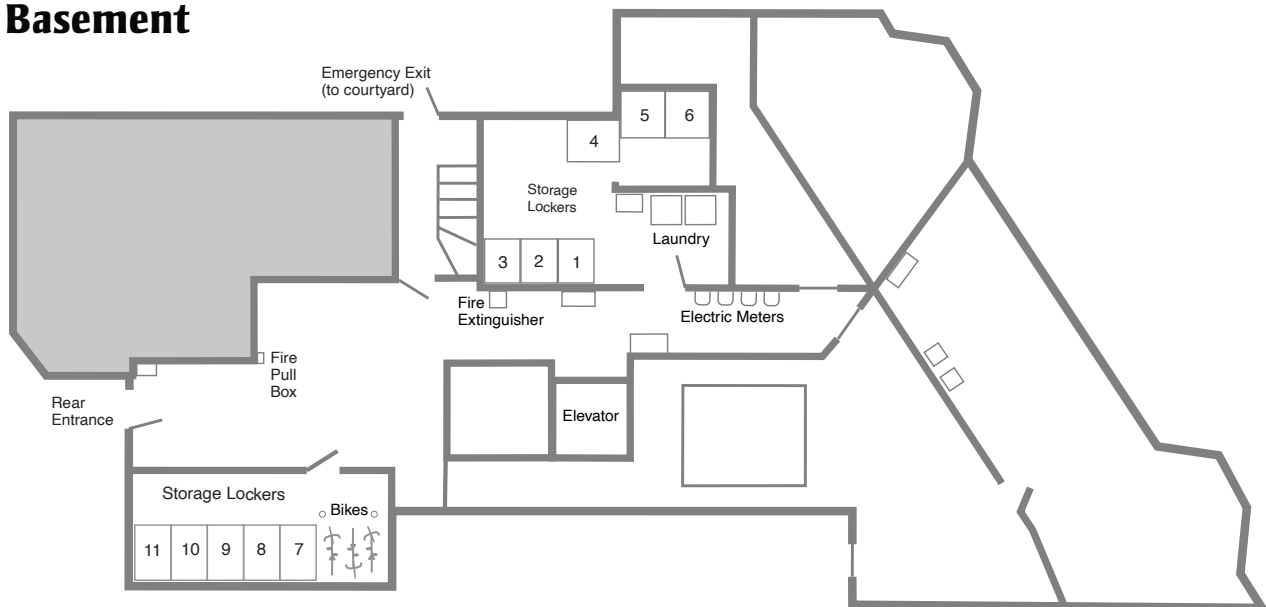


Fenmore Condominium Floor Plans – 52 Charlesgate East

First Floor

