



Smithfield, Rhode Island

Handbook

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Welcome To The Homestead Mill Condominium Community

Names, Numbers, & Policies

Executive Board

<i>Title</i>	<i>Name</i>	<i>Unit*</i>
President	Gina Bartolomucci	25-108
Vice President	Lenny Rachlow	15-116
Treasurer	Michael Walker	15-109
Secretary	Michelle LaFleur	15-408
Board Member	Kevan Riley	15-115
Board Member	Charles Gutsell	15-110

*The unit number of each executive board member is available above; however, this information should **only be used in extreme emergencies**. There may be times when Barkan Management's emergency number will be put on hold, transfer to voicemail or malfunction. The Board and Barkan Management appreciate your discretion.

Management Company & Website Links

Barkan Management Company (BMC) www.barkanco.com

Phone: 401- 272-0788

- Account Supervisor, Dianne Radcliff;
- Property Manager, Bob Goodwin;
- Assistant Property Manager, Jessica Laferriere

Emergency Only: 617-376-3696

Property Website: www.homesteadmillri.com/

Preferred Vendor List & Town Numbers

Plumbing Solutions: 349-4124

Joly Electric: 480-5320

Oliver's Heating Ventilation & Air Conditioning: 724-1610

All American Locksmith: 521-5259

Smithfield Police: 231-2500

Smithfield Fire & Rescue: 949-1233

Smithfield Town Hall: 233-1010

Esmond Post Office: 231-0890

Administrative Fees

The following fees are administered for document requests:

▪ Resale Certificate	\$185.00
▪ RUSH Resale Certificate (if requested less than 10 days before closing date)	\$235.00
▪ Condominium Documents (Master Deed, Declaration of Trust, Rules & Regs.)	\$75.00
▪ Audited/Reviewed Year-End Financial Statements (if available)	\$30.00
▪ Monthly Financial Statements	\$25.00
▪ Current Operating Budget	\$25.00
▪ Project Questionnaire – Bank/Mortgagee Form	\$85.00
▪ Copy of Meeting Minutes for past three months (if available)	\$30.00

**HOMESTEAD MILLS CONDOMINIUMS
Smithfield, RI**

**Owner / Resident Registration Form
(Please print and answer all information)**

To update mailboxes and to keep our records current and accurate, we ask that you complete the following information and return it as soon as possible. All information provided is confidential to be used for Association business only.

Unit Owner's Name: _____ Building & Unit No.: _____

Address: _____

Co-Owner's Name: _____

Address: _____

Home Phone No.: _____ Work Phone No.: _____

Mortgagee: _____
(Lender)

Mortgagee Address: _____

Loan No.: _____ Phone No.: _____

OWNER OR RENTAL

Total Number of Automobiles per household: _____

(1) Make: _____ Model: _____ Color: _____ Reg. _____

(2) Make: _____ Model: _____ Color: _____ Reg. _____

Parking Space Number _____

IF UNIT IS A RENTAL

Resident(s) Name(s): (1) _____

(2) _____

(1) Home Phone No.: _____ Work Phone No.: _____

(2) Home Phone No.: _____ Work Phone No.: _____

Carefully print how you would like your last name(s) to appear on the mail box listing:

Please return this form to: The Homestead Mill c/o Barkan Management Company, Inc. 24 Farnsworth Street, 6th Floor, Boston, MA 02210 Or fax to: 617.532.9626

MUST BE RETURNED WITHIN 30 DAYS OF RECEIPT

Welcome to The Homestead Mill

This packet contains information which you will find very helpful; everything from important phone numbers to contact info. It also contains some of the more important community rules, regulations and procedures you'll want to be familiar with.

At the time of your closing you should have received a copy of the newest "Condominium Documents", dated, "Republished, 1995". If you did not, please call BMC to request a set. A fee will be charged. The condo docs are binding to ALL unit owners, residents or renters.

These legal documents are on file with Smithfield Town Hall and are binding on all owners, residents and renters. The information in this document does not replace the Condominium Documents. It is only a quick reference. It is your obligation to read the Condominium documents and familiarize yourself with all the rules and regulations therein. Fines can be levied if you are in non-compliance.

Please take some time to go through this packet. Again we welcome you to our community and wish you the best in your new home!

