

The Carillon Condominium Handbook

(Updated February 2023)

Welcome to The Carillon. This handbook was created to acquaint residents with the Carillon operations and to serve as a useful reference. It is meant to be **only a guide**. All owners and residents are subject to the **Master Deed** and **Declaration of Trust**, the governing documents of the Condo Association. The latest version of this Handbook will be posted on Carillonboston.com

MANAGEMENT COMPANY AND UNIT OWNER MAINTENANCE RESPONSIBILITIES

Urban Property Management is the Managing Agent of the Association and operates at the direction of the Board of Trustees of the Condominium. All policies and procedures are subject to approval by the Board of Trustees. Operations, which are funded solely by the monthly condominium fees paid by the Unit Owners and any special assessments, are managed within the Annual Budget established by the Board of Trustees.

The Management Company oversees the day-to-day operations of the building. This includes all building common area maintenance, security, collection of monthly condominium fees, distributing information to residents, and many other functions.

Urban Property Management office is located at 421 Harrison Avenue in the SOWA section of the South End, across from the Thayer Street Galleries. Our mailing address is 35 Fay Street E-107A, Boston MA 02118 and our main telephone number is **617-437-6755**. Regular business hours are 8:30 AM to 5:00 PM, Monday through Friday. **For any after-hours emergencies, please use the regular office line and the answering service will page an Urban Management staff member to assist you. Please note: During non-business hours, Management will only be paged for emergencies.**

It is important for all Unit Owners to understand the distinction between your responsibility for your individual unit and the condominium Association's responsibility for the common areas. The Association is responsible for the repair, replacement, and maintenance of all common area elements. The Unit Owner is responsible for the repair and maintenance of all property contained within his/her individual unit.

The Board of Trustees and Urban Management oversee maintenance, cleaning, and repair of the common areas and facilities. These areas include, but are not limited to interior hallways, elevators, entryways, stairwells, doors, common area heat and air conditioning. The condominium common areas and facilities are more specifically defined in the Master Deed.

Repairs and maintenance of individual units is the responsibility of each Unit Owner. Unit boundaries are defined in the Master Deed and include but not limited to the floors, walls and ceilings, interior of window glass and frames, exclusively used plumbing, electrical, heating and cooling apparatuses.

Owner participation and assistance is paramount to maintain a safe, clean, and properly operating condominium. Please feel comfortable contacting the Urban Management (617-437-6755 or email service@urbanmanagement.net) to report routine or emergency building maintenance issues. To be sure that problems or requests receive proper attention, residents should clearly define the problem or request, always identifying the sender by providing full name, with unit number, email, and telephone number, and providing as much information about the situation as possible.

The Carillon Condominium Trust has a cleaning company that performs routine cleaning of the building's common areas. Please contact Urban Management regarding any issues.

THE TRUSTEES (2022-2023)

| | | | |
|---|---|---|---|
| Peter Massicott (701) 617-840-6883 pmassicott@gmail.com | John Wood (603) 614-284-3908 jdwdirect@gmail.com | John Bookston (901) 617-536-1911 john.bookston@gmail.com | Xavier Lefebvre 781-290-7628 CarillonXMSI@gmail.com |
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COMMON AREAS, WINDOWS, and BUILDING EXTERIOR

Please keep the hallways, stairwells and common areas free and clear of personal items. Common areas include the lobby, vestibule, hallways, elevators, stairwells, garage, roof deck, and other limited common areas. Residents' personal possessions include, but are not limited to door mats, shoes, umbrellas, shopping carts, strollers, and packages. There shall be no playing or lounging, parking of baby carriages, playpens, bicycles, wagons, toys or vehicles, on any part of the common areas.

Additionally, no door knockers (other than those provided by the Association), pictures or decoration of any sort may be hung on common area walls or unit doors. Improperly stored items pose fire and safety hazards. The Board of Trustees reserves the right to impose fines and/or a removal fee for said items.

"For Rent", "For Sale" or signs of any nature are not allowed in the windows.

All shades and blinds installed in any window of any Unit in the Condominium shall be of a uniform cream or white backed color.

