



# **Pleasant Street Leasehold Condominium Handbook**

157-165-173 Pleasant Street  
Cambridge, Massachusetts 02139

Revised: Spring 2026

Dear Homeowner,

Welcome to the community! We are glad to have you as a neighbor and hope you enjoy living at Pleasant Street Condominiums (PSC).

This handbook is designed to support our shared goals of maintaining a high quality of life and protecting the value of all units. Along with the Ground Lease, Master Deed, and By-Laws, this handbook contains essential information about the property, management, and the rules necessary for the smooth operation of the Condominium and a shared living space.

We are committed to ensuring the comfort, security, and rights of all Unit Owners. Achieving this requires the cooperation of every resident. If you lease your unit, please ensure your tenants are familiar with this handbook and sign the required condominium addendum. Guests should also be informed of the rules to help maintain a peaceful living environment.

You will also find helpful details about how PSC is managed. We hope you find this resource useful.

Best regards,  
PSC Board of Managers

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## Important Names and Numbers:

### **PSC Management:**

American Properties Team (APT), Inc  
500 West Cummings Park, Suite 6050  
Woburn, MA 01801  
<https://aptcondoteam.com/>

APT Service Team

Direct Telephone 781-932-9229

E-mail [serviceteam@aptfin.com](mailto:serviceteam@aptfin.com)

**After hours emergency: 781-932-3841**

**Homeowner Online Portal** (make payments, submit non-emergency work orders, submit requests for shared spaces, register vehicles and bikes, view account balances)

<https://aptcondoteam.appfolio.com/connect>.

*Should you require any assistance accessing the online portal, please contact [serviceteam@aptfin.com](mailto:serviceteam@aptfin.com)*

### **Onsite Property Manager:**

Office located in the lobby area at 165 Pleasant Street. Business hours are noted on the office door.

### **Harvard Housing:**

Residents can also access information related to PSC, including Master Deed, By-Laws and other pertinent information: <https://www.huhousing.harvard.edu/housing-services/properties-sale/pleasant-street-condominiums>

**Pleasant Street Board email:** [psc.bom.2019@gmail.com](mailto:psc.bom.2019@gmail.com)

Non-emergency emails are not regularly monitored. *All pertinent issues should be reported using the American Properties Team (APT) app or the emergency number.*

### **Pleasant Street Facebook Group:**

<https://www.facebook.com/share/g/1AhhJ5MV8w/?mibextid=wwXlfr>

Residents requesting access to this group need to answer security questions.

# PSC Management & Governance

Understanding how a condominium association is managed and what it means to live in a condominium is essential for all Unit Owners and Residents. This section provides an overview of key terms and concepts to help you better understand your role in the Pleasant Street Condominiums (PSC) Community.

PSC is a leasehold estate. PSC leases the land from Harvard University under the terms of a Ground Lease. PSC was established to provide 102 units of housing for Harvard University faculty and senior administrators, and 18 units for Eligible Households, as defined by the Cambridge Inclusionary Zoning Affordable Housing Covenant. Each owner holds individual ownership of their unit and shared ownership of common areas.

**As a Unit Owner, you have purchased** a condominium unit, which includes your private living space and an undivided interest in the common areas, shared with all other Unit Owners. The boundaries of your unit are defined in the Master Deed, typically as:

- The interior walls of your unit, and the space between the surface of the floor and the underside of the ceiling.

As a Unit Owner, you are responsible for repairs and maintenance inside your unit, including but not limited to:

- Toilets, faucets, garbage disposals, and other plumbing fixtures.
- Light switches, outlets, and interior walls.
- Any mechanical systems that serve only your unit, even if located outside of it (e.g., in a shared mechanical space such as air conditioners and/or water heaters).

Example: If your furnace is not working, you are responsible for hiring a heating contractor or plumber to fix it.

Everything outside these boundaries is considered a common area, jointly owned by all Unit Owners. Some parts of the common area may be designated for the exclusive use of one or more units. These are referred to as limited common areas, such as balconies or patios that are attached to specific units.

Your rights and responsibilities, including your share in the common and limited common areas—are detailed in the Master Deed, By-Laws, and Rules and Regulations.

Owners share the cost of maintaining the building and common areas, while being individually responsible for their own unit's maintenance. Your beneficial interest percentage, used to calculate your share of common expenses, is detailed in the Master Deed, Exhibit B, based on the approximate relative value of your unit.

## Governance of PSC

The PSC Board of Managers is responsible for making decisions on behalf of all Unit Owners and residents. The Condominium Association, through a professional Management Company, administers and maintains the common areas.

## **PSC Condominium Association Overview**

The PSC Condominium Association is made up of all Unit Owners. Together, the owners have formed the Pleasant Street Leasehold Condominium Association, which operates under the By-Laws. These By-Laws outline the Association's purpose, the rights, and obligations of owners, how the Board of Managers is elected, and how the Association is governed.

Our Annual Meeting is held in February to outline the current state of PSC, communicate the operation and financial health of the Condominium and to elect members to the Board of Managers, who oversee the operation of the Condominium. The Board is made up of volunteers, who are also part of the community.

The Board has important fiduciary responsibilities, including:

- Selecting and supervising the Management Company
- Establishing and managing the annual budget
- Overseeing maintenance and repairs
- Enforcing the Rules and Regulations, including issuing fines when necessary

Details of the Board's responsibilities are fully described in the By-Laws. Notices for the Annual Meeting are mailed to all Unit Owners at least five (5) days in advance. Special Meetings may also be called to address specific issues raised by the Board or Unit Owners.

The Management Company handles:

- Daily operations of the building
- Hiring and supervising maintenance staff and contractors
- Overseeing common area repairs
- Communicating with Unit Owners
- Enforcing Association policy
- Common area repairs and maintenance, such as:
  - Electrical wiring inside walls not specific to your unit, Elevator repairs, Shared heating systems, Hallway rugs and lobby light fixtures
  - Routine upkeep of common and limited common areas, including, Snow removal, Vacuuming hallways, and lobby upkeep.

## **Finances and Operations**

### **Condominium Fees**

Fees are due on the 1st of each month and must be paid by each Unit Owner. Payments can be:

- Paid online individually to the AppFolio Online Portal
- Direct Deposit to the AppFolio Online Portal
- OR mailed to:  
American Properties Team, Inc., 500 West Cummings Park, Suite 6050, Woburn, MA 01801

Mailed payments should be made 7-10 business days ahead of the due date to avoid late fees. *Checks should be payable to Pleasant Street Condominium & include the unit number and address.*

## Annual Condominium Budget

The current annual budget is included in the Condominium Documents provided at closing. It is updated yearly by the Board of Managers.

You can view the budget on the property website or request a copy from your Property Manager. Condominium fees are based on your beneficial interest percentage, as outlined in the Master Deed. This budget is a useful reference and may be required if you sell or refinance your unit.

## Late Fees

To implement timely payment of Condominium fees, there is a non-refundable late fee of \$25.00 on any balance that remains outstanding after the 15th calendar day of the month dated on the bill. A \$25.00 late payment charge will be levied for every subsequent month of delayed payment.

- Overdue accounts are turned over to an attorney for collection when the account is 60 days or more past due. At that time, a title search is performed, and collection letters are mailed to the first mortgagee (if any) and the Unit owner.
- In accordance with Massachusetts law, all legal and other collection costs are collectible from the delinquent Unit Owner and can amount to a significant charge that may in some cases exceed the amount of the delinquency.
- After Condominium Fees are 90 days past due, an attorney, on behalf of the Association, can initiate foreclosure action under the lien granted by statute to the Association for unpaid assessments and charges.
- Each payment by a Unit Owner will be credited first to accrued interest charges (if any), then to late- charges and legal charges (if any), and then to the Condominium Fees, starting with the oldest outstanding balance due.
- Any fees, duties, costs, or expenses incurred because of violation of any of the PSC Rules and Regulations are the liability of the Unit Owner who is the source of such violation.

