

## **Policies, Fees and Fines**

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**The Policies of the the 285 Harvard Street Association are intended to promote a safe and comfortable environment for the residents as well as to preserve and protect our common investment.**

The Trustees reserve the right to change these policies, and the associated fees and fines, from time to time as needed.

**These are the most important rules, violations of which may incur substantial fines:**

- We always need the most current contact information for unit owners and tenants, you must keep this up to date.
- Pay your condo fees and any special assessments on time.
- The elevator is for residents' use only. No moving, No contractors, No deliveries. It passes inspection, but it's an antique and a lot of residents rely on its proper operation.
- Do not leave your property in any common area, the basement outside your storage cubicle, the bicycle room (for bicycles only, Which must be brought in and out of the building through the back door only), the hallways, the stairs, the fire escapes.
- Only licensed contractors may be used. Copies of permits for all projects must be submitted to the Board before work starts. Copies of plans for any construction or renovation project that potentially has a visual or structural impact outside your unit, including window replacements, must be approved by the board in advance.
- Tenants moving in and out cause a lot of wear and maintenance costs. To help offset maintenance costs, there is a fee for moves. If you damage common property during a move, you will have to pay for repair costs, above and beyond the move fee. Move fee is due regardless of the quantity of items moved in.
- Currently, there are no fireplaces that are safe to use in the building. Don't light any fires.
- Report any suspicion of bedbug activity immediately

**These are common sense rules; please follow these as well !**

- Tenants, if you have a problem within your unit, contact your unit's owner for help. For problems outside your unit contact the Management Company.
- There is 24 hour emergency service from the [management company](#). If the problem occurs after hours and is not an emergency please wait until morning to avoid a fee.
- Don't make noise during quiet hours; people need their sleep.
- If you see something wrong report it. We need to fix small problems before they get big.
- If there is a water leak, let the management company and your neighbors know about it.
- Don't let strangers in.
- If you break something in a common area you will be charged for the repair.
- Unit owners are responsible for all fines and fees incurred by their tenants and contractors.
- If you have pets, get carpets to reduce the noise.

- Don't smoke in a common area or where it can drift back into other units
- You need homeowners' and if applicable tenants' insurance.
- Break up your boxes for recycling; we have limited space and it costs for the cleaners to do it.

There is a lot of additional information on our web site [www.285harvard.org](http://www.285harvard.org)

## Schedule of Fees and Fines

<b>Owners monthly condo fee</b>	<b>Varies</b>
<b>Owners monthly condo late fee (one month late \$100, five months late \$500)</b>	<b>\$100</b>
<b>Owners special assessment (as required)</b>	<b>Varies</b>
<b>Owners special assessment late fee (one month late \$100, five months late \$500)</b>	<b>\$100</b>
<b>Elevator used for Moving/Contractor/Delivery. Repair Costs Additional The fine is per trip and is cumulative.</b>	<b>\$500</b>
<b>Burning wood or other in Fireplace (each offense)</b>	<b>\$1000</b>
<b>Move fee</b>	<b>\$400</b>
<b>No monitor on tenant move day (owner to arrange)</b>	<b>\$500</b>
<b>Move fee resident unit owner first time. (in and out)</b>	<b>FREE</b>
<b>Moving outside of hours</b>	<b>\$500</b>
<b>Abandoned possessions</b>	<b>\$250</b>
<b>Short term rental Fine</b>	<b>\$500</b>
<b>Failure to register and provide contact information at least 7 days before the move.</b>	<b>\$500</b>
<b>Window replacement review Fee</b>	<b>\$250</b>
<b>Window replacement revised Proposal Fee</b>	<b>\$125</b>
<b>Pest control fees</b>	<b>Varies</b>
<b>Not allowing access for maintenance or pest control</b>	<b>\$100 per day</b>
<b>Using high VOC product for floors or other finishes</b>	<b>\$500</b>
<b>Using the front door to bring a bike in or out.</b>	<b>\$100</b>
<b>Smoking in common areas or secondhand smoke from unit.</b>	<b>\$100</b>
<b>Air conditioner not removed by Dec 1 per month</b>	<b>\$100</b>
<b>No bracket for air conditioner per month</b>	<b>\$100</b>

## Owners monthly condominium fee

The monthly condominium fee is due on the first of each month. This fee covers heat, hot water, common property maintenance and management.