In cases where a gentle reminder is not sufficient to assure compliance, the Trustees will impose a fifty dollar fine per day of violation. Please also be aware that personal property left in a common area for more than a few minutes may be removed and disposed of. Emergency laws require that no items of any description be left in the stairwells.

HEATING AND AIR CONDITIONING

The HVAC units provide both heating (fall to late spring) and air conditioning (late spring to fall). The approximate date for switch over from heat to A/C is May 15 and from A/C to heat is October 1, depending on the weather. If the main circulating system does not provide enough heat or cooling, please notify Urban Property Management. **If you are going to be away** from home for days or weeks in the winter, turn your heat down but **not off**.

TRASH

Proper trash disposal is important for everyone. Every resident is responsible for the proper disposal of his/her trash and recyclables in the trash chutes located on each floor. Trash Chutes may be used only between 7 a.m. and 10 p.m. All rubbish must be secured tightly in heavy gauge plastic bags no larger than 13-gallon size. Do not attempt to place large items such as pizza boxes, cardboard boxes, Styrofoam "peanuts" or coat hangers into trash chutes as these items tend to cause jams. Do not place oversized bags, bulky items, kitty litter or recyclables in the trash chute because jamming will occur. Trash room must be kept neat and tidy. Outside chute hours (and for articles too large, heavy or dangerous, e.g. glass) must be brought to the basement and placed in the dumpster behind the double doors. Nothing is to be left in the trash chute closet.

The Condominium Association is NOT responsible for disposing of unwanted furniture, mattresses, appliances, or other personal items. Do not dispose of any of these items in the basement. Residents should donate it, call a Junk Removal company (like 1-800-GOT-JUNK) and this should be scheduled through management. Contact Urban Management if you have any questions. Owners will be responsible for any charges associated with the disposal of any furniture left in trash rooms.

PENALTY FOR LATE PAYMENT OF CONDO FEE

Condo fees are due on the first of the month, without notification or statement. A \$50 late fee will be assessed after the 15th of each month.

OWNER'S PORTAL

Owners may view their ledger and pay their condo fees through the Vantaca portal. We accept online banking, direct debit, and checks. If you are unsure of how to log in or would like to request a new log in,

please contact our office at 617-437-6755. Checks for condominium fees can also be mailed to The Carillon c/o Urban Property Management, 35 Fay Street #107A, Boston, MA 02118.

MASTER INSURANCE

Call Walter May Insurance (Joan Decoste) at 781-749-4310 for updated insurance certificate needed when refinancing your unit and all other insurance matters.

SECURITY

Visitors:

Residents must not permit any person they do not know or recognize as an owner or tenant access to the building. Only allow people who you are expecting, or you know into the building using the Butterfly intercom system. Politely explain to guests attempting to enter the building that they must be permitted entry by the Resident they are visiting.

Please be sure that the door closes securely behind you when entering or exiting the building. Be careful upon entering and exiting the building to make sure you do not allow access to non-authorized individuals. Commonly known as "tailgating", this can quickly present a breach of security. Should you notice an individual access the building behind you while entering the building, please do not approach this individual.

No common door may be propped open for any reason.

A fine of at least \$200 and not more than \$1000 will be imposed for violating this requirement. These provisions are separate from any liability incurred for damage caused by the violation.

Surveillance

There are video surveillance cameras located inside and outside The Carillon

The back (Mass Ave) exit is only to be used as an emergency exit.

Security has repeatedly been compromised by resident use. \$500 fine for each violation.

Lost or stolen proximity key (building entrance)

Lost fobs must be reported immediately to Urban Property Management so that they can be deleted from the system. An owner/lessee is responsible for anyone entering using an unreported key. Replacement keys are available from Urban Property Management for a fee.

EMERGENCY INFORMATION - FIRE

The building is fire-protected with sprinklers, smoke and heat detectors. While these systems should automatically respond to any fire emergency, each resident should know the location of the nearest fire alarm pull station (on each floor hallway).

Do not vent accidental kitchen smoke into the hall as this will set off the general building alarm. Open windows to vent.