The Homestead Mill Condominium Policy

1. Executive Board Meeting & Complaints

The Executive Board meets monthly. If you would like to meet with the Board, you may do so by either mailing your request to the Homestead Mill Executive Board, 25-108 Higgins Street, Smithfield, Rhode Island 02917 or fill out the form at the Executive Board Box on the ground floor of building 15. You may also call (401) 272-0788 or email BMC. Please schedule your request at least one week in advance so that your topic can be included in the agenda.

2. Home Insurance requirement

Every unit owner is required to obtain HOMEOWNER'S INSURANCE in an amount of no less than thirty thousand (\$30,000) for "dwelling" and/or "addition/alteration" insurance coverage. Proof of insurance must be submitted to the BMC office prior to your move-in. The Homestead Mill insurance carrier has required the following devices in all units:

- Washing machines must be equipped with burst resistant hoses
- Water sensing alarms should be installed in the condensate pan

3. Moving policy

3.1 BMC must be notified 72 hours prior to moving so that elevators can be padded on time. Small carts are available at the lobby of each floor for your convenience.

3.2 A non refundable \$75 MOVING FEE will be collected from the Unit Owner every time a resident (owner or renter) initiates a move cycle, both in and out of the unit.

3.3 Moving hours are restricted to Monday-Friday, 8:00 AM – 4:00 PM; Saturdays 8:00 AM – 2:00; No moving on Sundays or Holidays.

3.4 Moving trucks are not allowed to climb any curbs and should be parked as inconspicuously as possible.

3.5 Every attempt should be made to minimize the opening of building entrance during loading and unloading to maintain indoor temperature and save energy. Exterior doors must remain closed/locked when unattended for security reasons.

4. Access and Security

4.1 The TRIGON SECURITY PHONE ENTRY SYSTEM must be programmed with your residential telephone number. As soon as your phone number is available, please call the BMC office for programming. The system allows guests to dial the UNIT NUMBER (NOT your phone number) on the TRIGON SECURITY PHONE ENTRY SYSTEM located in the North and South entrances of Building 15 and the front door of Building 25. By doing so, a secure remote access to the building can be done from your unit by pressing “0” on your home phone.

4.2 For security reasons, never allow a stranger to gain entry to the building at anytime.

5. Rights to enter the unit

The agents of the EXECUTIVE BOARD or the managing agent, and any contractor or workman authorized by the Executive Board of Trustees or the managing agent, **MAY ENTER ANY ROOM OR UNIT in the buildings at any reasonable hour of the day after notification (except in case of emergency) for the purpose of inspecting such Unit or for the purpose of performing work.**

6. Common Elements

6.1 A permit from the Executive Board and a refundable \$75.00 security deposit is required to use the Common area for parties or other private affairs. The only area where OUTDOOR COOKING will be permitted is at the back corner adjacent to Building 25 (behind the dumpster). The Association has purchased two (2) charcoal grills for this purpose. Under no circumstances should any grill be left unattended. GAS GRILLS and/or PROPANE TANKS are not allowed on the premises.

6.2 There shall be no obstruction at any time nor shall anything be stored in the Common Elements without the prior consent from the Executive Board.

6.3 Nothing shall be done in a common area which could jeopardize condominium insurance premiums and/or its cancellation.

6.4 Unit Owners are not permitted to place anything (signs or names) on the outside walls or doors within the condominium. No radio / television antenna; nor satellite antenna shall be affixed to or placed up on the exterior walls, windows, roofs, or any part thereof.

6.5 No offensive activity is allowed on the COMMON ELEMENTS either willfully or negligently, by unit owners, household members, renters or guests that will interfere with the rights, comforts or conveniences of other Unit Owners.

6.6 Nothing shall be altered, constructed in or removed from the COMMON ELEMENTS, which will impair the structural integrity of the buildings or which would structurally change the buildings without the prior written consent of the Executive Board.

6.7 No clothes, clotheslines, sheets, blankets, laundry, or any kind of other articles shall be hung out of the Unit or exposed on any part of the COMMON ELEMENTS. **NOTHING SHALL BE HUNG FROM THE WINDOWS OR PLACED UP ON THE WINDOW SILLS.** The foregoing shall not, however, interfere with the right of Unit Owner to select draperies and curtains for their Units, which **shall have white lining or backing** on the side exposed to the Unit exterior. A fine of \$50.00 per month will be charged for each month you are not in compliance. The Rhode Island Fire Code requires that window draperies or curtains be flame resistant per NEPA 701 and that all other interior finishes be at a minimum Class C. Rugs or mops shall not be shaken or hung from or on any of the windows or doors.