Contact [info@anchorpminc.com](mailto:info@anchorpminc.com) 781-643-0454 to have it automatically deducted from a checking account or mail it to:

**Anchor Property Management,  
22 Mill St. Suite 305  
Arlington, MA.  
02476**

Make your check payable to **285 HARVARD STREET CONDOMINIUM** also write the unit number on your check

You will not receive a payment slip/envelope in the mail as a reminder.

A late fee applies if payment is not received by the 20th of the month. If payment is more than 25 days late we may collect rent directly from your tenant (183A 6c).

Fees for different units vary depending on their different beneficial interest percentages. [Amended Master Deed](#)

The board may raise monthly fees to keep pace with inflation and build a reserve fund to minimize the need for assessments. Owners are given at least three months' notice of raises. Fee increases have been in the range of two to five percent.

A yearly summary of each owner's account fees, assessments, and fines due is sent in January to each unit owner.

## **Owners' special assessments**

Special Assessments happen when money must be raised for a project that would be too large to be taken out of the general fund. (like roof replacement)

Special Assessments are generally spread over two or three installments at three month intervals. Historically unit owners have been given at least three months' notice.

A late fee applies if payment is not received by the 20th of the month. If payment is more than 25 days late we may collect rent directly from your tenant (183A 6c).

## **Insurance**

Owners and tenants must carry homeowners' and renters' policies to cover their liability for damages caused by problems within their units. The 285 Harvard Street Condominium Association Master Policy covers the Association's liability for damages caused by such common property problems as roof leaks.

The deductible is \$10,000, and your own insurance company needs to know this. Since the Association will be paying substantial amounts out of pocket for any justified claims, please be vigilant.

Owners are responsible for the full cost of damage to neighboring units or to the fabric of the building caused by problems in their units, and that the master policy will not cover them in such instances.

## **Emergencies**

If you hear a fire alarm, first touch your unit entrance door. If it is not warm, take the shortest route via stairs to the Harvard Street courtyard and await instructions from the fire department. If it is warm, use your fire escape or fire door/back stairwell or, if you are in a basement unit, climb out a window. If your fire escape leads to one of the side yards, open the door on the West Street end and pass through the basement corridor to West Street.

If there is an emergency in your unit the [management company](#) may have to enter. Keep your contact information for both owners and your tenants up to date to avoid damage and expense to your unit by forced entry.

All owners are advised to provide the management company with unit door keys.

Please provide the [management company](#) with emergency contact information in case of medical emergency.

If there is a major leak or loss of heat please call Anchor Property Management's emergency phone number 857-287-5489. In the event of a fire please call 9-1-1 and ensure you and your family have safely evacuated the building before calling Anchor Property Management's emergency phone number.

## **Safety and security**

Never admit anyone you do not know into the building and always identify visitors before buzzing them into the building.

The gas company does not need to enter the building to read meters.

Make sure that all doors close completely behind you when you leave or enter.

Do not leave the back door open and unattended when loading and unloading—alert workers in your unit and movers to this requirement.

If you are going away for any length of time stop your mail.

We do not have copies of the mailbox keys; make sure you have spares.

The main stairwell windows are provided with security/child safety locks, allowing them to be opened four inches. Do not override these devices.

## **Common areas and property.**

The hallways, lobbies, basement, exterior walls and roof, and outside land and walkways, as well as any plumbing and wiring that serves more than one unit, are common property. If you see a problem, please report it.

Tenants contact owners, or their rental management agents regarding problems within units.

Owners are responsible for repairs and maintenance of their units. The [Management Company](#) will not trouble-shoot problems unless common property is involved.

If the problem is traceable to common property, the Association will pay. Otherwise the charges will be appropriately assigned. Owners should make it clear to tenants how requests for non-emergency services are handled.

If you notice a common property problem, please report it. Any damage to a unit caused by common property defects or malfunctions is the responsibility of the Condominium Association.

Emergency service is available [24 hours a day](#) for major leaks, floods, fires, loss of heat. Call and leave your name, complete address including unit number, and phone number. The answering service will relay the message. Please wait till morning to report non-emergencies.

Do not leave personal property in common areas including the hallways and stairways.

## **Plumbing**

Owners are responsible for leaks from their own unit and any damage they caused to other units or common property.

You may need to coordinate with your upstairs or downstairs neighbors to make repairs. The [management company](#) can provide contact information.

The Association has approved plumbers familiar our building. [Approved Vendors](#)

If you are doing a major renovation to your plumbing and your unit does not have water shutoffs for the kitchen or bathroom they must be put in.

No permits will be approved without this addition.

Washers are not allowed in your unit, To pass code washing machines would require their own vent pipe

and drain which connects directly to a drain in the basement. This would require a permit and trustee approval, which will not be granted. There are no known approved and permitted washing machines in the building. If you have a hookup do not use it.

There are four very good commercial washers and four commercial dryers in the basement.

Owners may use their plumber for work, but if it requires a water shutoff (stack or building) an [approved vendor must](#) come in to turn off and on the common property shutoff valve.

If a shutoff is necessary you must notify the [management company](#) and post a notice forty-eight hours in advance on the front and back doors. Includes unit number and date and time on the notice.

Use garbage disposals with extreme caution as they can easily clog pipes.

If you caused a sink or toilet blockage, call a plumber from our [Approved Vendors list](#). Warn your upstairs and downstairs neighbors not to use water.

When work is being done on city pipes, the water may take a brownish color. Let the water run to clear it.

## Electrical

Most owners have upgraded their wiring from the original 15 amp service.

If you have original 1929 wiring you must upgrade your service for safety and insurance concerns.

Your main power shutoff is by your meter in the basement—those on the west side of the building (01-06) in the laundry room; those on the east side (07-12) in the storage area. [Recommended electricians](#) More [here](#).

## Elevator

The elevator is an antique. It is only for building residents. It is fragile and many of our older residents rely on it. Take the stairs if possible.

Any abuse of the elevator will result in a fine and repair costs. **The fine is per trip and is cumulative.**

Moving, Contractor, and Delivery use is prohibited.

The inside lattice and the outside doors from the basement through fourth floors must closed for the elevator to operate, don't let them bang shut. The outside doors can stick in humid weather. Close the inner lattice door and the outside door properly when you leave the elevator.

## Moves and rentals

Moving causes a lot wear and tear so there is a fee for each move into or out of the building. These fees go into an account to pay for this wear and tear as well as other improvements specific to tenants.

A unit owner's first time move in and out is free if they are resident in the unit.

Owners pay the move fee.

The one-time charge is for both the move in and move out, payable in advance of the move in.

If the move is made by a tenant it must be monitored; there is a fine if the move is not monitored. An owner may monitor the move or may request the Management Company to monitor the move. The Management Company will do this for a fee, depending on availability.

In addition a Trustee will also be monitoring the process to ensure any damage to the building is tracked and documented.

If there is damage to a common area due to the move the unit owner will pay all repair costs in addition to the move day fee.

Moving hours are between 8 a.m. and 8 p.m. only. No Moving is allowed on Sundays. There is a fine for moving out of moving hours.

Outside doors may not be propped open unattended during moves as this is a security concern.

The elevator may not be used to move into or out of the building. This includes the return trip where you are not carrying items. Inform your mover.

Unit owners are responsible for ensuring that no furniture, boxes, appliances, etc. are left in common areas or the front or back sidewalks following a move.

**Unit owners and tenants must complete the online [Registration: here](#) within 7 days before moving and the Unit owners must pay the appropriate move fee before a move can start.**

Please include:

The names of the owners or tenants

The dates and times of moves in or out a week in advance.

The day and night telephone numbers and email addresses of the new residents.

A copy of this information will be automatically forwarded to the [management company](#) and the owners and/or tenants will be allowed access to private area of the web site.

A new mailbox label is included as part of the move fee. Do not put your own label on, the cleaners will remove it.