## Insurance

**The Master Insurance Policy suggests that individual HO6 policies carry \$250,000 minimum coverage to bridge any deductibles.** The full list of deductibles by line item (water, equipment, etc.) can be found on the APT portal by reviewing the declarations segment of the master insurance policy. These values should be used as a guideline for discussion with your insurance policy agent to determine proper coverage for your apartment and items within. *Coverage might include personal property, general liability, water damage, improvements and betterments, and/or loss assessment.*

The Pleasant Street Condominium Association carries a Master Insurance Policy that provides multi-peril coverage for the building and common areas. The Board of Managers, with guidance from the Management Company, selects the insurer and coverage levels. The insurance premium is included in your monthly condominium fee and is one of the largest and most essential expenses in the annual budget.

If you are unsure whether something is your responsibility or the Association's refer to your Master Deed, By-Laws, and Rules and Regulations or contact the Management Office to assist with clarification.

The Master Policy **does not** cover:

- Personal belongings inside your unit or personal liability within your unit.

- This includes personal items such as your car or bike parked in the garage.
- Unit Owners are responsible for insuring their own property and liability risks. For example:
  - If a fire damages your furniture or clothing, the Master Policy does not cover it.
  - If a guest is injured inside your unit, you are liable—not the Association.

In the event of property damage to your unit, the Unit Owner is responsible for paying the Master Policy deductible, regardless of the cause of the claim. You may:

- Pay this amount out-of-pocket, or
- Use your HO6 insurance policy to cover the Master Policy deductible and any upgrades made to your unit.

**Damage Caused by Residents or Guests** of common or exclusive use area are the responsibility of the unit owner. Examples include:

- Flushing inappropriate items that damage shared plumbing
- Damaging walls while moving
- Leaving bulky trash in common areas

### **Insurance Claims**

*All insurance information, including policies, can be found in the AppFolio in the Master Insurance folder.*

Unit Owners should report damage discovered to the Property Manager and immediately notify their own insurance agent with respect to their individual homeowner's insurance coverage. The Insurance Agent for Master Insurance Policy will arrange for an adjuster to inspect the unit and assess the approximate cost for repairs. The adjuster will also assist in determining if there is coverage for the claim. In the event of any loss which relates in part to insurable portions of a Unit and in part to the Common Elements, the Board of Managers shall apportion the deductible amount directly proportional to the amount of such loss related to such Unit and the amount of the loss related to the Common Areas and Facilities. Where such loss is solely to a Unit, the deductible amount shall be borne solely by the Unit Owner thereof. Where such loss is solely to the Common Elements, such shall be borne from the common funds.

If the cost of the repairs is anticipated to exceed the Association's deductible under the Master policy, then the manager will file a claim on behalf of the Association for the amount in excess of the deductible, and an adjuster representing the Association's insurance carrier will then inspect the unit. The Unit Owner is responsible for repairing or replacing all personal property, improvements, rent loss, etc. not covered by the Master Policy. If the damage to areas covered by the Master Policy is less than the Deductible, then the loss shall be the sole responsibility of the Unit Owner (or his or her insurance carrier).

**For copies of the full policy, owners can request directly from our current agent, Gallagher Insurance:**

Gallagher 370 Faunce Corner Rd, Floor 2,  
Dartmouth MA, 02747  
(781)261-2075

## **Certificate of Insurance**

To request a Certificate of Insurance, or for more information, please feel free to contact the property's insurance agent, [danielle\\_metallides@ajg.com](mailto:danielle_metallides@ajg.com).

## **Rules and Regulations of PSC Buildings and City of Cambridge**

*Rules and Regulations are essential to the common enjoyment of PSC. Because condominium living involves sharing space, ground rules are established for use of our common areas, and for acceptable behavior within our buildings. It is the sincere hope of the Management Company and your Board of Managers that residents look upon these rules as a positive force that helps produce an atmosphere of living well.*

The following section covers current Rules and Regulations for both the Pleasant Street Leasehold Condominium Building and individual units. Per the By-Laws, Article II, Section 2.2 (e) the Board of Managers has the power and duty to adopt, amend, and administer rules and regulations covering the operation and use of the PSC. Unit Owners will be notified of any changes/additions.

### **City of Cambridge Guidelines**

No noxious, offensive, or unlawful activity shall be executed in any unit or common area. All laws, ordinances, regulations, and codes pertinent to the City of Cambridge and the Commonwealth of Massachusetts must be observed.

### **Buildings Guidelines**

#### **Noise**

No offensive or disruptive activities are allowed within the building. Residents must not engage in or permit behavior that disturbs others or interferes with their comfort. Noise complaints may result in fines at the discretion of the Board of Managers. (PSC By-Laws Section 6.11(j)) Noise travels easily through buildings. If you experience issues, please contact Management, who will work to find a solution.

- Quiet hours are from 10:00 p.m. to 8:00 a.m. This includes hallways.
  - During this time, all noise—including from stereos, televisions, and musical instruments—must be kept at a low level. At all times, sound equipment should be kept off the floor to reduce noise transmission between units.
  - If noise can be clearly heard outside your unit with the door closed, it disturbs others
  - Remind guests to keep conversations quiet.
  - Heavy footsteps or jumping on hardwood floors are especially disruptive.
- Playing in hallways is strictly prohibited.
- Construction or work in common areas or individual units is allowed only between 8:00 a.m. and 5:00 p.m., Monday through Saturday.

#### **Smoking**

Smoking is not permitted in any common, limited access, or shared areas. This includes hallways,

stairwells, patios, garages, front entrances, adjacent benches, and rooftops. Violations may result in fines and other penalties.

### **Mail**

Per postal regulations, all mail must include your unit number, which is the only identifier on your mailbox. Your name should be placed inside the box. Oversized items (e.g., magazines or large envelopes) will be left in the mailroom area. Please pick up mail and packages in a timely fashion. The Board and Management are not responsible for lost, damaged, or misdelivered items.

### **Pets**

Pleasant Street Leasehold Condominium is pet friendly. Before acquiring a pet, contact Management to ensure it meets community guidelines. Owners must complete a pet registration form (found in the handbook) and obtain written approval from Management or the Board. Common household pets (dogs, cats, reptiles, small animals) may be kept in owner-occupied units only

- Owners are fully liable for any damage or disturbance caused by their pets.
- Pets must be on leashes in all common areas, including hallways, elevators, and garages.
- Pets must be licensed and vaccinated as required by law.
- Dog walkers may not bring non-resident dogs into the building.
- Owners are responsible for cleaning up after their pets.
- If a pet is deemed a nuisance or causes repeated issues, the Board may require its removal within five days of written notice. Before any action is taken, the Owner will be given notice and an opportunity to be heard at a Board meeting.
- Breeding or commercial use of pets is prohibited.
- No more than two pets per unit.
- Pet owners must submit a completed registration form and a signed pet waiver to the Management office.

### **Sidewalks and Driveway**

No delivery or moving trucks park on the sidewalk in front of 165, as the garage is directly under the sidewalk and there is a chance that it will weaken and collapse. Vehicles left unattended in drop-off zones and vehicles blocking garages, loading docks, or entryways are subject to towing. All sidewalks should be kept clear for accessibility.

### **Balconies/Decks**

Only lounge chairs, small tables, and properly weighted flowerpots are allowed on balconies that withstand wind and storms. Open fires, barbecues, gas grills, or similar items are prohibited. Do not hang items such as rugs, antennas, laundry, banners, windsocks, or signs from balconies, as they detract from the property's appearance and pose safety risks to people below. Occupants violating these guidelines may be fined.

### **Bulletin Boards and Notices**

Bulletin boards are in each building's mailroom. Residents and Management may post notices of general interest. Expired notices will be promptly removed by Management. Unauthorized postings in elevators, stairwells, or walls, or those of an inflammatory or libelous nature, will be removed. Management distributes notices via email only—please ensure your current email is on file. Email

addresses are not shared.

### **Cable TV / Telephone / Internet**

The condominiums are wired for cable TV through Comcast. Internet and phone services are available from Comcast, Starry, and Verizon. Unit owners must arrange and pay for services individually. Satellite dishes or TV reception dishes are not permitted without Board permission. By-Laws Section 6.11(h) prohibits alterations that compromise the building's structure or appearance, unless deemed necessary.

### **Deliveries**

Large items must be delivered directly to unit owners. Please arrange to be home for such deliveries and repairs. Elevator use for large items requires prior approval from Management, and protective pads must be used to prevent damage.

### **Cars and Bikes**

Register all vehicles and bikes with management. All vehicles require parking tags. Bikes require stickers to be stored in the garage.

### **Recycling and Garbage**

Each floor has a disposal room for regular trash and recycling. Break down large boxes before adding them to the recycle bins. Be sure not to dispose of large items in the garbage chute as this will cause a backup. You are responsible for removing all large items, such as furniture and appliances. Do not leave items in the garage, hallways, or other common areas. All large and other items should be appropriately discarded or donated.

### **Freecycle Areas**

The Freecycle Area is a shared space in each building lobby where residents may leave clean, gently used household items in good condition for neighbors to reuse. Please do not leave broken items, large furniture, food, hazardous materials, or anything unsafe. Items should be placed neatly in the designated area and may be taken on a first-come, first-served basis. Items left for more than seven days may be removed or donated. Residents are expected to keep the area tidy and avoid using it as a dumping ground.

### **Security: Keys & Access**

#### **Upon purchasing your unit, you should have received the following:**

- Unit key
- Mailbox key
- Mechanical room key
- Storage room key
- Courtyard Key
- Garage remote opener

#### **Building security depends on the cooperation of all residents.**

- All entry doors must remain latched and always locked.
- Do not tape, prop open, or disable any door locking mechanism.
- Entry is allowed only via key, garage remote, or in person.
- No courtesy admittance is allowed.
- Only admit individuals you know or are expecting—even for food or package deliveries.
- For the safety of all residents, unauthorized access is prohibited.

Each Unit Owner is responsible for controlling distribution of their common area keys and garage remote. If any key is lost or stolen:

- Immediately notify Property Management, followed by a written notice.
- Lock replacements may be required at the owner's expense.

### **Security Cameras**

Security cameras have been installed in all three buildings and garages to protect the safety, security, and property of our community while respecting the privacy rights of our residents and visitors. The cameras are not a guarantee of safety; however, they do serve as deterrents and can alert police to potential danger. The primary use of surveillance cameras is to record images for future identification of individuals and activity, only in the event of violations of law or policy. Cameras are not actively monitored. They are viewed only upon reports of a crime or violation to PSC or the City of Cambridge. The policy in place regulates the use of surveillance cameras to protect the legal and privacy interests of the PSC community, its residents, and property.

### **Unit Access & Emergencies**

Unit Owners are responsible for maintaining locks on their individual units and must comply with PSC policy including:

- Property Management must retain a copy of unit keys or combination for emergency access. If there is an extra deadbolt, it must be made to work with the master key and if there is a keypad it must be allow the master key to override the code to be approved.
- No Unit can change or install a new lock or a bell, buzzer, or knocker on any door of a Unit or storage bin without the written consent of the Board of Managers.
- If approved the Unit Owner shall provide the Board of Managers or its designated agent with an additional key or lock combination, pursuant to its right to access the Unit.

Access to a unit by Management will only be granted with the Unit Owner's written authorization or in the event of an emergency (e.g., fire, water leak, or safety issue).

### **Shared Spaces**

#### **Common Areas**

No personal items may be stored in common areas, including hallways outside units, fire exits, or other shared spaces. This includes mats, shoes, carts, bicycles, and wreaths. Some common areas, such as roof sections, are off-limits to prevent damage and ensure safety.

#### **Media Room**

The Media Room is open to all Pleasant Street Condominium (PSC) owners from 8:00 a.m. to 10:00 p.m. It is self-managed, and users are expected to leave it clean and tidy after use.

- Food, drinks, and parties are not permitted.
- Guests must not congregate in the hallway outside the Media Room due to nearby units. Teenagers may use the room only under parental supervision.
- The Board of Managers and APT are not responsible for lost or damaged personal property.

#### **Gazebo Room**

Residents may reserve the Gazebo Room by emailing [serviceteam@aptfin.com](mailto:serviceteam@aptfin.com). Reservations are on

a first-come, first-served basis and can be made up to six months in advance.

#### Reservation Details:

- A \$100 security deposit (check made out to *Pleasant Street Condominiums*) is required and must be submitted at least one week before your event.
- A signed acknowledgment of the Gazebo Room Policy is required within 48 hours of booking.
- Management will deliver the key once the agreement and deposit are received.
- Events must end by 9:30 p.m. and clean-up completed by 10:00 p.m.
- The room has a 50-person maximum capacity.
- All Condominium fees must be paid in full to reserve the room.

#### Clean-Up & Equipment:

- Cleaning supplies (broom, mop, vacuum) are in the kitchen for post-event clean-up.
- Trash and recycling must be removed and disposed of in the First Floor Refuse Room. Any trash that does not fit down the chute is the renter's responsibility.
- All spaces, including the bathroom and kitchen, must be returned to their original condition.
- Lock up and return the key to the drop box near the office.

#### Rules & Conduct:

- No DJs, bands, microphones, or amplified sound allowed.
- Activities must remain inside the Gazebo Room and kitchen area. No gatherings in adjacent foyers or hallways.
- Owners are responsible for their guests and must ensure children are always supervised. Unattended children and running in corridors are prohibited.
- Pets that are registered with PSC are allowed in the Gazebo. Owners are fully liable for any damage or disturbance caused by their pets.

#### Health Club

Located on the third floor of Building 165, the Health Club is open to all owners, tenants, and their guests at their own risk.

- Use is restricted to individuals 18 years and older.
- Guests must be accompanied by a Unit Owner.
- Showers are for use before or after workouts only—not as general-use bathrooms.
- Clean up after yourself and report any damaged equipment to Management.
- Exclusive/private use of the Health Club is not allowed.
- NO equipment should be removed from the gym (mats, weights, etc.)
- Unit owners can have exercise equipment (treadmills, bikes, etc.) with proper carpeting/sound proofing installed. Complaints by other residents will result in removal.

#### Storage Lockers and Closets

Personal items may only be stored in designated areas:

- Use only your assigned storage lockers and closets or areas approved by the Board of Managers.
- No items may be stored or left in common areas.
- Storage in maintenance closets or mechanical rooms is prohibited.

- Owners store personal property at their own risk.
- Toxic, flammable, or explosive materials are prohibited, except for small quantities of standard residential lighting and cleaning products.