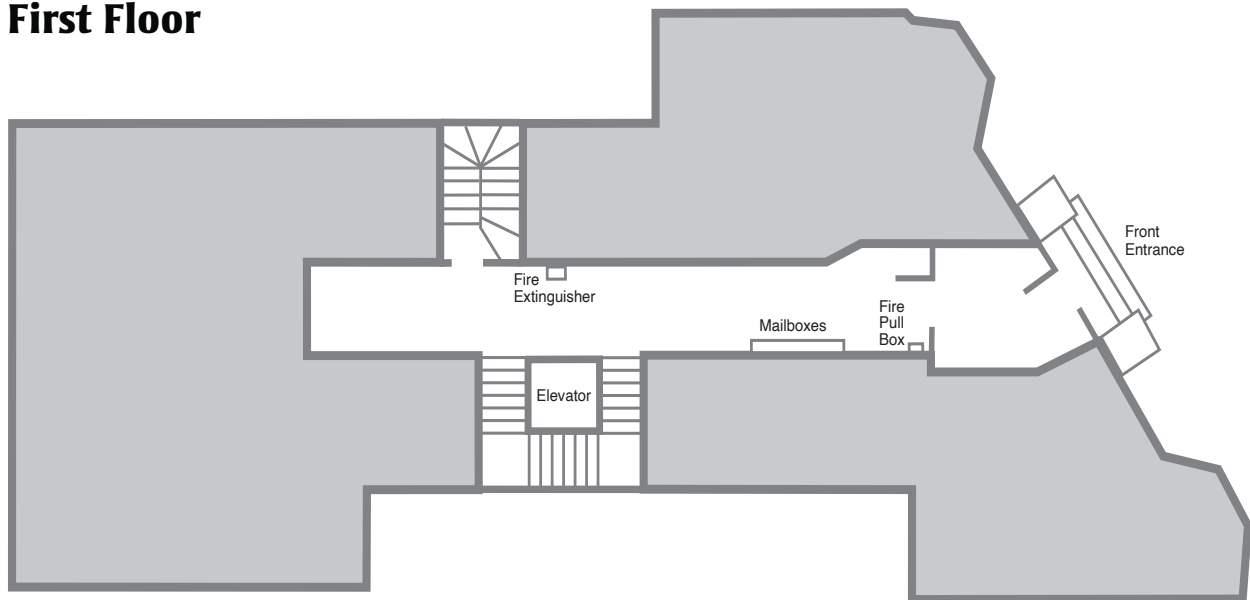


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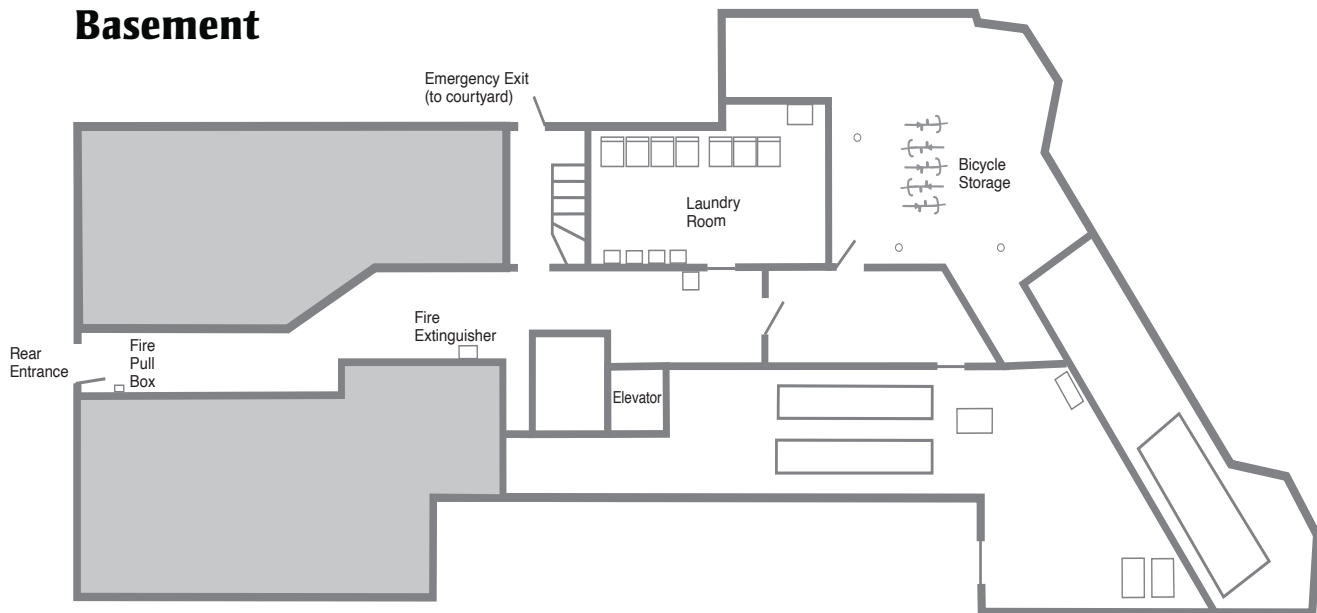


