

November 2025
Happy Holidays!

NEWSLETTER

◆ Birchwood Pointe Board of Trustees:

- Tracey Chalifour, **President**; Alan Stern, **Treasurer**
- Frank Peluso, Maribel Umpierrez, Linda Suermann - **Trustees**
- George Pierce - **Maintenance** - Welcome George!
- **Gemini Property Management:** Anthony Castiglione,
978-346-8900 or apc@geminiproperty.net

Leasing Status:

As of November 17, 24 units (20%) 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 potential costly repairs for all unit owners.**

A recent example: 2 out of 3 units in a stack had no heat, which affected the third unit and burned out their circulator valve in their heat baseboard. In a plumbing example, we experienced a drain issue where residents in one unit flushed something that should not have been flushed, such as cat litter or wipes, and that resulted in 3 units impacted and the main drain overflowing. 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 laundry room floor, report that, too.

WINTER REMINDERS for ALL RESIDENTS of BIRCHWOOD POINTE:

1. **Energy Saving Measures**—We have all been hearing about escalating costs for heat. This applies to Birchwood, too. Please lower your heat when leaving your condo. Also, please **DO NOT LEAVE WINDOWS OPEN** in cold weather... We all pay for heat 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 to help keep condo fees low. **The water is not free.**
2. **Ice Melt**—The Trust provides ice melt at each entry. 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 if needed.
3. **Christmas Trees**—Please **clean up the pine needles** in the hallway /stairs after you bring 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.
4. **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 unit walls!
5. **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 deeded 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 SNOW MANAGEMENT and PARKING rules on other side.
6. **Visitor Parking during Snow Storms**—With limited parking at BP, we are asking residents to discourage overnight guests during snow so that residents will have a parking space. Thank You.
7. **Winter Bicycle Storage**- The attic of Building 25 will be available first come, first serve. Schedule for access and storage: *Saturday 12/6 at 10AM and Sunday 12/7 at 5PM*. Meet at the back door of Building 25 at any of the above times if you wish to store your bike. Bicycle Retrieval: Access will be available if a resident is moving or for the bicycle season at the end of March (TBD). E-bikes must have battery removed. Contact Maribel for questions - maribela485@gmail.com
8. **Bike Rack at Shed** - All bicycles on the rack near the shed **MUST** be moved to another rack by Sunday 11/30 so the rack can be repositioned for the winter snow plowing season. If you do not move your bike, the lock will be cut.

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 also 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 of a two inch or more snowfall:***

1. 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.
2. The Trust has a flag system to confirm any vehicle relocation requirement on any morning snow removal is scheduled. **The flags will be up by 6:00AM** 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 will be cleaned at 10:00 a.m.
3. 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 building 1-7 side of the property first.
4. 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.
5. 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.
6. 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.***
7. 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—COMMON REQUESTS RECEIVED BY MANAGEMENT:

LAUNDRY ROOM - Please do not leave your laundry in the 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 management—just be a good neighbor. Also, if you cross between buildings (except #25) to use machines, close the fire door behind you when done. Lastly, clean dryer lint filters and washer gaskets after you are finished with the machines, and leave washer doors open to prevent mildew!

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. Also, please tie up your trash bags before tossing in the dumpster – the maintenance staff should not have to pick up debris that fell out because of careless residents. Also, unwanted personal items should not be left in Laundry Rooms.

PACKAGES – If you are able, help move packages to inside the building security door so they remain safe. Also, if you notice a package in your building that belongs in a different building, the neighborly thing to do is to bring it over to the other building if at all possible.

UPDATES FROM THE BOARD AND MANAGEMENT

Unit Door Hardware Standard - The approved door hardware for new installations is as follows: Brushed or satin nickel color with a round knob handle. Lever handles or any other shapes are prohibited. Brushed or satin nickel digital deadbolt lock. If using a digital key pad, the key pad can be for the deadbolt only and must be separate from the knob. The digital key pad must be monochromatic while meeting the color standard established above. This means no other color than silver.

The original standard - a brass round door knob with a matching deadbolt - is grandfathered. Digital locks in brass are not permitted.

Emergency Calls to Management - Gemini utilizes a third-party service for all after-hours emergency calls. If you experience an emergency that requires immediate attention, please continue to call the 978-808-2055 emergency number. Your call will be routed through the third-party service, who will then promptly notify the appropriate personnel to address the issue.

Building Security Codes - Security codes should not be shared with anyone other than your fellow unit residents. Giving your code to non-residents renders the building insecure. Management reserves the right to disable all building codes if necessary.