
Welcome!

We are glad you made the decision to rent property in our neighborhood. We can confirm that you have chosen a great place to live.

You will find a variety of homeowners in our neighborhood. Please try to be friendly, helpful, and harmonious in our dealings with each other.

As you settle into your new home, we have included herein some of the most important information to make your adjustment to your new community easier.

Use and enjoyment of your unit is subject to compliance with the Rules & Regulations which will be provided to you by the Unit Owner and posted on www.chapelhillwest.com/Residentinfo.html. You should familiarize yourself thoroughly with these Regulations.

If you have any questions or concerns, feel free to contact the CHW Management Office at (508) 872-5847. The daily office hours of the Management Office are 8:30 am to 4:00 pm, Monday thru Thursday and Friday, 8:30 am to 3:30 pm.

Again.... *Welcome!*

Chapel Hill West Management Team

CHW MOVING AND DELIVERIES POLICY

Moving and delivery dates must be scheduled with management. Only one move per day will be scheduled. 3-day advance notice to the management office for a Saturday move is required.

Move in/Move out/Delivery Hours are:

Monday through Friday between 8:00 a.m. and 7:00 p.m.

Saturdays between 9:00am through 2:00pm

No holidays

The unit owner is responsible for complying with the Move in/Move Out regulations and must obtain a copy of the policy from management or online at www.chapelhillwest.com before the move. The unit owner must sign their acceptance of our policies. It is the responsibility of the unit owner to explain the condominium move in/move out rules to the mover as well as to their tenant(s).

Failure to abide by the move in/move out schedule and hours will result in a fine. (See Summary of Fees and Fines contained in this document).

Unit owners or tenants of unit owners shall place a deposit with the management office 15 days before moving in or out of the condominium. The deposit is \$500. This requirement shall be noted in all certificates issued pursuant to G.L. c.183 A a (6d), for both the buyer and the seller.

After the move is completed and it is determined that no damage has been caused to the common area or fines assessed, the deposit will be returned. If the damage is caused to the common area, the cost will be deducted from the deposit. If the



into the unit. Under no circumstances are the elevator doors to be held open by any means. Holding the doors open will result in a failure to the electronics. Said failure can only be reset by our elevator company and is considered vandalism resulting in a charge to the trust. Accordingly, the total amount of the charge will be passed along to the unit owner.

The movers must coordinate the move with the management office. This includes having the elevator padded and where the trucks can be parked. No exterior doors are to be left open during the move. Management has a door latch to be used to hold the side doors open during a move. There is a \$50 fine if it is not returned to the office. All boxes and related moving materials (after your mover has left) need to be collapsed and placed neatly in the rubbish or recycling bins.

It is recommended that the unit owner or the authorized renter of the unit accompany the movers when furniture, equipment, etc. are being moved in or out of the unit/building to ensure the moving company is complying with all rules and is not causing damage. Unit owners are responsible for all violations or infractions of the rules caused by their tenants or moving company.

If moving a large piece of furniture, appliance, or package, the resident must schedule the delivery with management. No deposit is required; however, the elevator must be padded and if the rules are not adhered to, the fines and cost of damage will be charged to the unit owner. Submit all deposits to the on-site management office.

Thank You for your anticipated cooperation.



CHAPEL HILL WEST QUICK GLANCE INFORMATION

MAILING ADDRESS

CHAPEL HILL WEST CONDOMINIUMS
1550 Worcester Road, Unit #
Framingham, MA 01702

CHAPEL HILL WEST MANAGEMENT OFFICE

Chapel Hill West Office Hours are:

Monday through Thursday - 8:30AM to 4:00PM

Friday - 8:30 AM to 3:30 PM

Telephone Number: (508) 872-5847

Email: chapelhillwest@comcast.net

Website: <http://www.chapelhillwest.com>

The Management Office is located between Laundry Room A and the Exercise Room. You can access this room by using your FOB key during office hours only.

PROPERTY MANAGEMENT COMPANY for Chapel Hill West

Brigs, llc
Holliston, MA

Telephone Number: (617) 536-4900

Website: www.brigsllc.com

EMERGENCY NUMBER

To reach the Answering Service If you encounter an emergency situation during non-working hours, call

Telephone Number: (508) 872-5847

Security Guard Mobile Phone:

Telephone Number: (781) 462-5016

Please Note if you are locked out of your unit, the Security Guards does not have access to your unit Keys.

MOVE IN/MOVE OUT

You need to schedule your move with the CHW Management Office.

Move In/Move out hours are

8:00am through 7:00pm - Monday through Friday

CONTRACTORS

The days and hours of operation for all contractors doing work in units are:

Monday through Friday, 8:00 a.m. – 5:00 p.m.

Saturday, 9:00 a.m. -2:00 p.m.

No Holidays or Sundays

PARKING

Resident parking stickers will be issued when you fill out your information form for the Office. Stickers are to be placed on the rear driver side window.

SOCIAL ROOM

Any owner may use the Social Room (or tenant with owner's written permission) who agrees in writing to abide by the rules established by the Trustees.

A security deposit of \$300.00 is required to rent the room. The deposit will be returned in full after the room is inspected by management and is found to be left in excellent condition. Max Room Occupancy Per Fire Dept. is 43.

GAME ROOM

Any owner may use the Game Room which is located on the B side of the building.

Game Room hours are 8:00am until 10:00pm

POOL - SEASONAL

Pool hours are:

10:00 a.m. – 8:00 p.m., Monday through Sunday

WEATHER PERMITTING and subject to the availability of a lifeguard.

CHAPEL HILL WEST UNIT INFORMATION SHEET

UNIT #: _____

DATE: _____

RESIDENTS LIVING IN YOUR UNIT:

Name	Cell Phone	Age (if under 18)	Sex

CONTACT INFORMATION:

Daytime Phone #:			
Email:			
Are you here during the winter Months:		If NO , how can we contact you?	
If you are a rental, please print Owner's name & telephone number here:			

IN CASE OF EMERGENCY:

Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Relationship	Relationship

In an Emergency, we may need to access your unit. If we do not have a copy of your top lock key, we will have to get in by any means possible ***at your expense.***

Do you use a second lock (top lock):	
If YES, check with management to see if we have a key on file. second key on file:	

Please list your door entry **FOB** numbers below *Only the first five digits are needed.*

1.	2.	3.	4.	5.	6.
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CARS & OTHER VEHICLES:

Make	Model	Year	Color	Plate #	Sticker #	Garage Space #

Do you have a bicycle kept in the garage rack? YES / NO Is it Registered with the office? YES / NO

ACKNOWLEDGEMENT

I understand and have read all the Rules & Regulations for Chapel Hill West and agree to abide by them. If I rent out my unit, I will be responsible for my tenant's obligation to abide by these rules.

Signature: _____

Date: _____

CHW TENANT RECEIPT OF RULES AND REGULATIONS

I certify that as the Tenant in unit _____ at Chapel Hill West Condominiums acknowledge that I have received a copy of the CHW Rules and Regulations from the Unit Owner. As a Tenant, I understand and acknowledge that all CHW Rules and Regulations apply to me and all of the tenants and residents of said unit. Violation of any of these Rules and Regulations may result in fines for which I will become responsible.

I also understand that the Unit Owner is responsible for all my actions as the Tenant in said unit during my entire time at the Chapel Hill West Condominiums. Both of us will be subject to, and be bound by, the CHW Rules and Regulations.

I certify that I have met with the CHW Management office for a brief orientation, provided vehicle information and received a parking sticker before moving in.

Date:

Signature of Tenant #1:

Signature of Tenant #2:

Tenant's Email Address:
