

SEVILLE CONDOMINIUM

40 and 44 Main St., Stoneham, MA 02180

HELPFUL INFORMATION FOR ALL OWNERS/RENTERS

Welcome to the Seville Condo Association! This information is to help you know what is expected of you as part of our community. Please become familiar with the following. It is the responsibility of the owner to provide this info to renters. If you have any questions, please contact Mike at Eastern Management at 781-231-3133.

Moving in/out: A monitor is required for all moves in/out. All moves are to be done between the hours of 8am and 5pm, Monday through Saturday. Two checks are required. One is a returnable fee of \$250 if no damage is done to any common area during the move. A \$75 fee is non-returnable to cover the monitoring of the move.

All moves must be done at the rear door of the building, opposite the front door. Please make your movers aware of others who need to move their car during the day and use the elevator. At no time should the building door be propped/left open and unattended. This is to ensure the safety of all residents.

Deliveries. All deliveries must be done at the rear door of the building.

Disposal of furniture/large items. To dispose of mattresses or large furniture items, please make arrangements. This is not the responsibility of the Association. One option is to call Casella, who provides our dumpsters. The office can arrange for disposal, for a fee. 978-548-4427.

Cable installation/hookup: If you plan to have services by Comcast or Verizon, you must notify management at least 48 hours in advance, to gain access to the electrical rooms (for Verizon) and directions for Comcast.

Condo renovations. If you plan to do renovations that requires changing any electricity, or plumbing, you must apply for a building permit. You must notify management to obtain written notification that the Board of Trustees

(BOT) is aware of your intentions. Knocking down a wall effects electricity, sometimes plumbing. Putting down floors, rugs, or painting usually does not require permits. All work performed by contractors/residents is to be done between the hours of 8am and 5pm Monday through Saturday. Please respect your neighbors when making noise. No debris from your construction is to be put in the dumpster. Make arrangements with your contractor to take it away.

All contractors/visitors should park in the visitors' area. Cars parked in deeded spots without permission are subject to towing.

Elevator use. At no time should any resident STOP the elevator and hold it up. Do not prevent the elevator from moving from floor to floor for any reason. Use good judgment when loading the elevator during a move or delivery.

Pets. Please refer to the *Rules and Regulations*. Owners/renters are not allowed to have pets without written request to, and permission from the BOT. Dogs must be brought behind the dumpster area to relieve themselves. Please bring a bag and be sure to dispose of the waste.

Bell List. In order to have your name on the "bell list", please provide your telephone number of choice to Lucille, a member of the BOT. Call her at 781-438-8699. She can also supply you with additional keys to the building (\$25) or fobs (\$20), which work at the front and back doors of the building. Parking stickers can be obtained from most BOT members.

Pool Access. For access to the pool area, between Memorial Day and Labor Day, use your **building key at the gate closest to the building where you reside.**

Become familiar with the rules of pool use. They are in the *Rules and Regulations*.

Snow removal. Be sure to read the snow removal policy as winter approaches. It is important to remember that ALL cars must be removed from the parking lot during snow removal. **If you do not remove your car, it is subject to towing at your cost.**

Live Christmas tree disposal. Please place tree in a bag before carrying through the corridor or on elevator. This prevents additional cost for cleaning the common areas.

Trash removal. When using the dumpster, please make effort to throw trash to the back of the dumpster. Always close the doors to prevent animals from entering. Dumpsters are emptied on Mondays and Thursdays, the recycle bin on Wednesdays.

Solicitors. Please do not buzz in anyone who you don't know, especially those who identify themselves as sales people. There is no solicitation allowed at the Seville.

Fire doors. In order to prevent spreading of fire, be sure to keep all fire doors closed at all times.

Gas grills. There are no gas grills allowed on decks, or patios.

Information sheets. All owners/residents must fill out information sheets, which includes an emergency contact. One may be obtained by contacting management.

General rules and info. There is no running or loud noise in any common area.

All questions should be referred to management, via phone at 781-231-3133, or email: mlaghetto@easternremgt.com.

All owners should provide rules and regulations to their renter(s). All renters must follow the rules at the Seville. Additional info is posted at sevillestoneham.com.

Owners are welcome to attend monthly condo meetings. They are held on the fourth Monday of the month, in the recreation room, alternating buildings. Please see bulletin board for more info.

Additional helpful information is posted at sevillestoneham.com.

Board of Trustees:

John Jarema, Chairman

Terry Gist

Kallen Hull

Ed Urkiewicz

Lucille Langone