Fenmore Condominium Floor Plans – 56 Charlesgate East

First Floor

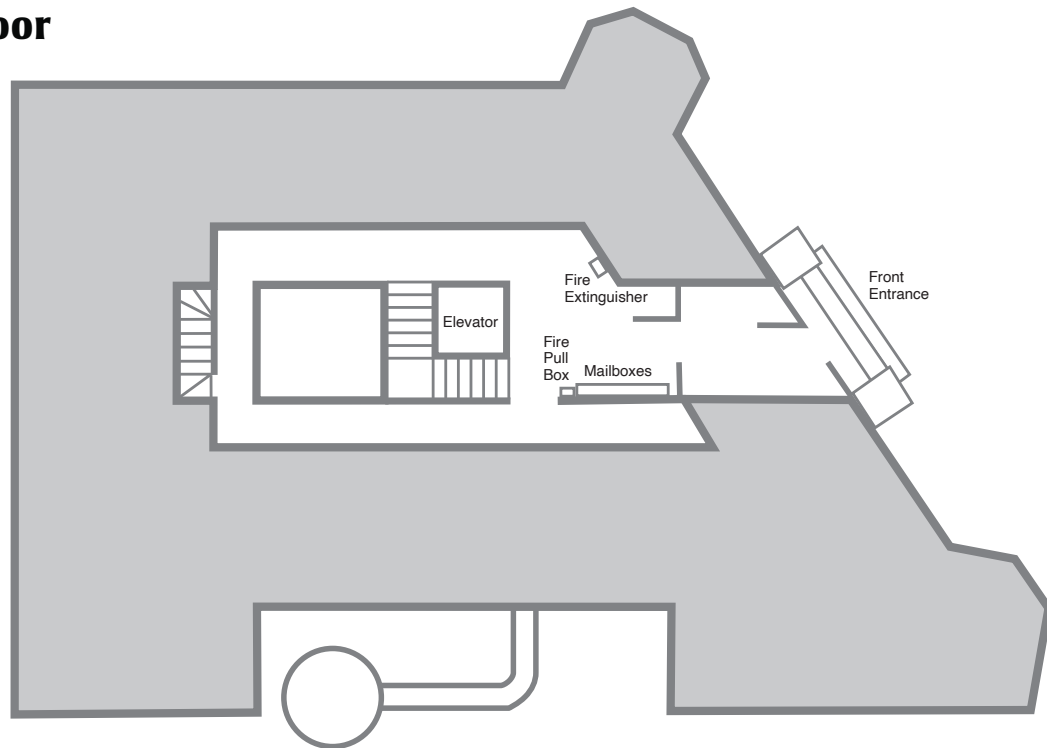


Basement

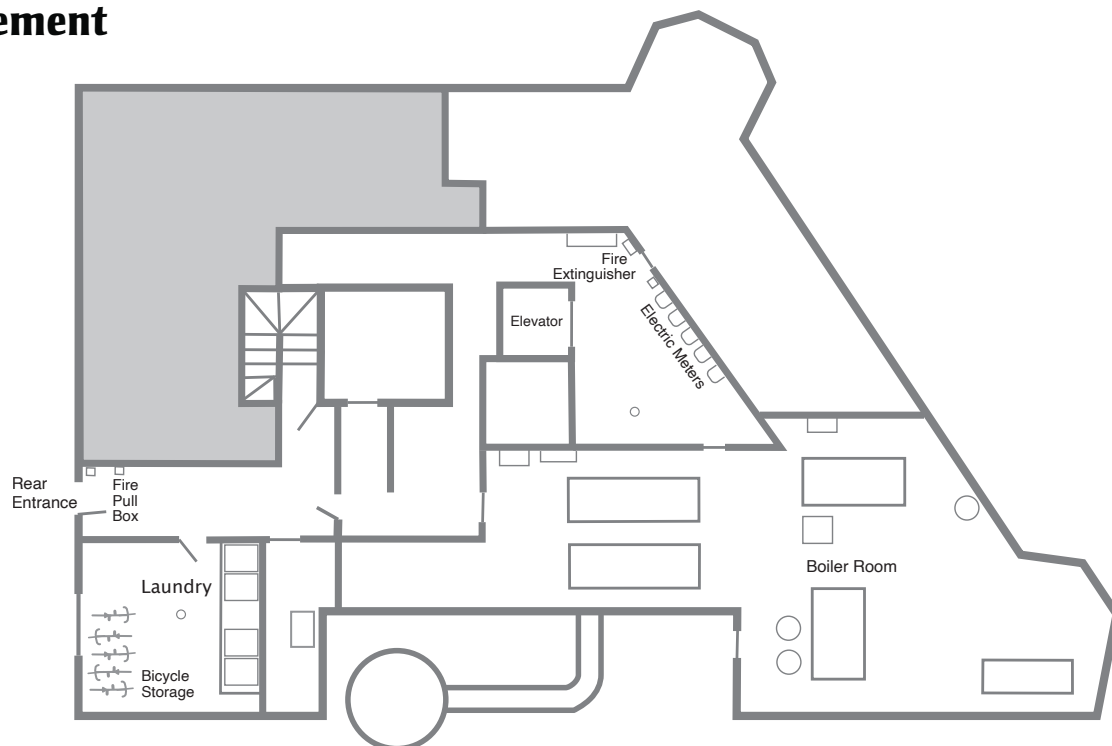


Fenmore Condominium Floor Plans – 60 Charlesgate East

First Floor

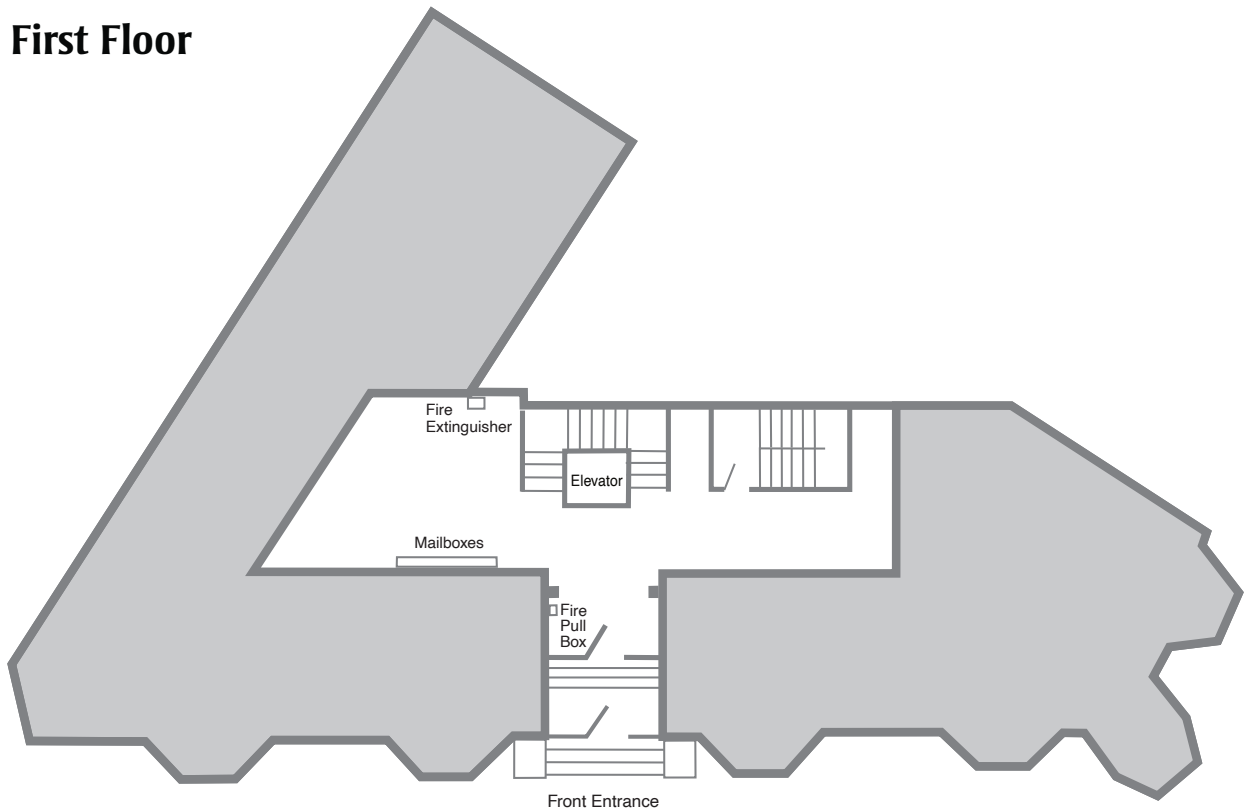


Basement

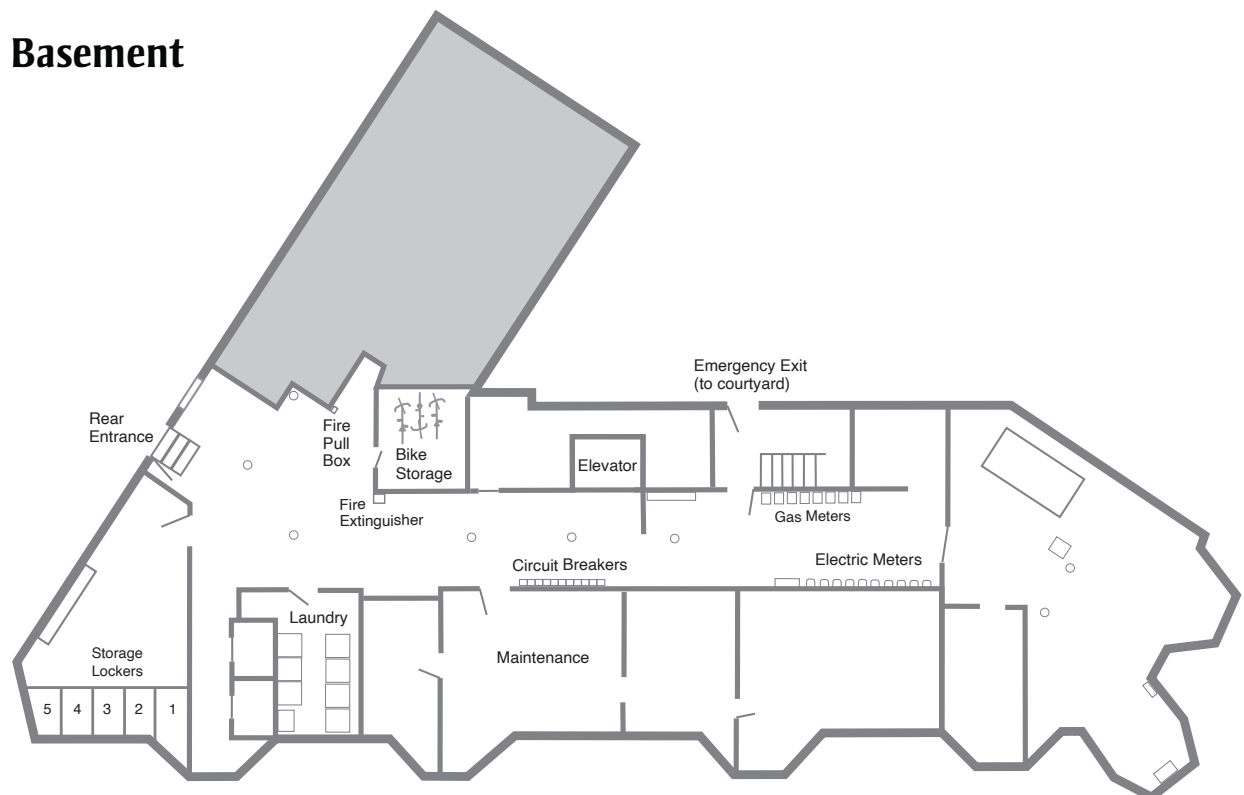


Fenmore Condominium Floor Plans – 64 Charlesgate East

First Floor

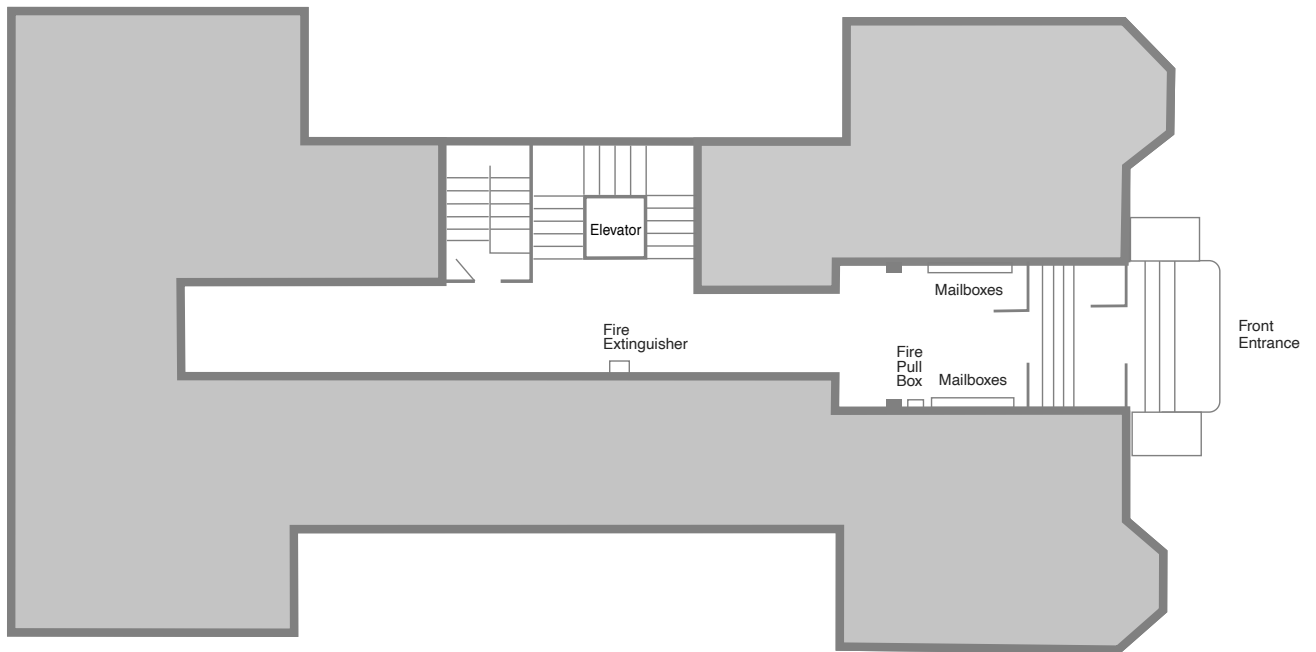


Basement