The building fire alarm system has a recorded message with instructions of what to do when the alarm sounds. When the alarm goes off you will hear: Attention please. The signal tone you have just heard indicates a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest stairway exit and leave the floor. All disabled residents should follow the building evacuation plan. While this report is being verified, occupants on other floors should wait for instructions." Evacuate via the stairwells. Elevators are shut down and only used by the Fire Department. Residents requiring assistance during evacuation should give Urban Property Management (in advance) their names, unit number and description of any special need.

Other Emergencies (Such as: water or gas leaks; lack of heat, A/C, hot water or power) All emergencies should be reported to Urban Property Management. **If you smell gas, contact National Grid.**

Further Information and Rules and Regulations

THE CARILLON IS SMOKE FREE

Smoking is prohibited in units, in all common areas and elsewhere on the property.

An owner shall not smoke in the unit or elsewhere on Carillon property, including without limitation the unit and any patios, balconies, foyers, hallways, stairways, walkways, driveways, parking areas and rooftop. Owners shall be responsible for preventing smoking by tenants, agents, workers or other persons they allow to have access to the Carillon. For purposes of this Rule and Regulation, the term "smoking" shall refer to the possession of any lighted cigarette, cigar, pipe or similarly-used article, whether or not containing tobacco

HOUSEHOLD PETS

Dogs are NOT permitted in the Carillon as pets or visitors.

A cat, caged bird, fish or other usual pet may be kept in a unit only with the **prior written approval** of the Trustees (to be renewed annually), subject to the following conditions. Please refer to pet application at the back of the Handbook.

The Unit owner/lessee shall be held to a reasonable care standard regarding the handling of the pet, including but not limited to the following:

1. Pets shall be **carried or caged** at all times in the common areas;
2. Owner/lessee shall remove any and all animal waste immediately;
3. The pet shall have up-to-date regulatory licenses at all times.

(Should a **lessee** fail to adhere to these standards, s/he and the unit owner will be notified in writing by the Trustees of such breach. If the lessee fails to correct such breach promptly or commits the same breach a second time after receiving written notice, the lease shall be terminated immediately.

ROOF DECK

Roof deck gatherings are restricted to 7 a.m. to 10 p.m. Sunday through Thursday and 7 a.m. to 11 p.m. Fridays, Saturdays and the 4th of July. Please be advised that, in addition to penalties, the Carillon Association has the authority to end parties which violate the curfew or cause disturbance. No personal property (tables, chairs etc.) may be left unattended on the common roof deck, in the 9th floor corridor, or inside a stairwell. **Glass is not permitted** on the deck. Dishes and containers may only be plastic or metal. **Smoking is not permitted** on the roof deck. ***A minimum \$500 fine will be imposed on any unit found to have a resident or visitor smoking on the deck. (We had a serious smoking-caused roof deck fire in a planter that spread to the railing. Smoking has continued to put us at risk.)*** Similar fines will be imposed on workmen, real estate brokers and their clients.

Barbeques

An electric barbeque is provided for residents with their guests as long as:

1. **No charcoal, wood chips or other additive may be used (\$500 min. fine);**
2. It is not left on unattended; and
3. The grill is cleaned using the brush provided and grease removed after each use.

Per **Fire Department regulations**, no other type of grilling device (hibachi, gas or charcoal grills, or the like) may be used on the common deck or any unit terrace. Please refer Roof Deck Barbeque Instructions at the end of the Handbook.

MOVE-OUT PROCEDURE

Moving in or out of any building can prove to be logistically and emotionally challenging. Specific moving guidelines have been established to avoid scheduling conflicts, common area damages, security issues and to ensure the right of all Association Members to quietly enjoy their home. These guidelines promote proper move planning and standards. Please refer to Moving Policy at the back of the Handbook.

DELIVERIES OF FURNITURE OR APPLIANCES

Reserving the freight elevator is required at least twenty-four hours in advance. Contact Urban Property Management to have the elevator padded. Have someone stationed at the front door to open and close it for the delivery. Please refer to the Moving Policy at the back of the Handbook. **No common door may be propped open** for any reason. A fine of at least \$200 and not more than \$1000 will be imposed for violating this requirement.

EMERGENCY LOCK OUT/ UNIT KEY FOB POLICY

The Carillon utilizes a programmable security system to control entry into the building. The system uses a device known as a fob. Each fob has its own unique identification number and is programmed to match with each resident's name. If you lose your fob, please contact Urban Management. It can be deactivated so it cannot be used by anyone else, thereby ensuring everyone's security. The fob is an integral part of the security system, so please keep it with you at all times. Personal fobs and keys are to be used by those individuals to whom they have been registered. You may contact Urban Management to purchase a new one. An owner/lessee is responsible for anyone entering using an unreported lost key.

No parking or unattended standing of vehicles is allowed anywhere on condominium property.

OPERATION OF A BUSINESS

Condominium units may be used for **home offices only** if allowed by applicable laws.

Any unit containing such an office (other than Unit # 100) **may not be used for regular visits by clients or the public** and may not post any signs or advertisements.

The business may not have any non-resident employee working on the premises.

PENALTIES FOR VARIOUS VIOLATIONS

The Trustees will assess reasonable penalties for violation of these Rules (in addition to the violator being liable for any damages).

Owners and Lessees of a unit jointly assume responsibility for their own conduct and that of their family, guests, agents, employees and pets while in any part of the condominium.

ROOF DECK BARBEQUE INSTRUCTIONS

An electric barbeque is provided for residents with their guests as long as:

1. No charcoal, wood chips or other additive may be used;
2. It is not left on unattended; and
3. The grill is cleaned using the brush provided and grease removed after each use.

Per City of Boston, no other type of grilling device (hibachi, gas or charcoal grills, or the like) may be used on the common deck or any unit terrace. Fire pits also not allowed.

- Plug in the grill – it is ELECTRIC!! DO NOT USE OPEN FLAME!!!!
- Turn it on with the green ON button.
- Select manual mode or program mode (recommended) by using the L and R keys and using the green OK button to confirm selection.
- If using program mode, use the L and R keys to move between choices and the green OK button to confirm selection for a series of options for meat kind, type of cut, thickness of meat and, in some cases, how well the meat should be cooked.
- Once program is set, the grill will pre-heat.
- Once pre-heated, the grill will beep and ask you to place your meat.
- Once the meat has been placed, hit the green OK button.
- When the meat needs to be flipped, the grill will beep.
- Once the is flipped, hit the green OK button.
- Once meat is ready, the grill will beep.
- Turn off the grill with the red OFF button.
- Unplug the grill.
- Allow the grill to cool before using the supplied brush to scrub the grime off the metal rungs.
- Use a damp paper towel to wipe down the metal rungs.
- Please remove the drip tray from the back of the grill. Hand wash it with water in your unit and return it to the grill to reduce the build up of grime on the grill over time.
- Recover the grill.

RENTING YOUR UNIT/RENTING GUIDELINES

A unit may be leased by the owner thereof for a period of not less than six months and not more than one year at a time and must have the prior written approval of the lease by the Trustees, subject to the following terms and provisions:

1. Lessor and Lessee shall be jointly and severally liable to the Condo Association for any damage done by Lessee or lessee's guests, employees, agents or pets.
2. The unit may not be sublet and the only residents in the unit will be the named lessees.
3. The lease shall contain verbatim the following clauses:
 - a. This lease is subject to the provisions of the Master Deed, Declaration of Trust, By-Laws and Rules and Regulations of the Carillon Condo Assn. (copies of which are attached hereto as an addendum to the Lease). Upon failure to comply with the terms of any of these documents, the Trustees shall provide written notice to the Lessor and Lessor shall immediately provide a copy to the Lessee. The Lessor and Lessee shall take immediate actions to remedy the noncompliance."
 - b. In the event of any conflicts between the terms of condo documents and this Lease, the Condominium Documents shall govern."
 - c. Notwithstanding anything to the contrary contained in the Lease or any addendum thereto, Lessor and Lessee shall maintain and produce evidence of the following insurance coverage:
 - Lessor: liability coverage under an umbrella policy which shall include coverage of the subject unit; and
 - Lessee: a renters' policies for the subject unit which shall include liability coverage."
 - d. Notwithstanding anything to the contrary contained in the Lease or any addendum thereto, the Lease shall terminate one year (or less) from the start date. Renewals (of up to one year) require written approval by the then Trustees and are subject to the condition that the trustees will not approve any lease (new or renewal) that would result in more than six units under lease at any one time without the written approval of 50% of the condo association proprietary interest.";
 - e. Preference for renewal goes to the same renters in their 2nd or 3rd years of rental but otherwise will go to the owner on the waiting list to rent.
 - f. No undergraduate student shall reside in the unit during the term of the lease.
 - g. Smoking is prohibited in the leased unit as well as in all common areas.

Please read the complete Condominium Association Documents. You are responsible for abiding by them whether you have read them or not. The Master Deed and Declaration of Trust are found at CarillonBoston.com

The Carillon

Contractor, Construction, Renovation, & Vendor Policy

As per The Carillon Master Deed, Unit Owners have the right to complete construction within their units. The following rules must be followed. This Contractor Policy applies to contractors, their employees, and their sub-contractors, and to Unit Owners and anyone who may undertake construction work within the building on their behalf. Each new contractor or sub-contractor will be provided with a copy of these regulations. It will then be their responsibility to enforce within his work unit(s).

Rules and Regulations Governing Unit Alterations, Repairs, and Renovations

Prior to any work being done, owners should contact Urban Property Management at 617-437-6755 to speak with the property manager and request a Unit Renovation form. Owners must give their contractors this policy and ensure that they understand these rules before the start of work. **Work cannot commence until the proposed renovations have been reviewed and approved by the Board of Trustees and the Management Company has a Certificate of Insurance in hand.**

Procedural

No construction or repair work or other installations involving noise shall be conducted in any residential unit except on weekdays (not including legal holidays) between the hours of 8:00am and 5:00pm unless necessitated by an Emergency.

- Any structural unit alterations, as defined by The Carillon Master Deed and Trust, shall require submission of plans to the Trustees through Urban Management (Management) prior to applying for a building permit. Subsequently, copies of all applicable building permits must be provided as well.
- Contractors and/or workers must provide Management with appropriate **Certificates of Insurance** for general liability and workers' compensation coverage prior to beginning any work in the building. A minimum limits policy of \$2,000,000 is required, and the Certificate of Insurance must list The Carillon Condominium and Urban Property Management, Corp. as "additional insured." A copy must be emailed to Management at info@urbanmanagement.net.
- Unit Owners shall ensure Management has a point of contact information (i.e., phone number) for all contractors and/or workers.
- All improvements shall be performed in strict compliance with The Carillon Condominium Master Deed as well as all applicable federal, state, and local laws and regulations.
- All construction and repair work requiring deliveries of materials or equipment, or disposal of trash or debris shall be scheduled at least forty-eight (48) hours in advance with Urban Property Management. They will arrange for the elevator pads to be put up.
- At least 48 hours notice must be given to the Management office for any planned water or utility interruption within the building. Consideration must be given to minimize the inconvenience to residents adjacent to the construction area.

Logistics

- Access to the building and individual units for contractors and construction deliveries must be prearranged by the Unit Owner with prior notification given to the Management Office.
- All material, equipment, large/lengthy deliveries of furniture, appliances, or other oversized items must be scheduled through Management Specific approval must be obtained from the Management Office before any such use. Pads must be used whenever materials are placed in the elevators.
- Thought should be given to any work that creates loud noise (demolition) or strong odors and direct abutters and should be coordinated with Management, so advance notification can be provided to those affected.
- No penetration of demising (separating) walls or ceilings within the unit is permitted, and no work affecting common elements of the building or demising walls and ceilings within the units shall take place without the prior written approval of the Board of Trustees through the Management Company. All penetrations through fire-rated walls and floors shall be properly packed and sealed in such a manner as to restore the fire rating.

