

## Downtown I & II General Information

### Management Company

Downtown I & II is managed by Tilton Bernstein; our property manager is Richard Bernstein. He can be contacted via email ([richard@tiltonbernstein.com](mailto:richard@tiltonbernstein.com)) or phone (202.232.5247 Ext. 11). Emails to Richard should include "Downtown I&II" in the subject line. Please copy the Board on any emails to Richard both so the Board is aware of problems as they occur and so that the Board can ensure problems are addressed in a timely manner.

The Association maintains a website through Tilton Bernstein (<http://www.tiltonbernstein.com/properties/downtown/>). Documents pertaining to the Association are posted here and owners are encouraged to check it periodically.

The Board primarily communicates to owners through the Association's list-serve ([Downtown I and II@yahoo.com](mailto:Downtown_I_and_II@yahoo.com)). Please contact a Board member to be added to the list-serve. The Board strongly encourages all owners to subscribe to the list-serve and check it frequently for important communications from Richard and the Board.

New owners receive a packet of information from Tilton Bernstein once they receive the HUD-1 form. This packet includes instructions for setting up electronic payment of monthly condo fees.

### Trash

- The Association has 2 dumpsters – behind 1308 and 1225. If one dumpster is full, please take your bagged trash to the other dumpster. Please do not put it on the lid of the dumpster.
- The dumpsters are emptied four times a week: Mondays, Wednesdays, Fridays, and Saturdays.
- Please only place in the dumpsters bagged trash. The dumpsters are not meant for furniture, large boxes, TV's, umbrellas, mattresses or any other bulk items. Owners are responsible for arranging disposal for all of those items.

### Recycling

- Recycling bins are provided for all owners in the courtyard behind DT I.
- Both newspapers and cardboard can be placed in the newspapers bin. Cardboard should be folded down to fit in the bin. If it can not fit in the bin, please break it down as much as possible and place it along the side of the recycling bin for removal.
- All plastics numbered 1 through 7 can be recycled including plastic lids.
- Recycling bins are emptied on Tuesdays.

### Cleaning

Elgen provides weekly cleaning for the Association. They typically come on Thursdays. They are supposed to do the following:

- Clean all front entrance floors and all common entrances.
- Check the front and rear of property for debris.
- Sweep and mop stairs and entry ways.
- Dust and clean all railing baseboards.
- Vacuum all mats and runner.
- Wet wipe any smudge on doorways or trim.
- Change burned bulbs as needed.

- Hose down the front area when weather permit.
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- Dispose of any old mailings, newspapers or phone books as necessary.
- Clean and disinfectant around trash area.
- Sweep parking area and collect any debris.

If owners note that this is not being performed, they are encouraged to contact the Board so that Elgen can be contacted.

### **Satellite Dishes**

According to the Association's bylaws:

Art. VI Sect. 4 (i) No satellite receiving systems or stations or exterior antennae of any kind shall be maintained in a unit or upon the Common Elements, except for any master antennae which may be provided by the Declarant or with the prior written consent of the Board of Directors.

Per our by-laws, satellite dishes are not allowed, except by Board approval. The Board has established criteria for installation, such that approval may be granted to requests on a case-by-case basis.

Installation Requirements:

- 1) Dish cannot be seen from the street.
- 2) Dish must be properly affixed to the roof.
- 3) Wires must be run through an existing chase to get to the roof. (wires cannot run along the outside of the building).
- 4) Cannot drill thru brick.
- 5) Cannot puncture the roof in any way (cannot affix bolts through roof membrane).
- 6) Dish must be removed if/when you move out. Failure to do so will result in a removal fee of \$500.

If you would like to install a dish, and can meet the above criteria, please send an email to the Board and we will review your request and then may grant approval.

### **Landscaping**

Denchfield Landscaping is contracted with Downtown I & II to perform the following services:

- Clean leaves and debris from yard and beds, hand prune perennials, shrubs, and ornamental trees (as needed); apply fertilizer to beds; hand edge and weed beds.
- Provide a layer of double shredded hardwood mulch to the beds.
- Full service garden and bed maintenance – weeding, clean up, and pruning of the property, every two weeks during the growing season (May-September).
- Weekly lawn maintenance (weather permitting) April-November includes mowing, bagging of clippings, string trimming, edging and sweeping.
- Clean fallen leaves from the property every two to three weeks during the fall.
- Shrub and ornamental tree care includes fertilizer (spring/fall) and insect control (summer).

Some owners have been interested in doing their own gardening in the tree boxes in front of the Association and in other planting beds. Owners are welcome to do so but are asked to notify the Board of this so that we can ensure Denchfield is aware of it and does not interrupt owners' activities. Owners that do this do so at their own expense as the Association has budgeted for Denchfield to handle its gardening and landscaping work.

**Limited Common Elements**

**Parking**

According to the Association’s bylaws, parking spaces are a limited common element. Spaces must be owned by DTI&II owners. There is a separate monthly assessment for parking spaces which is used to cover the cost of snow removal for the parking lots and has been used in the past to repaint the parking stripes and numbers.

Parking space owners will be receiving a “hang tag” parking pass from Tilton Bernstein identifying their Downtown I &II parking space number. Owners are asked to place this on their rearview mirrors of their cars (including Zipcars). Lost tags will be charged a replacement fee.

**Patios/Balconies**

The Bylaws of the Association enumerate maintenance and repair responsibilities for Limited Common Elements. The specific provision is Article VI, Section 1(b)(2) of the Bylaws, which states:

“Each Unit Owner shall perform normal maintenance to any Limited Common Element appurtenant to such Unit Owner’s Unit . . . ”

Based on this language, responsibility for regular maintenance of a Limited Common Element terrace/balcony is placed on the unit owner with use of the area and not the Association. Regular maintenance in this context includes not only cleaning, but also protecting and sealing the terrace/balcony surface on a regular basis. Any damage occurring because of a unit owner’s failure to maintain a Limited Common Element will be the responsibility of the unit owner.

Should a structural problem emerge with a patio or balcony, please notify the Board and Richard so it can be looked into. These problems typically are the responsibility of the Association to address and repair.

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