

Harvard Avenue Owners Association  
29-31 Harvard Avenue  
West Medford, MA 02155  
781-488-3120  
[HAOABOD@VERIZON.NET](mailto:HAOABOD@VERIZON.NET)

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**MEMORANDUM**

To: New Occupant(s) of Unit # \_\_\_\_\_  
From: Board of Directors of the Harvard Avenue Owners Association  
Subject: Welcome

We wish to take this opportunity to welcome you to the Harvard Avenue Condominiums. We hope that the following information will help to make your arrival a little easier and will help answer questions you may have later.

**Admission to Building:** For the security of all occupants, please do not admit anyone to the building that you do not know to be an occupant. Do not hold the door open for anyone, and do not buzz anyone in from you Unit unless you ask and are sure you know him or her.

**Automobiles:** All vehicles must be identifiable with either a sticker or visitor pass. No unregistered vehicles are permitted in the parking areas. Please fill in the information on the attached form so that (1) we will know who to contact in case there is a problem with your car, (2) we will be able to determine what cars do not belong in the parking areas. Please drive slowly in the parking lot. Please lock your cars, and investigate and/or report to police any suspicious activity in the parking lot. Vehicle washing or repairs are prohibited.

**Cleanliness:** Please keep your balcony clean and in good appearance. Please help keep the grounds, corridors and other common areas clean by picking up any litter. It contributes immensely to the over-all appearance of the building and enhances the pride and value of the building for all.

**Drapes:** We request that you hang draperies or curtains in all windows as soon as possible By-Law (25)

**Emergencies:** If it is necessary for you summons police, fire, ambulance or other emergency services, you should arrange to have someone meet them at the front door and direct them to your Unit, or instruct them how to get to your Unit.

**Emergency Access to Unit:** The Board of Directors have the authorization to enter your unit in case of emergency (By-Law Schedule "A" #15, & 22). Please give them a key to your unit. If you do not do so, and it becomes necessary to make a forced entrance into your unit, during an emergency, you will be responsible for repairing the damage at your own expense. These keys are securely placed within the Directors business office with a steel double locked door.

**Fires:** In case of fire, pull alarm in corridor. The alarm is connected to the fire department. Do not use elevator. Go around to front entrance and direct fire department to fire when they arrive.

**Fire Detectors:** Please test your detector at least twice annually. Please do not unplug. If it saves a life only once, it is worth the aggravation of the "false alarms." If it goes off while cooking, use your range hood fan and/or open your balcony door a crack.

**Keys:** The Building is on a Master Key system. We request that you give one key to the Board of Directors for use in emergencies (By-Laws 21 & 22). If you need additional keys, or wish to change your lock cylinder, please contact the Board of Directors, and the Association will authorize Artery Lock (781-395-5243) to make them at your expense.

**Laundry:** The room opens at 8:00 A.M. The last load should go in at or before 7:45 P.M. The room is locked at 9:00 P.M. No clothes, sheets, laundry or any kind of other articles shall be hung out of a Unit or exposed on any part of the Common Areas. The Common Areas shall be kept free and clear of rubbish, debris and other unsightly materials.

**Noise:** Please respect the rights of all other occupants by keeping noise down at all times, and particularly between 11:00 P.M. and 8:00 A.M. (By-Law 6).

**Pest Control:** It is recommended that before you unpack you spray all closets and baseboards with a commercially available cockroach spray such as "Raid's Corner." If you have any infestation problem, please report them to the Board of Directors. Periodically an outside service will be engaged to spray units on an as-needed basis. The "common areas" are treated monthly.

**Pets:** No pets may be acquired after you move into your Unit (By-Law 5).

**Repairs:** You are responsible for all repairs inside your Unit, including faucet leaks, radiator leaks, appliance problems (By-Law 2). To assist you, attached is a list of suggested Vendors who are licensed and insured.

**Trash:** Please use plastic bags and tie them securely before depositing in the dumpster in the parking lot. This minimizes problems caused by squirrels, cats, insects, foul odors and the wind. The dumpster is emptied on Thursdays. Always close the dumpster door.

Joseph F. Ryan, President  
Louisa Poon, Treasurer  
Myrlande Paul, Clerk