Common Areas

- All workers using common entrances shall be made aware that all outside doors and entrances shall be kept locked except when specific permission has been granted to keep a given entrance open for a short period of time. In each such instance, designated personnel must be in attendance. No entrance or door may be left unattended at any time.
- All common areas must be kept clean during the workday and at the end of each workday, being vacuumed and/or mopped if necessary. Common areas must be kept clear of construction tools and materials. No materials may be stored in the common areas. Sticky Mats or other type of dust control measures must be used to keep the common areas clean.
- Any damage to any portion of the building shall be reported to Management immediately. All damages to the building or common areas caused by contractors and/or workers shall be repaired by The Carillon Condominium Trust at the cost of the Unit Owner who hired the individuals deemed responsible for said damages.

Materials & Materials Disposal

- No build-up of discarded material or trash shall be permitted. All contractors shall be responsible for the daily removal of all discarded material and trash from the building and as the Management shall direct. All demolition and construction materials, including paint, sheetrock, and other hazardous materials, must be removed from the premises. Building trash receptacles are not to be used by construction personnel. Any cleaning of common areas required as a result of the work is to be performed and/or funded by the contractor or by the resident for whom the contractor is working. Cleaning work must be completed to the satisfaction of the Management.
- The use of hazardous or irritating materials must be properly controlled, such as using negative pressure machines where it may affect individuals. Measures shall be taken to ensure that dust, fumes, mists, gases, or vapors deriving from these materials are eliminated, isolated, or captured.
- Contractors and/or workers shall be careful not to allow dust from a residence to disperse into common areas, which could potentially trigger smoke detectors. Smoke detectors in individual units and sprinkler heads are tied to the main fire panel and cannot be disabled without triggering the entire system. During construction, unit smoke detectors shall be protected following the applicable codes and regulations of the City of Boston.

The Carillon Condominium

Moving & Delivery Policy

The moving policy applies to moves in and out of the Carillon Condominium at 183-185 Massachusetts Avenue

- ✓ **Scheduling your move:** Complete the moving request form attached to this policy a minimum of 5 business days prior to your requested moving date and email your completed form to: Moves@urbanmanagement.net. Include the following information in the subject line of your email: Moving Request, The Carillon, Unit #, Full name.
- ✓ **Moving fee:** The moving fee is \$200. The moving fee will be used to hire a mandatory security guard from NE security to monitor the door while the move takes place. There is a 4-hour minimum charge for hiring security, even if the move is completed sooner. (\$50/hour with 4-hour minimum) If the move goes longer than 4 hours, the resident will be responsible for additional charges. The security guard will not be involved with opening/closing the door or moving personal items. Rather, the security guard will monitor the door while your move takes place to ensure there is no unwelcome access to the building. Check are payable to The Carillon and should be mailed 5 business days in advance of your move to: Urban Property Management, 35 Fay Street, #107A, Boston, MA 02118.
- ✓ **Moving security deposit:** There will be a \$250 security deposit required to cover damages beyond normal wear & tear and not covered by a moving company's insurance. If a moving company is not used, a security deposit of \$500 is required. This deposit is due at the same time as the moving fee and should be made on a separate check. The check is not cashed unless there are damages.
- ✓ **Moving hours:** You must select a 4-hour time slot for your move as we need to know what block of time to schedule the security guard for. If you anticipate your move will take longer than 4 hours, you must notify us in writing a minimum of 5 business days in advance of the move and provide a separate check for the full amount of an additional 4-hour minimum for a security guard to remain present for any additional amount of time. Moves are not allowed on Federal Holidays.
- ✓ **Insurance:** If you are using a moving company, you must obtain a copy of their certificate of liability and worker's compensation insurance and send a copy to management at moves@urbanmanagement.net. Send your moving company the following request:

*My condominium association requires a copy of your certificate of insurance (COI) prior to move in. Required is coverage of \$1 million per occurrence and \$2 million in aggregate along with General Liability and Workers Compensation. **The following information must be listed on the certificate: Certificate Holder: Owner name, address/unit #, date and time of move. The Carillon Condominium Trust and Urban Property Management must be written as additionally insured. Please email your COI to me and I will forward it to my management company. This is required 5 business days in advance of my move for review and approval. Thank you!***
- ✓ **Parking:** To secure a parking space for your moving vehicle, you must contact the city of Boston to obtain a parking permit at 617-635-2560, online, <https://www.boston.gov/reserve-parking-spot-your-moving-truck> or in person at the office of the parking clerk on the 2nd floor of city hall. We recommend requesting a parking permit at least 15 days in advance of your move.