6.8 There shall be no baby carriages, playpens, bicycles, wagons, toys, benches or chairs, on any part of the COMMON ELEMENTS.

6.9 The common element shall not be decorated or furnished by any Unit Owner in any manner without the prior written consent of the Executive Board.

7. Fire Alarm

Whenever the **FIRE ALARM** sounds, you must exit the building immediately via the stairwells until the Fire Department arrives. An announced fire alarm testing is done on a regular basis as per fire code compliance.

8. Parking Area

8.1 Repair of AUTOMOBILES is not allowed in the parking area.

8.2 No vehicle shall have Boats on a trailer or other items attached while parked in the parking area.

8.3 Only cars may be parked in the lot. No boats, trailers, commercial trucks, or business machinery may be left in the lot without permission from The Homestead Mill managing agent.

8.4 The parking lot is one way with a speed limit of 10 miles per hour.

8.5 GUEST PARKING is for the guests of Homestead Mill residents ONLY. Guest parking for more than 48 hours must be registered with the BMC office. Unregistered parking will be towed at owner's expense.

8.6 Residents are only allowed to use the guest parking during snowstorms and if the Smithfield town imposes a parking ban. This automatically takes effect when there is a snowfall of two (2) inches or more.

8.7 All vehicles in the parking area must be removed during snow plowing. Snow plowing can only be done with 2 cleared parking spots.

8.8 The Courtyard, which is a fire lane, is limited to 15 minute parking only. It is closed between 8 P.M. and 8 A.M. A \$25.00 fine is imposed per violation of courtyard policy.

8.9 Extra Parking: If an owner requires extra parking, Barkan Management Company should be contacted. If extra parking spaces are available they can be rented for \$50.00 per month.

9. Unit Rentals

A copy of written lease contracted between the owner and the tenant must be submitted to Barkan Management Company.

10. Solicitation

There will be NO SOLICITING of any kind allowed on the premises.

11. Storage Room (for those using common storage areas)

No items are to be stored in the aisles in the STORAGE ROOMS or on top of the storage bins. Storage is limited to bikes and sporting equipment. Residents should be aware that items stored in the room are done so at the resident's sole risk.

12. Water leaks

In our effort to cut down on condo fees, residents are obliged to report any water drips or leaks to the BMC office right away.

13. Maintenance equipment

There is some equipment on site such as ladders, lights, tarps, etc. which are available upon request from the Barkan Management office. All items can be used at the residents' own risk. 48 hours noticed is required when requesting equipment use.

14. Pest Control

Pest control is covered by the Homestead Mill Association. Report any pests such as insects, roaches, ants, mice, rats, bats or birds seen in the premises.

15. Package delivery

All package deliveries are to be delivered by the delivery guy (UPS, FED EX, AIRBORNE EXPRESS, etc.) directly to the unit owner's doorstep. If the resident is not home during delivery, the delivery guy is instructed to leave the package at the package room located in Building 15 on the ground floor east wing (room next to the left of unit 118) and at the same time leave a delivery attempt notice on the corresponding mail box. Residents are encouraged to report the carrier who does not follow this protocol to BMC.

16. Noise policy

16.1 Regularly we are informed by residents that they are having issues with neighbors and excessive noise. **By noise we mean that one resident can hear what is happening in another resident's unit.** This can be music, TV, work being done, furniture being moved, aerobic workouts and of course, couples interacting in a loud manner; which means shouting.

16.2 After 10:00 PM, **you cannot** play your music or TV so loud that your neighbors can hear it. If it is a special occasion, such as a party, please inform your neighbors ahead of time, remembering that you are basically asking them for their permission to "invade" their space with your noise. **It is a privilege that your neighbor would extend and it is not your right.** Please be sensitive to this!

16.3 Use of washer / dryer and vacuum cleaners are not allowed beyond 10 P.M. No use of the vacuum cleaner after 8:00 P.M.

16.4 Any construction work related noise in a unit must stop by 6:00 PM during the week and 2:00 PM on Saturdays. Construction on Sundays is not allowed.

16.5 A resident who believes that their space is being invaded by another resident's noise should first speak with their neighbor. The board or BMC should only be approached after this has proven fruitless. And remember, excessive noise is only illegal after 10:00 PM. Before 10:00 PM, we live in that gray zone of trying to balance satisfying our own desires and having to somehow account for our neighbors' need for privacy as well.