**Violations of any of these rules of shared spaces at PSC may result in loss of privileges, additional fees, or action by the Board.**

## **Physical Plant/Well-being of PSC**

### **Pest Control**

Routine pest treatments are conducted in the garages and common areas. If you notice pests or rodents in your Unit or Common Areas, report immediately to Property Management by using AppFolio. *Severe infestations may require extermination in all Units simultaneously. Owners are responsible for treatment costs in their units. Units can hire their own exterminators, but the best value may be found using the associations preferred vendor.*

### **Trash Disposal**

Each floor has a trash chute and trash room for your convenience. Please dispose of all trash and recyclables properly. Secure all rubbish tightly in heavy-duty plastic bags before placing them down the chute. Do not leave trash bags or items in trash rooms. Items like diapers, pet waste, and food must be double-bagged and securely closed. Loose trash is not allowed.

No packing materials, cardboard, Styrofoam, or metals should be discarded in the chute. These can cause jams or fires. Avoid placing flammable, smelly, or oversized items in the chute.

### **Recycling**

Recycling is mandatory by the City of Cambridge. Use the bins in each trash room for paper, plastic, and metals—these are sorted offsite. Wash containers before recycling; labels can remain. Do not place plastic bags in recycling bins; dispose of them with regular trash. Large boxes must be broken down and placed beside the recycling bin. Remove packing materials (especially Styrofoam peanuts), seal them in plastic bags, and dispose via the trash chute. **No food should be disposed of in recycling bins.**

### **Electronics**

Can be recycled at Micro Center (730 Memorial Dr, Cambridge, MA 02139) and should not be left in the trash room.

### **Unwanted Furniture, Electronics & Construction Debris**

Owners must remove all debris caused by moves, renovations, or daily living. Do not leave unwanted furniture in common areas such as garages, trash rooms, or hallways.

Consult Management for disposal of large or unusual items. Items left will result in fines and non-refundable fees. Arrange your own removal (remove yourself or use a service), or consider donations.

Unsure of how to get rid of an item? City of Cambridge provides FREE guidance <https://www.cambridgema.gov/Services/furnitureappliancelargeitemdisposal>

Organizations to consider for donations:

- Salvation Army: 1-800-SA-TRUCK
- Boomerangs: (617) 309-7220
- MIT Student Furniture Exchange: (617) 253-4293
- City of Cambridge Public Works <https://www.cambridgema.gov/services/curbsidecollections>

### **Windows / Screens**

The Board of Managers will maintain or replace original windows and screens as needed. Any replacement should be entered into AppFolio.

- Do not throw anything out of windows.
- Do not hang laundry, rugs, or any items from windows.
- No signs of any kind may be displayed in windows.

### **Garage**

#### **Bicycles**

- Bicycle racks are available in garages and outside 173 Pleasant Street.
- All bikes stored indoors must be registered with Property Management.
- Each owner may store up to two bikes on common racks; additional bikes must be stored inside units, storage cages, or outside racks.
- Management may remove abandoned or unregistered bikes. Bikes locked to unauthorized areas (e.g., lamp posts) will be removed without notice.
- Electronic bikes and scooters are prohibited in units as they are a fire hazard.

#### **Parking**

- Each Unit Owner is entitled to one parking space in the below-grade garage of their building. Spaces may be accessible, standard, or compact.
- Accessible spaces are reserved for owners with handicapped plates.
- Parking rules are strictly enforced. Vehicles parked outside assigned spaces may be towed at the owner's risk and expense. Report illegal parking to Management.
- Every car parked in the garage must be registered with management.
- Vehicles must park within white lines; avoid encroaching on neighboring spaces.
- Owners with multiple vehicles may transfer their parking tag between cars but can only use one space.
- No guest parking is available on-site.

#### **Vehicle Registration**

- All Unit Owners must register their vehicles with Management upon move-in and whenever ownership changes or a new vehicle is purchased.
- Management issues parking hang tags and garage remotes upon registration.
- Owners must notify Management of changes like lost/damaged tags or remotes.

#### **Parking Permit Hang Tags**

- One parking hang tag is issued per unit upon purchase.
- Tags must be displayed visibly on rearview mirrors when parked on condominium property.
- Motorcycles must secure tags visibly.

- Upon unit sales, the seller must return parking tags and garage remotes to Management. Unreturned items incur fees (\$75 for hang tag, \$50 for remote) which may delay certificate issuance.
- Lost or stolen tags/remotes incur replacement fees; vehicles using invalid tags will be towed.

### **Parking Violations and Safety**

- All cars parked in garages require insurance.
- Parking is prohibited on circular driveways; these are for emergency access only (City of Cambridge rule).
- Passenger drop-off/pick-up allowed for up to 30 minutes, with drivers present and traffic unobstructed.
- Personal property left in vehicles is at the owner's risk.
- All must obey posted speed and parking regulations, Bylaws, and local laws.
- The Condominium Association is not liable for any damage or injury related to handling or moving vehicles on the property.
- Parking spaces are for vehicle parking only; no storage of items is allowed. Unauthorized items will be removed at the owner's expense.
- Vehicle maintenance on-site is prohibited except for emergencies (flat tires, jump starts, windshield replacement).
- Vehicle washing on property is prohibited.
- Tailgating (following garage doors too closely) is prohibited; damages must be paid for by responsible parties.

### **Towing Policy**

- Unauthorized vehicles may be towed without notice, 24/7, at the owner's risk and expense.
- Unauthorized includes:
  - Vehicles without valid parking hang tags.
  - Vehicles parked unattended in the driveway for over 30 minutes.
  - Vehicles violating parking policies or posing danger to people or property.
  - Vehicles blocking garages, loading docks, or entryways will be towed.
  - Unauthorized parking in handicapped spots without valid permits

### **Leasing/Renting out a parking space**

Renting a parking space requires a formal written lease or agreement outlining the terms, duration, and cost, which must be checked against property or association rules and legal requirements. Rules include designating specific spaces (reserved/unreserved), restricting use of certain vehicles, requiring permits, and establishing penalties for violations like unauthorized parking or double parking.

### **Key Rules & Considerations**

- Owners may lease their deeded parking space but require a formal written lease or agreement outlining the terms, duration, and cost, which must be checked against property or association rules, guidelines, and legal requirements.
- The renter must park in the same building as the owner and provide vehicle info and a copy of the rental agreement to Management.  
Eligibility: Parking spaces can only be rented to PSC residents/owners.
- Written Agreement: The parking space owner is responsible for having a written lease, addendum, or agreement specifying the parking terms, duration, and any fees.

- Penalties: The agreement should outline consequences for violating the parking policy, such as towing or ticketing, and these rules must be consistently enforced.
- Community or HOA Rules: Review the governing documents of your homeowner's association (HOA) or the property's bylaws.
- Permit Systems: Tenants must display a valid PSC parking permit to ensure only authorized vehicles use the spaces. All vehicles need to be registered with APT management. The parking space owner is responsible for the vehicle occupying the parking space.
- Guests should adhere to all resident policies.

## **HVAC Equipment and Hot Water Heater**

- Please notify management via AppFolio at least 5 business days in advance of installation of new equipment which may require building wide shut offs of water, and/or access to the roof for work and to seal the perforations on the roof because of the removal and replacement of the HVAC condenser.
- All Units should maintain minimum temperatures of 55 degrees Fahrenheit to avoid the freezing of pipes and plumbing facilities.
- Heating and air conditioning units, as well as the hot water heater tanks exclusively serving any individual Unit, together with all associated component parts, shall be classified as part of the Unit to which it exclusively serves; each Unit Owner shall be responsible, at the Unit Owner's cost and expense, for the proper care, maintenance, repair, and replacement of these units.
- Unit Owners should inspect the A/C unit seasonally. Should you identify any water build up please turn off the A/C unit and place a service call with your HVAC vendor immediately to prevent any damage to the Common Elements or Unit(s) below.
- Hot water for each unit is generated through one individual electric water heater. Water heaters are provided with a safe pan and drain. A safe pan is also provided with the washer/dryer closet in each unit. Please check your pan from time to time for any water accumulation.
- The recommended preventative maintenance for your heating and cooling equipment is twice a year, including inspection of the equipment, changing filters etc.

