

NEWSLETTER

DECEMBER 2020

◆ Birchwood Pointe Board of Trustees:

- Tracey Chalifour, **President**
- Alan Stern, **Treasurer**
- Nora Sheridan, Frank Peluso, **Trustees**
- **Gemini Property Management:** Anthony Castiglione, 978-346-8900 or apc@geminiproperty.net

Leasing Status:

As of November 23rd, 29 units (23%) are leased. The maximum is 32 units (or 25%). If you are selling your unit, please remind your realtor that there is a leasing restriction at Birchwood Pointe.

**Plumbing and Heating Reminders**

Birchwood Pointe plumbing, heating and drain systems were built over 40 years ago, and each unit is connected to others by shared pipes in a stack. When one unit has an issue such as a drain problem or no heat, it can affect other units and possibly cause major problems for the entire building, **and possible costly repairs for all owners.**

PLEASE notify or inquire with Gemini when it comes to heat, water and drain issues, and do not let problems proliferate because the cost to all owners could be worse. AND—if you notice water on the floor of the laundry room, report that, too.

All maintenance requests must be communicated to Anthony at Gemini, not Becky. Anthony needs to track work flow and results, so please contact him if you have any requests.

New policy that is effective immediately: any correspondence from a tenant to **Gemini** management should include the owner of the unit. Of course, emergency situations will be the exception, but those should be called in to the office.

WINTER REMINDERS for ALL RESIDENTS of BIRCHWOOD POINTE:

1. **City Parking Ban**—When the city mandates an emergency due to expected snowstorms, any vehicle left unattended on the street overnight will be subject to a city parking violation of **\$50** and/or towing at the vehicle owner's expense. Sign up for SWIFT 911 on www.AmesburyMA.gov to get notifications.
2. **Energy Saving Measures**—Please lower your heat when leaving your condo for an extended period of time. Also, please **DO NOT LEAVE WINDOWS OPEN** in cold weather...the heat may appear to be free, but we all pay for it in condo fees or rent. If your unit seems to always be too warm, you may have a faulty thermostat or valve in your heat baseboards. Please address this ASAP, as it costs all owners money when heat is going out the windows. Lastly, please conserve water whenever possible, to help keep condo fees low.
3. **Ice Melt**—we provide ice melt at each entryway. The product is highly effective and **you only need a small amount** spread over an area to get melting started. It is very expensive, so please use judiciously, but definitely use it if you need it.
4. **Christmas Trees**—Please **clean up the pine needles** in the hallway and stairs after you are done bringing a live Christmas tree in or out of the building. Also, When you are disposing a Christmas tree this December/January, please do not put it in a dumpster. Remove all garland, tinsel, ornaments and lights and leave near the maintenance shed for disposal.
5. **Entryway Etiquette**—Please use the entryway mats to wipe your shoes and remove excess snow, sand and water from your shoes—it helps to preserve our hallway carpets. Also, in consideration of your neighbors and residents living near entryways and stairs, please do not pound or bang your feet to remove debris from shoes.....the noise reverberates through the walls and knocks items off walls!
6. **Visitor Parking during Snow Storms**—With limited parking at BP, and more units having two vehicles this year, we are asking residents to discourage overnight guests during snow so that residents will have a parking space. Thank You.
7. **Snow Management**—if you have lived here for a while, you know that we are challenged with a lack of snow storage areas. Many visitor spots must be used for snow storage, so parking compliance is extremely important. Every resident has one deeded parking space. With one car, you must park in your deeded spot, and if you have two cars, one of them needs to park in the assigned spot—you must not leave your assigned spot unoccupied, as that reduces the number of spots available to units with more than one car. Efficient parking & snow removal pays all owners back in reduced plowing costs. Please refer to rules on the back of this newsletter.

Birchwood Pointe Snow Removal Policy

Please remember—It is the responsibility of **all** residents to know and participate in the procedure for moving cars to ensure proper and complete snow removal from the parking lots. It is **not** Gemini Management's responsibility to inform you of the policy and remind you every year or for every storm. All residents are responsible for informing their guests of the snow removal policy and procedures. Guest vehicles are subject to the same rules as resident vehicles, and owners are responsible for their guests.

In addition, please do not park your vehicle in the snow horse restricted areas within 12 hours of forecasted snow. The property must be ready for the plows, so do not assume it is OK to be there—play it safe and park somewhere else to avoid fines and/or towing.

In the event a two inch or more snowfall:

The vendor will plow the fire lanes and drivable pathways first and throughout the storm's duration so that emergency vehicles can obtain access if necessary.

The Trust will implement a flag system to confirm any vehicle relocation requirement on any morning snow removal is scheduled. Flags will be flown in the following locations: the dumpster corral at #21; the dumpster corral on the left heading up the hill to 5/7; and the post of the entry sign near Building 1. Anytime the flags are posted, the lot is scheduled for cleaning at 10:00 a.m.

All vehicles must be removed from the parking lot and fire lanes BEFORE 10:00 a.m. on the morning that plowing will take place. If you are at home, you are expected to move your vehicle, so plan accordingly and clear off your vehicle in advance of the plow's arrival. Clean up will occur on the 1-7 side of the property first.

Do not ask the plow driver to clear your parking space at any time. There is a systematic procedure for snow clearing based on the parking lot layout and limited snow storage area on the property, and the driver must plow accordingly.

If you are not at home or plan to be away for an extended period of time, you must make arrangements to have someone move your vehicle for you before 10:00 a.m. for snow removal procedures.

The Board reserves the option of fining and towing noncompliant vehicles at its sole discretion. The Board may also request that the snow vendor clear around noncompliant vehicles at additional cost. Residents who fail to relocate their vehicles as required will be responsible for any additional costs for snow removal incurred by the Trust as a result of their noncompliance. ***Snow removal non-compliance fines are \$200 for each occurrence.***

Residents whose vehicles are towed for noncompliance will be responsible for all costs associated with the tow, including administrative fees and costs.

The parking lot must be plowed completely to eliminate safety concerns, liability issues, and extra expenses. Vehicles not moved for plowing impede the entire process, affecting everyone:

- Parked vehicles result in snow left around those cars, which in turn may obstruct your neighbor's access to their own car. Subsequent melting and refreezing occurs, which can lead to slip & fall accidents and possible increased insurance policy premiums for all unit owners.
- The longer the plow driver has to wait for cars to move, the longer it takes to clear the entire lot...and if the plow driver has to return to finish, the contractor will invoice us for additional plowing trips for each storm. These additional costs will be passed on to **everyone** so please do your part to help us adhere to our snow removal budget this year and avoid additional expenses.

REQUESTS FROM YOUR NEIGHBORS—THE MOST COMMON COMPLAINTS RECEIVED BY MANAGEMENT:

LAUNDRY ROOM - Please do not leave your laundry in the laundry machines. If you do, you have to expect that someone may remove your laundry to do their own. There are no rules pertaining to the laundry equipment—just be a good neighbor. Also, if you need to cross between buildings (all except #25) to use machines, close the fire door behind you when you are done. Lastly, clean dryer lint filters!

TRASH MANAGEMENT - Please recycle responsibly. Plastic bags do not belong in the recycle dumpster. Household items such as furniture and large items like carpeting or renovation materials should not be put in dumpsters or left outside dumpsters for someone else to manage. Make arrangements to dispose of your items off property when necessary.

SMOKE AND NOISE - Garden style condo living results in noise transference and smoke permeating from unit to unit, and into hallways. Please be a considerate neighbor and observe the quiet hours, and if you smoke, seal off any areas around sink pipes and your unit hallway doors to minimize smoke infiltrating into hallways and neighboring units.