- ✓ **Note pre-existing damage:** It is the resident's responsibility to notify Management of any damages to the common areas prior to their move. Please take photos and document any pre-existing damage to the common areas before you begin your move and email your findings to Moves@urbanmanagement.net.
- ✓ **Trash & Recycling:** Please ask your moving company to take all moving and packing material with them including boxes if they can. Some moving companies may be able to re-use or recycle these items. Moving boxes can only be placed in the recycle area if they are **broken down, flattened, and reduced** to 3ft x 3ft pieces and bound together. Please do not place discarded items next to the recycle bins. Packing peanuts and Styrofoam cannot be recycled and should be tightly secured in a trash bag and disposed of with the trash. Never dispose of loose items in the trash bins. All trash must be bagged & secured.
- ✓ **Mattress Disposal:**
The City of Boston no longer accepts mattresses for disposal. Please follow all guidelines set forth by the City by reading here: [Mattress Recycling | Boston.gov](#)

Please note:

A fine of at least \$200 and not more than \$1000 will be imposed for violating any portion of the moving policy. These provisions are separate from any liability incurred for damage caused by the violation.

Deliveries of furniture and appliances

Resident must reserve the freight elevator at least twenty-four business hours in advance of delivery. A certificate of insurance is required as outlined above. Contact Urban Property Management at Moves@urbanmanagement.net to have the elevator padded. No common door may be propped open for any reason. A fine of at least \$200 and not more than \$1000 will be imposed for violating this requirement. These provisions are separate from any liability incurred for damage caused by the violation.

Moving Request Form

Unit # _____ Name(s) of resident(s) moving

Requested move date _____

Requested 4 hour time slot: _____

Moving Company _____ Phone _____

My signature below indicates:

- I have received a copy of the Carillon Handbook.
- I have read and will abide by the move-in provisions.
- I have read and will abide by the pre-approval process for any pets I may have.
- I have read and will abide by the pre-approval process for any lease I may enter into.

Date

Signature

Date

Signature

**THE CARILLON CONDOMINIUM ASSOCIATION
ANNUAL APPLICATION TO HOUSE A PET AT THE CARILLON**

Date of Application _____ Requested Effective Date _____

Applicant Name _____ Unit # _____

Home Telephone # _____ Bus Tel # _____ Cell # _____

Notify in case of emergency _____

Pet Species _____ Pet Name _____

Height _____ Weight _____ Color _____ Age: _____

Does this animal have any characteristics, diseases, mannerisms, traits or habits which neighbors and/or other residents might find to be annoying, threatening or menacing? If yes, please describe:

In submitting this application to house the pet described above, unit owner and/or unit lessee agrees to be held to a reasonable standard regarding the handling of this pet, including, but not limited to, insuring that:

1. This pet will be carried, caged or leashed at all times in the common areas;
2. This pet shall have all regulatory licenses at all times;
3. Unit owner/lessee shall remove any and all animal waste immediately;
4. The pet shall pose no physical menace nor frequent annoyance to other residents such as might be caused by foul odors, loud meowing, howling, or chirping etc;
5. Unit owner/lessee shall accept liability for any and all damage and/or injury caused by subject pet; and
6. Unit owner/lessee shall resubmit this request not later than the Carillon Condominium Association annual meeting which is held in early May of each year.

Should a lessee fail to adhere to these standards, she/he will be notified in writing by the Trustees of such breach. If a lessee fails to correct such breach promptly or commits the same breach a second time after receiving written notice, the Lease shall be terminated immediately.

Submitted by: _____ Date: _____
Unit Owner

Submitted by: _____ Date: _____
Lessee

Approved by majority vote of the Carillon Trustees on: _____ Date _____

Trustee – Representing the Majority

Permit Expiration: Carillon Annual meeting May _____