

**1105 MASS. AVE. CONDOMINIUM TRUST
C/O ELN MANAGEMENT CO.
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1105 MASS. AVE. RENOVATIONS RULE

Dear Unit Owners,

The City of Cambridge now requires a letter from the condominium association approving the work proposed by the Unit Owner at the time the Unit Owner applies for a building permit. The Board of Trustees of 1105 Mass. Ave. Condominium Trust discussed this matter and voted unanimously to incorporate this change into our policy on unit renovations. To that end, these procedures must be followed for the Condominium Trust to issue that letter for the City.

Owners may make changes to their units in the form of improvements or renovations under the following conditions:

- 1) Work must not affect any load-bearing walls.
- 2) A building permit must be obtained if required by law. Compliance with all building codes is required. A copy of the permit should be sent to the 1105 management office for their files along with a certificate of occupancy if one is issued at the completion of your project.
- 3) For any renovation that attaches to or modifies the building systems such as plumbing, ventilation and electrical work, plans must be submitted via the Management company to the Board of Trustees for approval in advance of any work being performed. No alterations or additions to the existing ventilation systems other than a booster fan are permitted. Plans should be as detailed a description as possible, including specifics as to how the work will be done.
- 4) All electrical , plumbing and ventilation work must be performed by licensed workmen. A copy of the license and insurance coverage (a certificate of insurance from the contractor) must be provided to the Management company/superintendent in advance of any work being performed.
- 5) Work requiring access to a building area or system (such as a drain or water stack or building water shut down) must be scheduled with the Superintendent in advance of the work so that notification can be sent to all affected. Plumbing work shall be inspected by the superintendent before walls are replaced.
- 6) All work must be performed between 8 AM and 5 PM Monday through Friday not including Monday holidays. The purpose of this requirement is to ensure that residents are not disturbed during evenings and weekend hours. A fine may be issued if work is performed outside the stated hours. Variances to these hours may be granted by written request to the Board of Trustees.

- 7) A unit owner is responsible for the protection of hallway floors, walls and carpeting from construction materials.**
- 8) Construction debris should be removed from the building daily. The trash chute may not be used for disposal of construction debris. It is reserved for residential trash.**
- 9) The common hallway to the left and right of the door to your unit should be vacuumed at the end of each day during which work is performed to assure the removal of dust and debris that may have accumulated during the work day.**