You can apply online—at least four business days in advance-- for a moving van permit from the City of Cambridge; signs will be posted to block off parking spaces for the van. Go to [www.CambridgeMA.gov](http://www.CambridgeMA.gov); click on “permits and applications” at the top; click on “document type” and “permit” and type in “moving van.”

No unit may be rented for a period of less than six months and only the entire unit may be rented. Rooms or units are not to be listed on short term rental sites like Airbnb. Such rentals violate a City of Cambridge ordinance. See [www.CambridgeMA.gov/inspection/shorttermrental](http://www.CambridgeMA.gov/inspection/shorttermrental)

Unit owners found in violation of the short-term rental rules will be fined for each violation, and reported to the City of Cambridge.

**Guest/Visitor:** Defined as someone visiting a full-time resident of the community. Should a guest/visitor's stay extend beyond a short visit, the individual is then considered a tenant and is subject to all applicable move-in fees and procedures as per our community's policy.

**Tenant:** An individual who resides in the unit unsupervised for a term of at least six months, irrespective of whether rent is exchanged. All tenants are required to comply with established move-in protocols, which include the payment of applicable fees and the submission of necessary notifications to the Trustees.

No tenancy term will be less than six months

Owners must make sure their tenants understand these policies.

## **Locks, keys and access to units**

If there is an emergency in your unit, such as a fire or a serious leak, the [management company](#) will have to enter. You must keep your contact information current for yourself and your tenants.

If you are not reachable your unit may have to be forced open. Damage to your unit incurred in this way is at your cost. Delay due to the lack of access may cause further damage to other units for which you are liable.

All owners are urged to provide the [management company](#) with a copy of your door and storage space key. These are stored in a secure lockbox in the building that is accessible only to emergency personnel.

Realtors are often involved in unit rentals as well as sales, and want to leave a lockbox containing keys to facilitate access by associates. Lockboxes may be attached with permission to the fence on West Street in the back of the building.

If a maintenance or emergency issue occurs we may have to access your unit.

(183A)

(2) The organization of unit owners, its agent or agents shall have access to each unit from time to time during reasonable hours for the maintenance,

repair or replacement of any of the common areas and facilities therein or accessible there from or for making emergency repairs therein necessary to prevent damage to the common areas and facilities or to another unit or units; and

(3) Each unit owner shall comply with the by-laws and with any administrative rules and regulations adopted pursuant thereto, as either of the same may be amended from time to time,

and with the lawful covenants, conditions and restrictions set forth in the master deed or in the deed to his unit and with each lease which is submitted to the provisions of this chapter.

## **Pets**

We are a pet-friendly building. Please be respectful of other residents.

Dogs over 25 lbs. must be taken in and out through the back door only.

Units housing dogs are required to have rugs or carpeting on any floors over which the dog walks. Paws on bare wood floors carries extremely well to neighboring units.

Pets that present a hazard or become a persistent nuisance to are not permitted.

Observe all city rules for pets.

[Dog license](#)

[Lost and found pets](#)

Do not wash dog blankets in the laundry room.

## **Storage**

There are fifty storage units in the basement. They are common property assigned to them by the association. You are not permitted to store possessions outside your unit or your storage units.

Fire regulations require that all passages, including those in the storage bin area, be kept clear, and items left in them will be removed and discarded.

Use your front/back door key to open the door to the storage area.

There are also four hallway storage closets, one on each floor, former incinerator rooms that are rented to residents. Let the [management company](#) know if you would like to be on a waiting list for one of these.

## **Bikes**

To minimize damage to the lobby doors and woodwork, bicycles must be brought in and out of the building through the back door only. There is a fine if this is not observed.

The main Bicycle storage is a common area in the room in the basement near the storage lockers. 14 Spaces.

The Bike Room Annex is adjacent to the laundry room. 8 Spaces.

The Long-term Bike Room is in the furnace room and only accessible to Trustees and the management company. 8 Spaces.

Bikes stored in the basement must have a tag that will be supplied. Bikes without a tag are subject to removal. Get a tag by sending an email to [support@285harvard.org](mailto:support@285harvard.org), including your name and unit number.

All Bikes must be brought out and taken in through the Bike door in the basement.

One bike tag per resident.

Only park on the rack or in designated areas. Do not park in front of locker doors, bikes will be removed.

Only bikes in working condition can be in the bike room, no rusty wrecks or flat tires. Do not store bike parts or derelict bikes, they will be removed.

Trustees reserve the right to revoke tags and remove bikes for rules violations.

To minimize chipped paint and rust, bicycles may not be locked to the wrought iron fence in front. Please alert your guests to this prohibition. They may be locked to city signs, except for handicapped parking space signs, and stored in the bicycle room (not the meter room) in the basement.

## **Roof**

Roof access is limited to authorized personnel only. Do not go on the roof.

## **Loading area**

The loading area is for short term loading and unloading only. You will be fined or towed for improper use.

Do not let your contractors use it for all day parking, our older and disabled residents rely on loading dock availability.

No smoking is permitted in the loading area.

You may pay an annual fee to obtain a parking sticker and a visitor's permit for cars registered in Cambridge, or a visitor's permit if you do not own a car. The sticker enables you to park for free in resident permit-only spaces anywhere in Cambridge; the visitor's permit is valid in our immediate neighborhood.

Watch out for street cleaning warnings posted on permanent signs and moving van alerts posted on temporary signs.

See [www.CambridgeMA.gov/Traffic](http://www.CambridgeMA.gov/Traffic).

Spaces may be available for rent in the garage next door at 287 Harvard Street and in lots on the other side of Inman Street.

## **Smoking and secondhand smoke from your unit**

Smoking is not permitted in any common area including, hallways, stairs, mail room, lobby, laundry room, basement, front courtyard, and back loading area.

All unit owners are required to contain smoke within your unit, no smoke should leak into common areas or into other units.

If smoke is leaking through your unit entrance you must weather strip your door and frame.

You cannot vent smoke through your windows, it blows into other units. Consider getting an air purifier or air conditioner to recirculate air.

The ceilings and floors are not air-tight, consider getting an air purifier.

Consider a vaporizer, this can greatly reduce the number of hazardous compounds and amount of smoke.

There are many people that live at 286 Harvard that are sensitive to smoke and have lung or other conditions. Second-hand smoke causes cancer. Your personal choices should not adversely affect your fellow residents.

Do not discard on the sidewalk or in the street or in common areas. Please be considerate and do not smoke on the sidewalks near the building.

There is a fine for smoking in common areas and when smoke vents from your unit.

Contact [support@285harvard.org](mailto:support@285harvard.org) if you have a problem with smoke.

## Contractors and renovations

Unit owners are responsible for the actions of the people they hire either directly or indirectly to do work in their units.

Before work can begin please submit to the Trustees;

- Detail scope of work including sketch before and after.
- List of contractors describing if they are insured and licensed.
- Renovation schedule.
- Once you submit the info above the board with review it and if everything is in order and if complete will issue a letter. The City will not issue permits without a letter of approval from the Board.

Building permits are issued by the City of Cambridge. Unit owners are responsible for clearing all projects with the [Department of Inspectional Services](#). Ask whether the contractor needs a permit, if required it must be obtained.

Please submit the permits to the Trustees as soon as they are issued.

Owners are advised to get a certificate of insurance from all their contractors. Unit owners are liable for any damage to common areas or other units that is caused by work in their units.

[Construction noise that is audible a distance of 50 feet from the lot line is not allowed from 6 p.m. until 7a.m. weekdays \(9 a.m. on Saturdays and Holidays\). City of Cambridge.](#)

Unit owners whose contractors work outside these hours will incur a fine set by the Trustees.

Owners should tell their neighbors what work is planned and when it is to happen.

The elevator may not be used to transport materials during construction projects. Unit owners whose contractors are found to have used the elevator in this way will incur a fine and be liable for the cost of any elevator repair.

Unit owners are responsible for ensuring that no construction debris, old appliances, etc., are left in common areas by contractors following projects in their units.

All plumber and electricians must be licensed and the appropriate permits must be pulled.

[The Master Deed prohibits any modifications external to a Unit. 8D](#)

Window replacements require a building permit, and before one can be obtained plans must go through an internal process. Learn about it [here](#).