## **Renovations**

### **Floors**

- All Unit Owners located on the first floor are permitted to install a hardwood floor of their choice in accordance with your condominium documents at the time of purchase.
- All flooring changes above the first floor must be approved by the Board of Managers
  - All Unit Owners located on the second, third, or fourth floor must use floating style flooring with either cork or foam underlay. The cork and foam underlay must meet the guidelines and rating below and must have at least 90% of the floor covered with area rugs.
- All Unit Owners must read and follow the Hardwood Floor Installation Policy. All Owners are responsible for informing any outside contractors of the Hardwood Floor Policy prior to any work being done in the unit.
- Once the owner has read and understands the policy and has decided on the type of floor you wish to install, the owner must send management a signed pre-approval

form with all the required information. Pre-approval forms that are not complete will not be approved.

- Please submit the Hardwood Floor Installation form off at the Management office.

Any owner found in violation of this policy will be responsible for the inspection, replacement of the floor and correction of the unit according to your condominium documents at the time of purchase.

### **Rules and Regulations Governing Alterations, Repairs, and Renovations:**

- It is expected and required that those vendors servicing both the Association and individual residents will conduct themselves with a degree of professionalism and decorum consistent with the character and quality of Pleasant Street Condominium. American Properties Team, Inc., at the discretion and direction of the Board of Managers of Pleasant Street Condominium, reserves the right to refuse access to any contractor/vendor that is out of compliance with the rules governing outside contractors.
- Work may not begin without prior notice of Certificate of Liability Insurance and proof of Workman's Comp Insurance. Pleasant Street Condominium Trust must be named as an additional insured.

### **Notification and Approval**

- Unit Owners planning alterations, repairs and renovations except for painting and similarly purely cosmetic work must notify and receive approval by the Board of Managers before beginning any work.
- Request and submit an Architectural Review in AppFolio.
- Work cannot commence until the proposed renovations have been reviewed and approved by the Board of Managers and the Management Company has a Certificate of Insurance.
- Notification must include the name and telephone number of the contractors and contact person; a copy of all proposed renovation plans and specifications; proof of contractor's Workman's Compensation coverage and liability insurance; and a copy of the certification from the City of Cambridge.
- No penetration of exterior walls or work affecting common elements of the building shall take place without the prior approval of the Management Company or the Board of Managers. All penetrations through fire rated walls and floors shall be properly packed and sealed in such a manner as to restore the fire rating.

### **Clean Up**

- No disposal of construction debris shall be permitted in the building. Contractors shall be responsible for the daily removal of all discarded material, construction debris, and trash from the building and as the management shall direct. Work areas are to be cleaned daily and left in the same condition in which they were found. Anything left in a common area shall be disposed of at the owner's expense.
- Any damage to any portion of the building shall be reported to the Property Manager immediately.

### **Admission and Control**

- Hours of work: Monday through Friday 8:00 a.m. to 5:00 p.m.

- Exceptions may be granted by the Managers for earlier starting and later stopping times at their discretion. Such permission will only be granted for adequate cause.
- Each new contractor or sub-contractor should be provided with a copy of building regulations- as it is the responsibility of the owner to enforce rules and regulations of their contractors.
- All outside doors and entrances shall be kept locked except when specific permission has been granted to keep a given entrance open for a period. In each such instance, designated personnel must be in attendance. No entrance or gateway may be left unattended at any time.

## **Resale / Leasing of Units**

### **Resale/ Refinancing**

The main purpose of PSC is to provide housing for faculty and senior administrators of Harvard University, with respect to the Harvard Eligible Units, and Inclusionary Housing Units through the City of Cambridge. Eligibility must be confirmed by Harvard Real Estate Services and/or Cambridge Housing Authority based on the individual unit.

If you are contemplating selling or refinancing your unit, you will need to obtain a “6D” Certificate in accordance with the Massachusetts General Laws Chapter 183-A. This is a notarized certificate issued by the Board of Managers through the Management Company. It states that all outstanding obligations to the Association have been paid in full and are paid in advance for the current month in which the closing is to occur. The 6D certificate is good only through the date indicated and must be reissued, should it expire prior to the closing. A minimum of ten (10) days’ notice prior to the sale or refinance is needed to obtain a 6D Certificate from the Property Manager and have the form notarized. The fee for a 6D Certificate for Sale is \$175.00, to be paid in full by check made to Pleasant Street Condominium Trust.

Many financial institutions require a “Certificate of Insurance” for closing. This certificate assures them of sufficient coverage in the event of a loss. It is supplied by the Association’s insurance agency, not by management, and enough time must be allowed for preparation and mailing. Please contact the Management Company for information on how to obtain this certificate, when needed.

### **Leasing**

Units at PSC are not meant to serve as investment, rental or Airbnb accommodation. Under the Master Deed and the underlying Ground Lease, Harvard University has the right, in its sole and absolute discretion, to approve all leases. Harvard favors owner-occupancy of units as most consistent with the goal of creating a stable community. However, we understand that in unusual circumstances, a Unit Owner may spend substantial time away from their home – for example while on a sabbatical – and wish to lease his or her unit. Harvard therefore considers requests for lease approvals on a case-by-case basis. Leasing arrangements that are not consistent with the affiliation requirement or any other provision of the Ground Lease or Master Deed will not be approved. It is essential to the success of the Condominium that the following procedures be followed when renting a unit:

- The Owners will need to receive an approval from the Harvard Real Estate Office, for the tenant and the lease.
- The Sponsor, represented by Harvard Real Estate Office, will verify if the tenant meets the criteria.

- The owner can lease only if on a leave or a sabbatical from Harvard. Documentation of such leave or sabbatical would be required.
- As a matter of practice, Harvard has been willing to approve leases under the following circumstances:
  - The Unit Owner's reason for vacating the unit is work-related.
  - (e.g., a sabbatical, or long-term research or work assignment in
  - a non-Boston location) or stems from extraordinary medical or similar reasons.
- The Unit Owner does not request the right to lease for more than three years in the aggregate; and each lease is for no more than one year (renewable only with Harvard's approval). *These guidelines do not guarantee approval of any specific request but reflect Harvard's current practice.*
- The term of the lease should be no more than three years, on a renewable annual basis, and no less than three months.
- The Unit Owner or Owner's agent is responsible for making all the tenants all the Rules and regulations of the Pleasant Street Leasehold Condominium.
- The Unit Owner will notify the Management Company of the name of the tenant along with a copy of the lease.
- Owners of Inclusionary Units must seek approval from the City of Cambridge to lease their unit. A portion of a unit cannot be rented. Approval in writing must be submitted to the PSC Management office. If approval is granted, all PSC rules and regulations apply.

## **Moving**

Please fill out and sign the moving form included in the form section if you are planning to move in or out of Pleasant Street Condominiums. The Management Company must be provided with written notice, at least seven (7) business days ahead of the scheduled move date and time. This also applies for large furniture or appliance deliveries.

Your moving company must provide a Certificate of Insurance, naming Pleasant Street Leasehold Condominium and American Properties Team, Inc. as insured. The certificate must be submitted to Management, with the Move Request Form and Check, seven (7) business days prior to the scheduled move date. If you are not using a professional moving company with proper insurance, but rather moving yourself, you will be responsible for any damage to the common areas caused by the move.