16.6 A resident can call the police about noise. If it is occurring after 10:00 P.M., police can come and resolve the problem. A resident can also inform the board by making a formal complaint. Please keep a log of the disturbances and note the times you have spoken to your neighbor about these disturbances. If you are not able to work with BMC and your neighbor, the board will invite both neighbors to the next board meeting and ask them to work it out. Ultimately the board does have the power to levy fines of \$50 per violation.

16.7 There is also the special case of noise coming from human interaction. Everyone who lives here should know that loud shouting, yelling and cursing can be heard word for word by the neighbors on either side, above and below.

16.8 Finally, if there is ever an indication of physical violence happening in a residence, the police should be called, 911, immediately. The Smithfield police are excellent and trained in such matters.

16.9 There is no SKATEBOARDING, ROLLERBLADING, BIKE RIDING, OR SPORTS ACTIVITIES of any kind in the interior common areas. Units with children are asked to make sure that their kids do not stomp nor run around so as not to disturb their neighbors.

17. Elevator

Never force the ELEVATOR DOORS to stay open. If you need to load or unload the elevators, use the elevator to the right (when facing them). This elevator is equipped with a "hold elevator" button.

18. Gym

The gym is located on the third floor which is available to all residents and guests. It is accessible using the same key as the exterior door entry key.

19. Pets

19.1 Dogs are not permitted at The Homestead Mill.

20. Fines, late fees and delinquent accounts – Lien / foreclosure

20.1 Unit Owner's will receive a coupon for payment of their condo fee. The condo fee is due on the 1st of each month. A late fee in the amount of \$20 will be added to an account if the monthly assessed fee or any other fees are not paid by the 20th of the month.

20.2 A reminder notice will be sent to a Unit Owner with an account (condo fee, common assessment fee, fines, and other charges) that is overdue. If the account remains unpaid after sixty (60) days, a warning letter will be sent to the Unit Owner advising that the matter will be turned over to any attorney to file a lien and proceed with foreclosure if no payment arrangement is made. The Unit Owner will also be responsible for any expenses incurred such as legal fees, etc.

20.3 If the account remains delinquent, a lien will be imposed against that unit.

20.4 If the account continues to be delinquent, foreclosure proceedings will be instituted.

21. Lock outs

21.1 The Homestead Mill will now respond to on call/after hour lock outs for residents for both the Superintendent's business hours and after hours.

During business / Superintendent's hours:

Mon., Wed., Fri. 12:00 – 4:00pm (No Charge)

Tues., Thurs. 7:00 – 11:00am (No Charge)

After business hours:

Up until 9:00pm - \$25.00

Up until 1:00am - \$50.00

After 1:00 am - \$75.00

Payments must be made at the time of the service call by cash or check. Positive ID must be made available.

21.2 In the case that BMC personnel are not available to respond to a lock out, please contact preferred vendor, All American Locksmith at (401) 521-5259. All new keys made must be in accordance with the master key system at the property.

22. Door locks

22.1 All locks within The Homestead Mill complex must work off the master key. If you want to have your unit lock changed for personal security reasons,

please contact **BMC** at **(401) 272-0788**, not a locksmith. The cost to re-key is borne by the resident.

22.2 No unit owner is allowed to install double lock or deadbolt on their doors. This would deter BMC to go into the unit during emergency.

22.3 Doorbells must be installed by BMC for conformity with all other units who have doorbells installed.

22.4 Change of regular doorknobs to a handicapped doorknob must be approved by the Board & BMC for the sake of aesthetic & uniformity. Management must be contacted to arrange installation.

23. Trash

23.1 Garbage pick up is on Monday's and recyclables pickup is on Tuesday's. Residents are advised to deposit trash in the dumpster as far from the opening as possible. This will help maximize dumpster capacity.

23.2 If both dumpsters are full, leave the trash securely bagged along the inside of the coral fence. NEVER leave trash bags leaning up against or on top of the dumpster.

23.3 Heavy garbage such as furniture, couch, and appliances are also picked up. These items should be placed alongside the dumpster as close to pickup day as possible.

23.4 All RECYCLABLE MATERIAL is to be placed in their corresponding containers as properly marked and out of the carrying bag. Flatten cardboard and boxes. If residents violate recycling requirements and the property loses recycling privileges, the expense will be passed on to the residents.