Water-based based polyurethane is required for floor refinishing.

Window air conditioners do not require permission.

To get replacement windows you must to go through an internal approval process. [Find about windows replacements here.](#)

## Noise

All residents should be mindful of the noise they are generating.

Quiet hours are 10:30 p.m. to 7:30 a.m.

Please engage in responsible and respectful communication with neighbors when concerns are raised.

The board through the [management company](#) plays an active role in upholding noise control standards and reserves the right to take action by imposing financial penalties on the owners for violations.

Use headphones if possible.

Do not use appliances like dishwashers at night.

Install rugs or carpeting over walking areas. Your floor is your downstairs neighbor's ceiling. Don't walk over uncarpeted areas in hard-soled shoes.

When considering any conflicts between residents over noise issues, the trustees cannot give the benefit of the doubt to units without rugs or carpeting.

Be aware of conversational volume and especially sensitive to loud voices above or below your neighbors' sleeping areas.

If you are having work done in your unit, warn your neighbors so they can plan around the disturbance.

Please report any persistent noise problems to the [management company](#).

## Fireplaces

**None of the fireplaces are up to code or safe to use, do not use them.**  
**[Engineers Report](#).**

Sixteen units have wood-burning fireplaces. The fireplaces, flues and chimneys do not meet current code specifications and some are in need of repair as well.

Fireplaces may not be used unless they have been inspected by a firm specializing in the maintenance of wood-burning fireplaces and certified as safe to use.

This is a requirement of the building's Master Insurance Policy and failure to meet it jeopardizes our coverage. An owner renting out a unit with a fireplace that has not been inspected and certified must make sure tenants understand the restrictions on its use; violations will incur fines.

## Smoke and carbon monoxide detectors

Units are legally required to have both smoke detectors and carbon monoxide detectors within ten feet of each sleeping area. Combination models are available. Be sure to check the batteries periodically and replace as necessary.

## Pest control

You are required to report any suspicion of bed bug activity immediately to the [Management Company](#).

**Do not wait to report.**

There is a fine for not allowing access to treat bed bugs.

Please see the information on the [285 web site](#) for a comprehensive look at the process and costs related to bed bug treatment.

Rats, Mice, and Cockroach activity must be reported to the Management Company, you can find more information [here on the 285 web site](#).

## Garbage, trash, and recycling

Bins for recyclable containers, aluminum foil, paper and cardboard (blue) ; trash (black) ; and compostable food and other waste (green) are located in the basement near the laundry.

Acceptable waste [City of Cambridge](#)

As required by the city, cardboard boxes should be broken down and be no larger than 2 x 2 feet. If they are not broken down they will be returned to you.

Unit owners will be charged for the costs of removing any furniture, boxes of books, construction debris, etc., that are left in common areas, There is a fine for each violation.

Our weekly pickup is Wednesday, on West Street. The cleaners will move out the bins on Tuesday

afternoon. Residents may leave some larger items next to the bins after 6 p.m. on Tuesday. For some of these items, you must obtain a pickup permit from the city, free or at a charge depending on the item. You can do this online.

For information, see:

[www.CambridgeMA.gov/Departments/publicworks/services/furnitureappliancelargeitemdisposal](http://www.CambridgeMA.gov/Departments/publicworks/services/furnitureappliancelargeitemdisposal) [www.CambridgeMA.gov/Departments/publicworks/getridofitright](http://www.CambridgeMA.gov/Departments/publicworks/getridofitright)

Don't leave items on the West Street sidewalk at other times or without a permit if one is necessary—the city issues trash fines.

See [www.CambridgeMA.gov/TheWorks](http://www.CambridgeMA.gov/TheWorks) for information about such items.

Dispose of your property responsibly, do not leave them in the basement.

[City of Cambridge Mattress Recycling](#)

## Missing Packages

**If one of your packages has gone missing you can get the video by supplying the following information to [support@285harvard.org](mailto:support@285harvard.org)**

Time and date package was delivered

Carrier that delivered package

Description of the package.

When you went to get the package

## Window air conditioners

Air conditioners must have support brackets.

Air conditioners must be removed from windows during the winter.