

**WELCOME
TO
43 CENTER ST.
NORTHAMPTON,
MASSACHUSETTS**

**Kendrick Property Management
Donna Golec**

History

43 Center Street has had a varied career. Built in 1896 as a church, complete with steeple, Center Street in those days was a dirt road lined with majestic elm trees. The church had the same elegant pillars it does today and a wide flight of stairs led up to a wide porch and double entrance doors. The brick building behind it on Center Court was once a carriage house, and it is conjectured that the white house to the left was the minister's residence. The buildings were separate.

The next incarnation was as a community center when it lost its steeple. The building served in this capacity until purchased by the Elks in 1901. The main church hall was converted into a lofty and impressive lodge setting for the formal meetings while the downstairs became the social center for the Elks. With the advent of cars and the growth of Northampton, parking became a major problem and caused many Lodge members to drop their attendance at both regular and special functions. In 2000 the building was purchased by Bill Muller, a local businessman, who conceived it as a mixed-use building - commercial and residential. He attracted Safe Passage, which had outgrown its space; Northampton Friends Meeting, which had been actively looking for space; and the Hampshire County Friends of the Homeless who had spent five years searching for a permanent space. The rear of the building was extended to provide needed space for the Meeting and the Shelter. The fourth floor had always been planned as residential, originally with six units, but some people bought two units and put them together. Today it has four units.

Bill Muller underestimated the build-out costs and was on the verge of bankruptcy when Claire Bateman stepped in and bought him out so the project could be completed, bringing in her own construction team. With support from Town Government, especially the Building Department, the project was completed in 2004. For eleven years Claire lived in Unit S and oversaw much of the day-to-day maintenance activity in the building.

The Trustees work closely with Kendrick Property Management to maintain the building and protect each owner's investment. From the beginning, there has been a conscious effort to build a sense of community that includes owners and renters, based on respect and understanding for the varying needs of each person. With the Shelter (services to the homeless by ServiceNet) and multiple people using the building, it was recognized that issues could arise. Regular and clear communications with ServiceNet, owners, and renters are key to ensure any problems are addressed quickly; problems over the years have been minimal.

HOW IT ALL WORKS

Governance

There are five Trustees who are elected for one-year terms at the Annual Meeting on the first Thursday in December. Trustees represent the varied interests in our multi-use building. The by-laws stipulate the following: one Residential Trustee; one Commercial Trustee, and three At-Large Trustees. Since the board's inception, the at-large trustees have been chosen to represent the faith-based, service organizations, and therapist communities. Nominations are welcomed in October for open positions and should be made in writing and sent to the Chair. Voting is done by owners at the Annual Meeting. Each owner votes her or his beneficial interest according to the by-laws.

Trustees are entrusted by the owners to make decisions for the whole regarding day-to-day functioning of the Condo Association and the building. Trustees meet once a month. The Annual Meeting of Owners is in December.

Meetings are open to any owners in the building although we ask, as a courtesy, that you contact the Board Chair if you plan to attend. Trustees have developed the guideline that the minutes of meetings go out to everyone working in the building so everyone is kept informed of decisions. Trustees make a habit of communicating with owners on issues to get their input before making major decisions.

Trustees examine the financial information monthly and work closely with Kendrick Property Management. Kendrick generates the budget information, collects condo fees, and pays our public space bills, taxes, insurance, and other important bills.

Minutes of all meetings, including the Annual Meeting, are sent to all who work/live in the building. Any questions or corrections to the minutes should be addressed to the Board Chair as soon as possible upon receipt.

Agenda

The Chair sends out a draft agenda early in the third week of the month, requesting that any additional items be sent to her/him, and provides the final agenda the day before or morning of the monthly meeting.

Budget

The yearly budget is first presented to the Trustees at the October meeting. After discussion and any changes, it is finalized and voted on at the November meeting and presented to the owners at the Annual Meeting in December.

Communication

Trustees communicate with owners and renters via electronic mail. Kindly ensure that both the Board Chair and Kendrick Property Management have your current email address.