24. Technical information

24.1 **Do not turn your HVAC unit off completely during the winter months** - just turn the dial down if you will be away. Pipes and sprinkler heads may freeze and can cause flooding. A temperature of between 55 degrees and 60 degrees should be maintained in units during the winter months.

24.2 Heating Ventilation and Air Conditioning (HVAC) for building 15

24.2.1 The heating/cooling for each residence in Building 15 is supplied by individual HVAC units. All these units, however, are supplied by a common thermal source forming a common building wide operating

system. For this reason, **only licensed and insured plumbers or HVAC contractors should be called to work on your individual unit.** The unit owner would be liable to their neighbors HVAC malfunction as a result of their unit not serviced by a licensed professional. There are times when The Association may need to gain access to common pipes located in your unit. You will be given 48 hours notice, unless it is an emergency, at which time immediate access may be required. Your HVAC filter should be changed on a regular basis. Depending on the filter you purchase, it may be every 30, 90 or 120 days. Any problems or concerns, therefore, about the performance or operation of your HVAC should first be directed to BMC.

24.2.2 The heating season runs from October to May, and the cooling season from June to September. This does not mean you cannot run the heat or cooling off season. It just means that because the individual units are all tied into a common thermal source, they won't run as efficiently off season (they will be more expensive to run).

24.2.3 You may find your HVAC simply blowing air without heating or cooling. If this is so, **BEFORE** calling the BMC office, **turn off the unit by pushing the black button, then go to the circuit breaker panel and turn off the breaker controlling the HVAC. Allow it to stay off for a minute, and then turn it back on. Go to the unit and turn it back on using the appropriate button (red/heat or blue/cool).** If this does not help, try it again and if this still does not help, call the BMC office.

24.2.4 During the cooling season, try to avoid running the unit on maximum cool, as this can stress some HVAC's. If you find that you are always running the unit at either extreme of the temperature dial, call the BMC office.

24.2.5 Ceiling fans help keep heating/cooling costs down and is recommended in situations such as ours where the ceiling is so high.

24.2.6 When in doubt about your HVAC, call BMC.

24.3 Heating / cooling for buildings 19, 21, 25 and 27

24.3.1 Each residence in these buildings has its own heating/cooling system. If you have any questions it is wise to first call the office or

maintenance before contacting a licensed professional. The Association, however, does not maintain these systems as it does in Building 15.

24.3.2 Never turn your heat off completely during winter months if you are going to be away. Pipes and sprinkler heads may freeze and cause flooding. A temperature of between 55 degrees and 60 degrees should be maintained in units during the winter months. Check out www.earth911.com for energy saving tips.

25. Power, Telephone and Cable TV

25.1 All residences have power meters located in separate meter rooms. If any work needs to be done, BMC must be notified in advance to allow the technicians access to these rooms. The main circuit breakers for each residence are in these rooms. If all the power in your unit fails and there is not a neighborhood power failure, the main breaker has probably tripped and you need to call the BMC office. These rooms also contain telephone and cable junction boxes, and if technicians need access the BMC office must be notified.

25.2 Each residence has a main phone jack and cable TV tie box generally located close to the circuit breaker panel. The phone box is easy to spot because a small wire can be seen external to the box, and the cable TV tie is usually in the box right next to it. The cable TV tie in the box is usually a blank flat cover plate. The cable technician needs to know this if you are having cable problems or work done.

26. Renovations

26.1 This is condominium living. The walls, floors and ceiling are not even remotely sound proof. So before replacing carpet with hardwoods or tiles, consider the probability of complaints from your neighbors underneath your unit. If complaints are logged it might help to put down area rugs.

26.2 You or your contractors are responsible for cleaning all common areas of construction debris and dust. You will be charged a minimum of \$75.00 if you or your contractor leaves trash or debris in the common areas. Any damage will be assessed. This includes hallways, elevators, lobby areas and carts. The carts must not go outside of the building. Dumpsters must be used for garbage only; **all construction debris must be taken away by you or your contractor.**

26.3 As a common courtesy, please notify your surrounding neighbors that you will be having some work done in your unit.

27.4 The unit owner is liable for any damages incurred to their neighbors such as water leak, malfunction of HVAC, power cut off, etc. as a result of their renovation or construction.

27. Unit Occupancy

27.1 No more than three persons can occupy a unit as per the condominium documents.