- All moves must be scheduled and performed from 8 a.m. to 5 p.m.
- To facilitate parking, temporary "No Parking" signs can be obtained either through your moving company or at Cambridge City Hall.
- The Unit Owner(s) responsible for the move will be required to pay a \$500 refundable security deposit. A check must be made payable to Pleasant Street Condominium and included with notification of your move. The deposit applies for both the move in and the move out for an individual owner/tenant.

- Prior to any moving, pads must be installed in the elevator and precautions must be taken to safeguard doors, moldings, and other common elements. All damage or destruction to the common areas caused by the move will be repaired by the PSC Association at the offending Unit Owner's expense. Any harm to any occupants caused by the move or caused by neglecting the required security precautions will be at the full expense of the moving Owner, regardless of the amount.
- It is the responsibility of the owner/tenant to ensure that the doors are properly secured during the entire course of the move. Doors shall not be propped open for any reason unless the owner/tenant can provide someone to watch said door. Likewise, at the close of the move, it is the owner's/tenant's responsibility to ensure that all doors have been properly closed and secure.
- Any special moving arrangement must be advised in writing.
- Unit Owners must remove all debris created by the move.

It is prohibited to dispose of unwanted furniture in the common areas such as the garage, trash rooms, or hallways. Many large items are picked up by the City of Cambridge, for some a permit needs to be obtained for a small fee (<https://www.cambridgema.gov/Services/furnitureappliancelargeitemdisposal>). Failure of any Unit Owner to comply with these moving regulations shall result in additional penalties or fines levied against the Unit Owner.

## **Emergencies**

### **General Emergency Procedures**

To minimize stress and prevent injury or property damage, please review and follow these emergency procedures:

- Provide your emergency contact information with the Management Office. If you are away for an extended period, it is advisable to leave your temporary address and phone number with Management so you can be reached in an emergency.
- Contact management as soon as possible.

### **Fire or Smoke Emergency**

- Know the location of all stairways and identify two exit routes from your unit.

If fire or smoke occurs in your unit or a nearby unit, call 911. Leave your unit and close the door (do not lock it). Alert neighbors, especially those who are elderly, hearing-impaired, or have limited mobility. Assist them if possible or notify the fire department. Use the nearest stairwell to exit and do not use elevators.

If the fire alarm sounds prepare to evacuate immediately. If it is safe to leave, close the door behind you and use the nearest stairwell to exit the building. Never use the elevator. Fire Extinguishers are in trash/refuse rooms and may be used if necessary.

## **Water Shut Off**

Each unit has a main water shut-off valve located in the mechanical closet. This valve controls the water supply to your unit and should be turned off before any plumbing work, such as:

- Installing shut-off valves
- Replacing a washer
- Conducting in-unit plumbing repairs

## **Drain Backups**

The Master Deed outlines unit boundaries. In general:

- If the clog is within your unit, the Unit Owner is responsible for the cost of clearing it.
- If the clog is beyond your unit, in the building's main plumbing, the Association will cover the cost.
- To ensure proper handling, always report backups to the Management Office immediately.

Note: If you hire your own plumber and the issue is in the building's main line, you will not be reimbursed.

## **Preventing Drain Clogs**

Use plumbing fixtures only as intended. Never places the following in sinks or drains:

- Grease, oils, or fats – These accumulate in pipes and can cause complete blockages. Instead, pour them into a sealed container (e.g., a coffee can) and dispose of them in the trash.
- Starchy foods – Items like potatoes, rice, pasta, and beans expand with water and can form a paste that clogs pipes.
- Even though units are equipped with garbage disposal, not all food waste is safe to put down the drain. Avoid disposing of the above items to prevent damage and backups.

## **Flooding**

If flooding occurs (defined as excessive water entering your unit):

### **Shut off the water source immediately using:**

- Fixture valves (under sinks or toilets), or
- The main valve is in your mechanical closet (or by the water heater for 3-bedroom units).
- If water is coming from your unit, inform your downstairs neighbors immediately—damage can extend to lower units.
- Unit Owners are responsible for water damage caused by their own plumbing. Make sure you carry adequate insurance.

## **Electricity & Circuit Breakers**

Each unit is equipped with:

- A 125-amp, single-phase, 24-circuit panel
- Separate electrical meters (located in the garage)

Circuit breakers for overload and short-circuit protection.

### **Power Outage in Your Unit:**

Check for obvious issues (e.g., tripped breaker or faulty appliance).

- Open your circuit breaker panel.
- Locate the switch in a different position from the others.
- Flip it fully OFF, then back ON.
- If power is restored, the issue is resolved. If the breaker trips again, unplug any suspect appliances and contact Management for a maintenance check.

Contact a licensed electrician if needed and never run electrical cords under rugs.

### **Power Outages**

Power outages are typically outside the building's control. During an outage:

- Corridors and stairwells will remain lit by battery-powered emergency lights.
- The elevator will return to the first floor and remain open—you will not be trapped inside.
- Use stairs until power is restored.
- Turn off non-essential appliances (TV, radio, etc.) to prevent damage from power surges.
- Keep the following items on hand: Flashlight, Batteries

### **Fire Alarm System**

The building has a modern, centrally monitored fire and smoke detection system.

Each unit has:

- Hard-wired smoke and heat detectors
- Mini horns connected to the central alarm system

Important Tips:

- Ensure proper ventilation when cooking to avoid triggering alarms.
- If you burn something, do NOT open your unit door. This could trigger the building-wide alarm.
- Instead, open windows to ventilate your unit.

### **Gas Leak**




If you smell gas, follow these steps immediately:


- Extinguish all open flames.
- Open windows, especially near your furnace.
- Do NOT Light matches or lighters or turn on or off any electrical switches or appliances.
- Evacuate the unit and Call Eversource Gas: 800-592-2000
- Then call American Properties Team, Inc.: 781-932-9229, who can assist with utility room access if needed.





## In Unit Preventative Maintenance Check List

Below please find a table with recommendations for in unit preventative maintenance.

<p><b>WASHING MACHINE</b></p> 	<ul style="list-style-type: none"> <li>• Install high quality washer hoses</li> <li>• Equip feeder pipes with easy to-close or automatic shut-off valves</li> <li>• Recommendation is to install water catch pans beneath wash machine</li> <li>• Each washing machine has a shut off valve. If the valve fails, use the main shut off located in your mechanical closet (in unit for 3-bedroom units).</li> </ul>	<p>The appliance store where you purchase your washing machine might coordinate an installer.</p> <p>*Please make sure your washing machine's shut off valve is functional.</p>
<p><b>DRYER</b></p> 	<ul style="list-style-type: none"> <li>• Clean the clothes-dryer lint screen.</li> <li>• Check your clothes dryer vent and hose for lint buildup.</li> <li>• Clean dryer vent to prevent a fire.</li> </ul>	
<p><b>HEATING AND COOLING SYSTEM</b></p> 	<ul style="list-style-type: none"> <li>• Recommendation is to have a professional HVAC company service heating and cooling equipment 2X year. (spring/fall) which includes blowing condensation line and cleaning condensation drain/pan that can cause leaks if clogged.</li> <li>• Homeowners should clean dirt and dust from around furnaces, air grills, and ducts.</li> <li>• Homeowners should replace air filters at least 4x a year.</li> </ul>	