Condo fees

Condo fees are assessed annually and paid monthly; setting up Authorized Payment with your bank to the 43 Center Street Condominium Association is highly recommended. Contact Kendrick with any questions. Currently, condo fees are raised four percent (4%) annually, which covers paying into a Reserve Fund for contingencies. Trustees are not paid for their service. Your condo fees pay for the following services, among others:

- Kendrick Property Management monthly fee
- Building insurance policy [liability and all-in property coverage]
- Maintenance contract on the elevator
- Phone service to fire warning service contract
- HVAC (heating, ventilation, air conditioning) maintenance and repair; most heat and AC costs
- ERV - whole building ventilation - filters and repair
- Plumbing maintenance in the public areas
- Electricity for the public areas
- Maintenance of front door settings and inputs
- Card key system and keys to building areas
- General maintenance (weeding, cleaning gutters, etc.)
- Cleaning service for the public areas
- Trash removal
- Snow removal
- Building repairs
- Exterior painting
- Window washing
- Painting designating parking and no parking areas

Pets:

The Condo documents stipulate that there shall be no pets of any kind living in any of the spaces within the building. Service animals are not considered pets and thus exempt. Service dogs are also allowed when accompanying their owners to an appointment.

Parking:

Residential units each have one designated car parking space around the building except Suite R, which has two. It is the responsibility of the owners to deal with casual parkers. A note placed on the windshield telling owners of their transgression and noting that the car license has been noted and the car will be towed at owner's expense if found there again has been found to be effective. Parking spaces have a spray painted warning "No Parking -Tow Zone" that is renewed as needed.

Winter Parking

In the event of snow, residents are asked to please park cars in the public garage so snow removal can occur effectively without damaging any cars. Plows do the best they can but it is the owner's responsibility to finish cleaning up the space.

Elevator:

The building's elevator serves the first three floors, with the fourth floor accessible only with a card key. If the elevator is needed to move furniture or large items, protective padding (stored on the fourth floor) should be installed during the moving process to prevent damage to the elevator. Contact Kendrick to arrange for use of the padding.

Residential units:

Residents are responsible, through a legal easement, for public spaces on the fourth floor. Residents are also responsible for cleaning/maintaining the laundry room; vacuuming/replacing the corridor rug; and repainting walls as needed. Residents may hang art work in the hallway and should be mindful of others who might wish to do so. The fourth floor is very secure (many people in the building don't even know there are residents!) and will stay that way if those living there are not careless with their card keys. Should you lose a card key, notify Kendrick immediately so the key can be blocked. The computer performs checks periodically so you may find the stairway door unlocked on occasion but it will re-lock when finished.

Kendrick and Ambient Heating and Cooling have their own access to the fourth floor for maintenance purposes.

When moving in or out of any unit in the building, the person who is moving is responsible for cleaning up from the move. If not done, the cost is passed on to the individual or owner. Any damage caused by the move should be reported to the trustees and repair charged to the individual who is moving.

Phone and computer hookups:

These are housed in a room at the base of the rear stairwell, clearly marked. It is the responsibility of the person requiring the service to be present to open the door for access to service personnel as needed. Suite 101 has an access key and asks that they be notified in advance when it is needed.

Security:

The building has a built-in security system, organized by a computer. Access is by card key when the front door is locked. Card keys are programmed for access to certain areas. There is no public access to the residential floor except by specially programmed card keys.

Front door:

Monday - Friday:

- Door is open from 8 a.m. to 5 p.m.
- Access at other times is with a card key.

Saturday:

- Front door remains locked all day unless there is a special event, in which case a notice goes out.

Sunday:

- Front door is open from 8:30 a.m. to 1:30 p.m. for Quaker Meeting. Otherwise remains locked except for special events.

Public holidays:

- Building is open for some if they fall during the week.