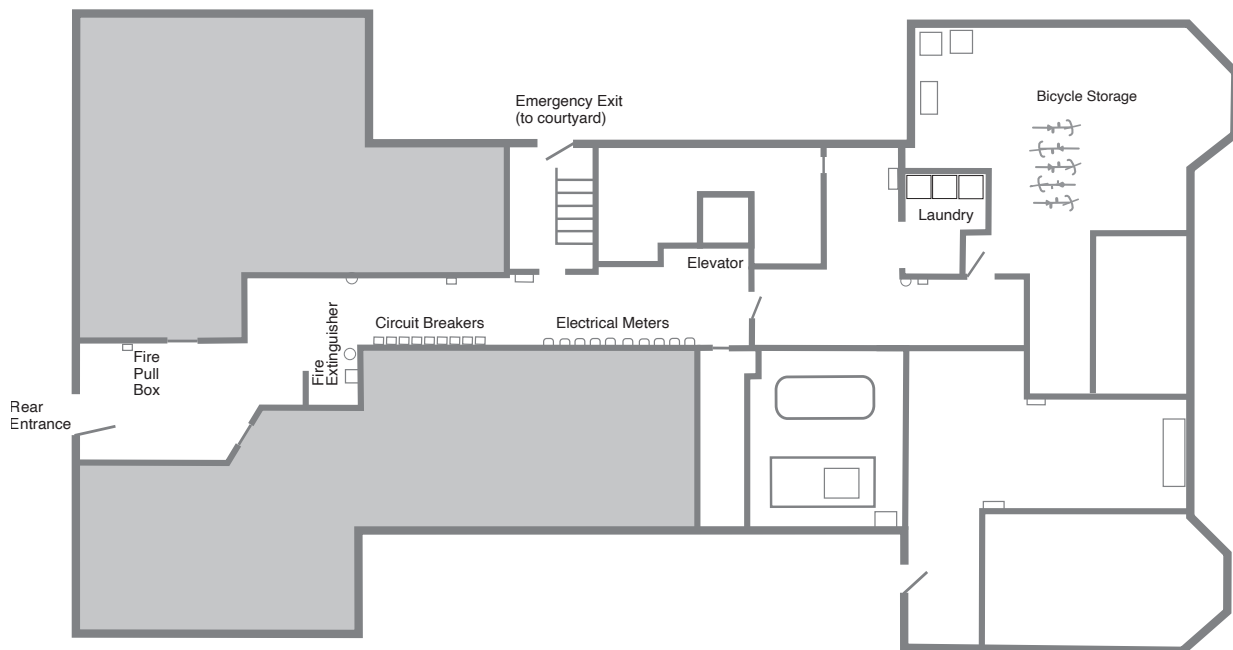


Fenmore Condominium Floor Plans – 1111 Boylston Street

First Floor

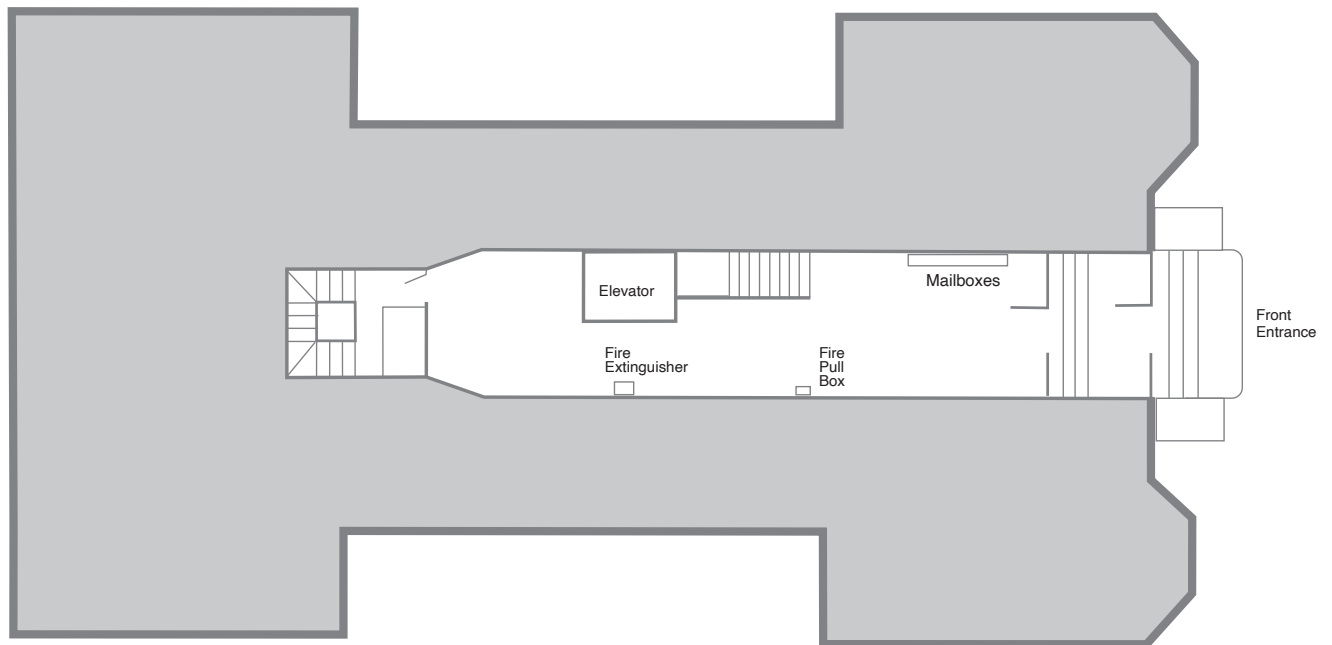


Basement

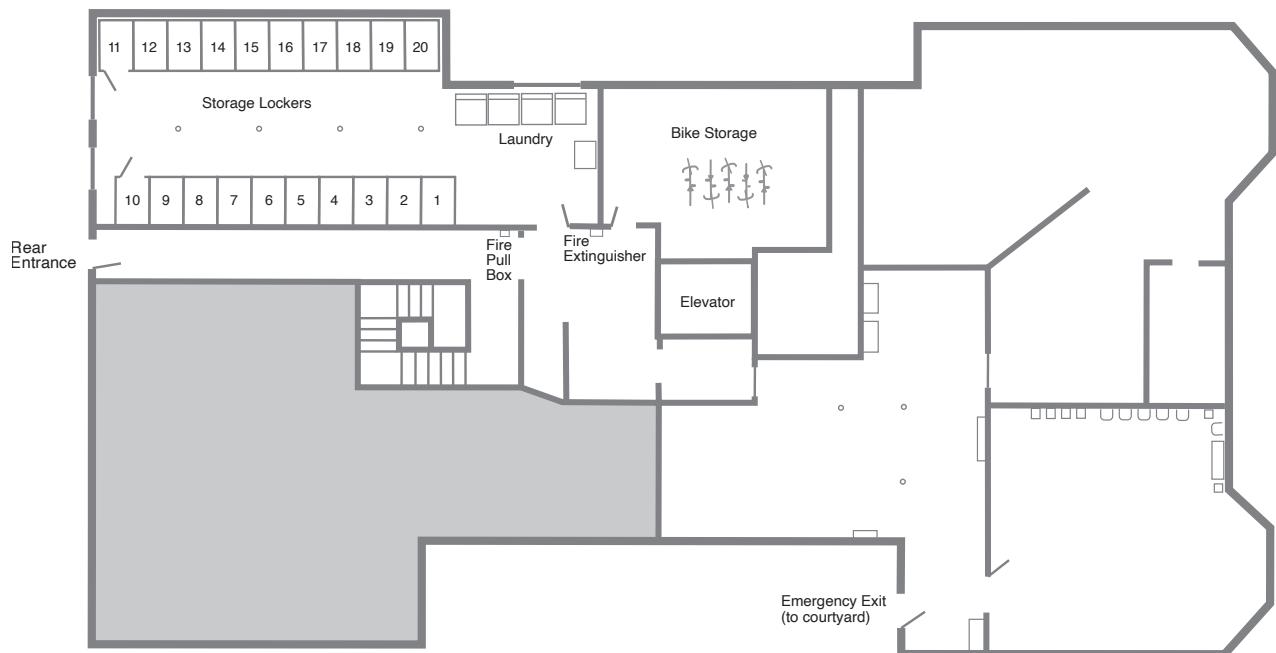


Fenmore Condominium Floor Plans – 1109 Boylston Street

First Floor



Basement



REPORTING EMERGENCIES

POTENTIALLY *LIFE-THREATENING* SITUATIONS:

Notify the appropriate emergency service IMMEDIATELY.

FIRE:

Dial “911”

or pull the lever on one of the red fire alarm boxes

If you smell smoke or see a fire and the automatic alarm hasn't sounded, dial 911 or use one of the red “pull stations” in the hallway to notify the Fire Department and warn other residents. Get to safety and contact the Lundgren Management as soon as possible. See section on Fire Protection on page 5.

GAS LEAK:

**Call (617) 469-2300 or (800) 233-5325 or “911”
from a safe location.**

If you detect the odor of gas, extinguish any open flames and do not turn lights or other electrical devices, on or off, which might cause a spark. For the same reason, do not use your own telephone where there is a strong odor of gas. Open nearby windows, move to a safe location and call one of the *nationalgrid* emergency numbers above. Notify Lundgren Management as soon as possible. See also page 7.

POTENTIALLY DAMAGING SITUATIONS

(other units or common areas may be damaged)

WATER LEAKS:

Call Lundgren Management 617-887-3333 immediately.

If the leak is serious and has the potential to damage other units or the common areas call Lundgren Management Group, (617) 887-3333, immediately so that personnel can be dispatched to shut off the water and minimize damage.

Less Urgent Situations can usually be handled by either Fenmore staff or your landlord and should be reported to the appropriate party. Generally, problems in common areas (entryways, laundries, elevators, exterior and hallway lighting, heat, hot water, etc.) should be reported to Lundgren Management 617-887-3333. Problems that only affect your unit (kitchen appliances, bathroom fixtures, dripping faucets, etc.) should be referred to your landlord. Services to your unit (utilities, phone/internet service, cable TV, etc.) are the resident's responsibility (see *Condo 101* and *The Management Company* [page 4], *Reporting Emergencies* [page 7], and *Keys and Lockouts* [page 14], etc.).