<p><b>KITCHEN</b></p> 	<ul style="list-style-type: none"> <li>• Clean the drain pan on your frost-free refrigerator. Inspect for leaks if you have a water supply to your fridge.</li> <li>• Inspect your dishwasher for leaks.</li> <li>• Clean your kitchen exhaust fan filter.</li> <li>• Do not pour cooking grease or starchy wood waste into your drains. It can cause a drain. back up to your or other units.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• If you burn food, open windows only to ventilate. If you open your front door, the smoke will trigger building fire alarm system and cause residents to evacuate and Cambridge FD to respond.</li> </ul>	
<p><b>SMOKE ALARMS/CO -2 DETECTORS</b></p>	<ul style="list-style-type: none"> <li>• Test smoke alarm and carbon monoxide detectors at least monthly.</li> <li>• Replace weak batteries.</li> <li>• Keep a fire extinguisher handy for use in kitchen</li> </ul>	<p>Home Depot Lowe's Local Hardware Store *Smoke detectors are hard wired with a battery backup. They usually last 7 years.</p>
<p><b>BATHROOM</b></p> 	<ul style="list-style-type: none"> <li>• Check caulking around sinks, bathtubs, and showers. Some types of caulking become brittle with age, and therefore useless as a water seal.</li> <li>• Check faucets, hose bibs, and toilets for leaks. <ul style="list-style-type: none"> <li>• Also look for leaks at shut-off valves at sinks, toilets, laundry, and main water shut-off valves.</li> </ul> </li> <li>• Check sinks, tubs, and showers for proper drainage. Remove hair from drains. <ul style="list-style-type: none"> <li>• Clean faucet aerators and shower heads with vinegar to get rid of mineral deposits.</li> </ul> </li> </ul>	

<p><b>AIR DUCT CLEANING</b></p>	<ul style="list-style-type: none"> <li>• Vacuum heat registers vent lines, to prevent dust accumulation that can trigger asthma, allergies, and breathing problems.</li> </ul>	<p>Same as dryer vent cleaning</p>
<p><b>HOT WATER HEATER</b></p> 	<ul style="list-style-type: none"> <li>• Hot water heater should be replaced per manufacturer recommendations, at least every 10 years. Old hot water heaters can cause electrical fire &amp; firewater damage.</li> <li>• Operate the main water shut-off valve and temperature pressure relief (TPR) valve on the water heater at least once a year to “exercise” them and keep them functioning properly.</li> <li>• Recommendation is to install Water Heater Auto-Shutoff Valve</li> <li>• Manufacturers recommend drain water heaters at least once a year to get rid of the settlement on the bottom that can lead to corrosion.</li> </ul>	

# Policies and Forms:

# Security Camera Policy

Pleasant Street Condominiums

Drafted: 8/28/23

Revised/Approved: 02/22/2024

## Purpose and Scope

Pleasant Street Condominiums (PSC) is committed to protecting the safety, security, and property of our community while respecting the privacy rights of our residents and visitors. Cameras provide a visual deterrent to crime, assist with overall security measures, and increase the potential identification and apprehension of people(s) who breach PSC policies and/or commit criminal acts. Cameras are not a guarantee of safety; however, they do serve as deterrents and can alert police to potential danger. The primary use of surveillance cameras is to record images for future identification of individuals and activity: only in the event of violations of law or policy. Cameras are not actively monitored. They are viewed only upon reports of a crime or violation to PSC or the City of Cambridge.

This policy regulates the use of surveillance cameras to protect the legal and privacy interests of the PSC community, its residents and property.

This policy does not apply to the use of video for any non-surveillance purposes.

## Access, Use, Monitoring, and Confidentiality

- Only authorized PSC residents, board members, APT, and/or staff, as determined by this policy, will be involved in, or have access to surveillance camera data via a secure and password protected server.
- When an incident is suspected to have occurred, only authorized personnel may review the images from surveillance camera data.
  - For general incidents, authorized personnel may include a combination of no less than two individuals representing at least one member of each resident, board member, APT, and/or PSC staff.
  - For incidents involving specific residents, authorized personnel may include a combination of no less than three individuals representing at least one member of each resident, board member, APT, and/or PSC staff.
- Only authorized copies of surveillance images will be sent to law enforcement. No other copies will be distributed. Additionally, only requests to release surveillance records to law enforcement must be authorized and agreed upon by the majority of authorized personnel reviewing the footage.
- Video monitoring will be conducted only in areas where PSC residents and staff do not have a reasonable expectation of privacy.
- Monitoring should be based on suspicious behavior, not individual characteristics.
  - Authorized personnel will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications.
- All information and/or observations made in the use of security cameras are considered confidential and can only be used for official law enforcement purposes upon the approval of the authorized reviewing personnel.
  - Authorized personnel are expected to know and follow this confidentiality statement.

**Data and Access Log Storage**

- Recorded camera images will be retained for at least 30 days. Therefore, all purchased devices must be capable of retaining media for at least this period of time.
- A log documenting access to and use of data stored in the centralized surveillance system will be maintained for a period of 12 months by the PSC Board and APT staff.

**Device Procurement, Installation, and Maintenance**

- All authorized cameras and systems will be inspected quarterly to ensure that they are in proper working condition and meet policy guidelines.
- No attempt shall be made to alter any part of any surveillance recording.
- Surveillance monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

## Move-In Request Form: PSC

Please complete this form and submit it to the Condo Association **at least 5 days prior to your scheduled move-in**. A refundable deposit of \$500 is required.

### Owner Information:

- **Owner Name(s):** \_\_\_\_\_
- **Unit Number:** \_\_\_\_\_
- **Contact Phone Number:** \_\_\_\_\_
- **Contact Email:** \_\_\_\_\_

### Moving Company Information (if applicable):

- **Company Name:** \_\_\_\_\_
- **Contact Person:** \_\_\_\_\_
- **Contact Phone Number:** \_\_\_\_\_

### Move-In Details:

- **Requested Move-In Date:** \_\_\_\_\_
- **Requested Start Time:** \_\_\_\_\_
- **Anticipated End Time:** \_\_\_\_\_

### Important Regulations and Acknowledgments:

By signing below, the owner and their moving company (if applicable) acknowledge and agree to the following:

1. **Vehicle Parking Restrictions:** Moving vehicles **MUST NOT** block the garage entrance, fire lanes, the front entrance of 165 Pleasant Street, or park on the ramp area entry way at any time. Violators are subject to fines and towing at their own expense.
2. **Property Damage:** The owner is responsible for any damage to common areas, including but not limited to hallways, elevators, walls, floors, and landscaping, caused by their move.
3. **Deposit:** The \$[**Insert Deposit Amount Here**] deposit will be held and returned after a satisfactory inspection of common areas and confirmation that no regulations were violated. Deductions may be made for damages or violations.

### Signatures:

- **Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Submitted to** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Gazebo Room Rental Agreement

This agreement outlines the terms and conditions for renting the Gazebo Room. Please complete this form and submit it to the Condo Association for approval. A refundable deposit of \$100 is required.

## Owner/Renter Information:

- **Name(s):** \_\_\_\_\_
- **Unit Number (if owner):** \_\_\_\_\_
- **Contact Phone Number:** \_\_\_\_\_
- **Contact Email:** \_\_\_\_\_

## Rental Details:

- **Requested Date(s) of Use:** \_\_\_\_\_
- **Requested Start Time:** \_\_\_\_\_
- **Anticipated End Time:** \_\_\_\_\_
- **Purpose of Use:** \_\_\_\_\_

## Rental Rules and Responsibilities:

By signing below, the owner/renter acknowledges and agrees to the following:

1. **Deposit:** A refundable deposit of \$100 is required to reserve the Gazebo Room.
2. **Hours of Use:** The Gazebo Room may be used only between the hours of **9:00 AM** and **10:30 PM**. All activities, including cleanup, must be completed by the end time.
3. **Clean-Up Requirements:** The Gazebo Room, including all carpeting and furniture, must be returned to its original clean and orderly condition. This includes:
  - o Vacuuming or sweeping all floors.
  - o Wiping down all surfaces and furniture.
  - o **Promptly remove any stains from carpeting and furniture.**
  - o Removing all trash and personal belongings.
  - o Arranging furniture as it was found.
4. **Damage Responsibility:** The renter is responsible for any damage to the Gazebo Room, its furniture, fixtures, or equipment during their rental period.
5. **Deposit Retention:** The Condo Association reserves the right to retain all or a portion of the deposit if the Gazebo Room is not returned to the condition in which it was rented, or if any rules are violated. Additional charges may apply for damages exceeding the deposit amount.
6. **Noise:** Please be mindful of other residents. Excessive noise is prohibited.