Access for visitors and clients when front door is locked:

- Visitors may dial their host using the key pad to the left of the front door.
- Residents, businesses, and renters must have a land line that can be connected to the key pad for the door to be operated remotely.
- Contact Kendrick Property Management to have your phone number put in the system.
 - Floors 1, 2, and 3 use 9 to open the door remotely.
 - Residents use 9 to open the door remotely. Otherwise, the visitor can call the host directly and the host can come to the door and open it from within.

Trash:

There is a recycling bin and a trash bin at the rear of the alley on the

police station side. Please use these for general trash/recycling. The trash is collected weekly, and the recycling twice a month. Cardboard boxes and cartons should be broken down and flattened. For floors 1, 2, and 3, personal trash must not be placed in the bathroom containers. If you employ someone to clean your space, please advise them that all trash must be taken to the dumpster. Bulk items, furniture, and electronics must be disposed of separately and not placed in the trash bin. Bins are not to be used for recyclables or trash from elsewhere.

Heating and Cooling:

The building operates as one unit, meaning it is either in heating or cooling mode and cannot be flipped back and forth. Given the vagaries of New England weather, changeover dates in the spring and fall are, at best, an educated guess, with global warming an added factor. Notice of the changeover date is communicated to all in the building through e-mail at least two weeks in advance.

The building also has a ventilation system that runs 24/7 to bring fresh, filtered air into the building.

During the summer, there is preventive maintenance with a clean-out of all convector drains to avoid their getting plugged up and causing water damage. This happens on two or three days during the summer; a warning is given two weeks beforehand.

Public area cleaning:

MCC is contracted by the Trustees to clean all the public areas, including the public bathrooms on the first three floors. MCC also polishes the woodwork and brings items needing repair to our notice. Residents are entirely responsible for the fourth floor corridor and their own unit's interior cleaning.

MCC are not employees of the Condo but are outside contractors. Notice of any problems or situations should be sent to Bob Sears at Kendrick Property Management and not dealt with directly with MCC workers.

Plumbing and electrical:

The condo has preferred providers of these services for the public areas. Please contact Kendrick with questions, requests, and comments. Owners may use their own preferred provider within their unit. Any work done in their unit by our preferred providers will be billed directly to them.

Locksmith:

Please contact Kendrick Property Management (413) 253-0285.

Fire coverage:

43 Center is fully covered by sprinklers in the common areas and offices and residences. The backflow preventer on the sprinkler system is tested every six months. There are heat sensors in all the offices and common areas; the fourth floor residences also have carbon monoxide alarms and hard-wired smoke alarms. The boiler room has a heat sensor and carbon monoxide alarm.

The fire and smoke alarms are fully monitored. When any alarm sounds, the signal is sent directly to the Northampton Fire Department dispatch.

In case of fire alarm, please leave your space immediately and proceed to outside through the front door or either of the side doors. **Do not use the elevator.** When a fire alarm sounds, the computer immediately unlocks all doors. When the alarm is reset, the doors will automatically re-lock.

Emergency:

KPM Emergency On Call Service

Building problems: (413) 253-0285

After business hours: (413) 585-1285

Fire Department: 911

Police: 911

Non-emergency:

Lights - Kendrick Property Management\B. Sears

HVAC - Kendrick Property Management\B. Sears

Condominium documents:

Documents pertaining to the 43 Center Street Condominium are located on the Kendrick website: <https://www.kendrickmanagement.net>

Here's hoping you will enjoy many years at 43 Center Street.

**43 Center Street
Northampton, Mass.**

Kendrick Property Management

TRUSTEES - 2021

, Chair
Michael Malkovich, Secretary
Andrea Leskes, Treasurer
Lourdes Mattei
Sally Stites-Robertson

Trustees meet once a month, on the third Thursday, at 3:00 pm. The exception is the December Trustees meeting, which is held immediately following the Annual Meeting on the first Thursday in December.

Contact information:

Board chair:

Kendrick Property Management (413) 253-0285
condo@kendrickmanagement.com Fax (413) 253-2383

Kendrick building agent: Bob Sears (413) 253-0285

Building problems: Bob Sears (413) 253-0285
After business hours: (413) 585-1285

Fire Department: 911

Police: 911