## Signatures:

- **Owner/Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Condo Association Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Pet Registration Form & Waiver

The Pleasant Street Leasehold Condominium is a pet-friendly facility; however, all pets must be registered with management, and the appropriate waiver must be signed.

### Section 1: Resident information

Name of Resident: \_\_\_\_\_ (please print legibly) Unit #: \_\_\_\_\_

Please circle one: Owner/Tenant

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

### Section 2: Pet information (Applicable for cats and dogs)

Pet's Name: \_\_\_\_\_ Type/Breed: \_\_\_\_\_

Description: \_\_\_\_\_

Age: \_\_\_\_\_ Color and Weight: \_\_\_\_\_

License/ID: \_\_\_\_\_

Please attach a photo of your pet. Digital is sufficient. Email to [serviceteam@aptfin.com](mailto:serviceteam@aptfin.com) (OPTIONAL)

### Section 3: Vaccinations and Immunizations Record (Applicable for cats and dogs)

Are your pet's vaccinations/immunizations up to date? yes/no

Please attach copies of immunization records

Section 4: Small/Other Animals Small animals are defined as pets other than dogs or cats (ferrets, fish, birds, exotic animals, etc.) and any that reside in cages and/or enclosed spaces (terrariums, aquariums, etc.). Unit Owners/tenants are required to register their small animals. Owners of small animals are taken on a case-by-case basis.

The Board of Managers reserves the right to deny registration and/or request removal of animals if they determine that the number is excessive and has had a negative impact upon other Unit Owners, excessive noise, smells, or damage to any common areas. Failure of any Unit Owner to comply with the pet policy shall result in penalties or fines levied against the Unit Owner.

### Section 5: Rules and Regulations

Please respect and be courteous to one another and one another's pets. All rules from the Pet Policy included in the Resident Handbook are in effect.

### Section 6: Waiver

I, as a Unit Owner or a Resident at PSC, have read and understand the Pet Policy, and agree to abide by and be bound by the stated rules and regulations. In addition, I agree to accept liability for all damages to the Association's property caused by my pet. I hereby release PSC, its Board of Trustees, and Mediate Management Company, Inc., and their heirs, and affiliates, for liability resulting from injury, accident or illness to myself or other members of my household caused by my pet. I also understand that if my pet creates nuisance behavior to other residents, I will make immediate arrangements to house the pet elsewhere.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Hardwood Floor Pre-Approval Form

Date \_\_\_\_\_

Building & Unit No. \_\_\_\_\_

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

If you have your floor professionally installed, please fill out the following:

Contractor/Company Name \_\_\_\_\_

Phone # \_\_\_\_\_ Web-site \_\_\_\_\_

Please describe the type of flooring you would like to install-

\_\_\_\_\_

- I have read the "Hardwood Floor Policy for Pleasant Street Condominium" and I fully agree to comply.
- I have entered an Architectural Request in AppFolio

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## Move-Out Request Form: PSC

Please complete this form and submit it to the Condo Association **at least 10 days prior to your scheduled move-out**. A refundable deposit of \$500 is required.

### Owner Information:

- **Owner Name(s):** \_\_\_\_\_
- **Unit Number:** \_\_\_\_\_
- **Contact Phone Number:** \_\_\_\_\_
- **Contact Email:** \_\_\_\_\_

### Moving Company Information (if applicable):

- **Company Name:** \_\_\_\_\_
- **Contact Person:** \_\_\_\_\_
- **Contact Phone Number:** \_\_\_\_\_

### Move-Out Details:

- **Requested Move-Out Date:** \_\_\_\_\_
- **Requested Start Time:** \_\_\_\_\_
- **Anticipated End Time:** \_\_\_\_\_

### Important Regulations and Acknowledgments:

By signing below, the owner and their moving company (if applicable) acknowledge and agree to the following:

1. **Vehicle Parking Restrictions:** Moving vehicles **MUST NOT** block the garage entrance, fire lanes, the front entrance of 165 Pleasant Street, or park on the ramp area entry way at any time. Violators are subject to fines and towing at their own expense.
2. **Property Damage:** The owner is responsible for any damage to common areas, including but not limited to hallways, elevators, walls, floors, and landscaping, caused by their move.
3. **Deposit:** The \$500 deposit will be held and returned after a satisfactory inspection of common areas and confirmation that no regulations were violated. Deductions may be made for damages or violations. *Please provide a self-addressed stamped envelope (forwarding address) with your form and check. Deposits will be returned after moving out inspection occurs (12-14 business days)*
4. **Certificate of Insurance (COI):** All movers must supply a COI.

### Signatures:

- **Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Submitted to:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**UNIT OWNER DATA INFORMATION FORM  
PLEASANT STREET CONDOMINIUM**

**Unit Address:** \_\_\_\_\_

Legal Owner (1): \_\_\_\_\_

Legal Owner (2): \_\_\_\_\_

Billing Address of Owners:

\_\_\_\_\_  
(If Different than unit address)

Home Phone: \_\_\_\_\_ Work (1): \_\_\_\_\_ Cell  
(1): \_\_\_\_\_ Email (1): \_\_\_\_\_

Work (2): \_\_\_\_\_ Cell (2): \_\_\_\_\_  
Email (2) \_\_\_\_\_

**Emergency Contact: A person who can be called in case of an emergency if the owner cannot be reached:**

Name (1): \_\_\_\_\_ Home Phone:(1): \_\_\_\_\_ Cell (1):  
\_\_\_\_\_ Work (1): \_\_\_\_\_

Name (2): \_\_\_\_\_ Home Phone(2): \_\_\_\_\_ Cell  
(2): \_\_\_\_\_ Work (2): \_\_\_\_\_

**Vehicle Information**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Parking Tag #: \_\_\_\_\_

Signature Date

\_\_\_\_\_  
Signature Date

**IF YOU RENT YOUR UNIT PLEASE FILL OUT THE FOLLOWING INFORMATION Unit**

**Phone #:** \_\_\_\_\_

TENANT (1): \_\_\_\_\_ Work Phone (1): \_\_\_\_\_ Cell

(1): \_\_\_\_\_ Email (1): \_\_\_\_\_

TENANT (2): \_\_\_\_\_ Work Phone (2): \_\_\_\_\_ Cell

(2) \_\_\_\_\_ Email 2): \_\_\_\_\_

**Vehicle Information:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

PARKING TAG#: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please fax back to 781-569-2655, email to [jbass@aptfin.com](mailto:jbass@aptfin.com), or mail to: American Properties Team, Inc., 500 W. Cummings Park Suite 6050, Woburn, MA 01801

# Bicycle Registration Form

Date \_\_\_\_\_

Building & Unit No. \_\_\_\_\_

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Bicycle Information: Make/Model/Color

\_\_\_\_\_

Other Descriptive Information

\_\_\_\_\_

Unit Owner (Y/N) If no, Lease Start // \_\_\_\_\_ Lease End //

Signature \_\_\_\_\_

Please make sure to place the sticker on your bicycle immediately.

**Pleasant Street Leasehold Condominium and American Properties Team, Inc are not responsible for damage, loss, or theft of bicycles. Remember to always lock your bicycle and do not leave valuables attached.**