

LONGVIEW CORPORATION

RULES AND REGULATIONS

MANUAL FOR SHAREHOLDERS
Adopted by the Board of Directors 11/21/13

IMPORTANT TELEPHONE NUMBERS

Longview Office: [REDACTED]
Emergency Number: [REDACTED]
Thayer and Associates: [REDACTED]

Fire, Police, Emergencies: 911

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INTRODUCTION

This manual is intended to provide shareholders of the Longview Corporation, hereafter referred to as "The Corporation" (983-986 Memorial Drive), with an overview of the rules and regulations that govern the operation of the property and facilitate the cooperative living that is such an important part of a cooperative enterprise. Some of these regulations are embodied in the By-Laws of the Corporation and others in the Proprietary Leases which all shareholders enter into when they purchase and receive their shares. This manual provides reminders of the most important of these rules and regulations but the manual does not supersede the By-Laws or the Proprietary Leases. In addition, all references to shareholders apply to residents as well as to those individuals who may be subletting an apartment for a brief period.

The manual is the primary source of regulations that have been agreed to by members of the Corporation in order to: 1) Ensure the security of residents; 2) Protect their privacy and comfort; 3) Maintain the attractiveness of the property; and 4) Protect shareholders' investment in the Cooperative.

The manual is supplied in a loose leaf binder so that sections of it can be revised and replaced as needed. Such pages can be distinguished from those that they replace by noting the date of printing located on the bottom right hand corner of each page.

THE LONGVIEW CORPORATION AND THE MANAGEMENT COMPANY

Incorporated in Massachusetts in 1953, the Longview Corporation owns and operates the cooperative apartments at 983-986 Memorial Drive, Cambridge, together with the adjacent parking lot and garden. Members of the board are elected annually by the shareholders for terms of one year with a limit of six (6) terms. The president, vice-president, treasurer, and clerk are chosen by the Board from among its members. See Appendix B for list of current members and officers of the board.

The Board normally meets once a month with additional meetings as needed. It also meets annually with shareholders **usually** on the last Wednesday of the month of April. Special shareholder meetings may be called by the President of the Board as described in the By Laws. In addition, shareholders are urged to bring suggestions, concerns, and recommendations to the attention of the Board either through communication to a board member or by placing a note in the suggestion box outside the office in 985.

Thayer and Associates, Inc. is responsible for the day-to-day management of the property, with oversight provided by the Board. See Appendix C for names and telephone numbers of staff and other management personnel. Problems may be reported to the Property Manager (Mark Luckman) by telephone (617-354-6480) or e-mail (mluckman@thayerassociates.com) and/or appointments made to talk with the Property Manager in person.

If you are interested in learning more about the history and current events at Longview Corporation, please take the opportunity to visit our website at the following address:

<http://www.longviewcoop.com/>

General Responsibilities of the Board

1. Establishing such rules and regulations as may be in the best interests of the Corporation and its shareholders.
2. Establishing the annual operating budget and setting annual maintenance charges.
3. Planning capital expenditures to maintain and improve the premises; arranging the financing of such expenditures where necessary or advisable.
4. Making decisions concerning the transfer of shares of the Corporation and requests of shareholders to sublet.
5. Supervising the general management of the property as performed by the management company.

Responsibilities of the Management Company

1. Hiring and supervision of building personnel.
2. Supervision of day-to-day management of building.
3. Notifying shareholders about changes in policies or procedures, impending inconveniences due to repairs, and other matters affecting the comfort of shareholders.
4. Arranging for all contractual services and supplies.
5. Collecting and disbursing funds on behalf of the Corporation; maintaining fiscal records, preparing annual operating budget; and consulting with Treasurer of the Board in preparing monthly financial reports to the Board.
6. Recommending any capital expenditure programs they deem necessary or desirable for the maintenance and/or improvement of the property.

Building Staff and Their Responsibilities

The staff at Longview currently consists of two people, the Maintenance Manager and a part-time assistant. The Manager lives on the premises in the basement of 986; the assistant is on site weekday afternoons. Part-time on call coverage (two weekday nights and every other weekend) is provided by a couple residing in the basement apartment of 983. The Longview Office is located in the basement of 985. The name of the person on duty is posted on the door of the Office. There are no regular hours when staff are in the Office; shareholders may arrange via telephone to meet with staff as needed.

Whoever is on duty may be reached by calling the Longview office number: 617-876-3555. (At night that phone will ring in the apartment of whoever is on duty.) During the day it will usually be necessary to leave a message on the answering machine, **except in cases of emergency**. If the machine picks up when you call and it is an emergency, you will be asked to call **617-590-3789** and provide a description of the emergency. This number will connect to the cell phone of whoever is on duty. Messages for the staff can also be written and pushed through the slot in the door of the Office.

Shareholder Responsibility

In addition to maintaining their part of the building as specified on page 13, and following the rules specified in the Lease and in this Manual, shareholders are encouraged to be active participants in the activities of the Longview community.

Shareholders should pay their monthly Co-op Charges in a timely manner. Maintenance fees are due on the first of each month; if received after the 10th of the month a late fee of \$50 may be charged. If not received after 30 days an additional one and one-half percent (1.5%) of the monthly maintenance fee may be charged for each passing month.

SERVICES FOR THE SHAREHOLDERS

Staff Services

- When a shareholder is away, collect mail and newspapers, receive packages; place all in unit
- Check periodically on units whose owners are away
- Replace smoke detector batteries, CO detectors, and light bulbs that are difficult to reach.
- Attend to (or help with diagnosis of) minor plumbing problems such as clogged drains or worn washers.
- Recommend appropriate repairmen for plumbing, electrical, or carpentry repair.
- Help with installation of storm windows, screens, and small window air conditioners.
- Respond day or night to calls for help in any kind of emergency or situation of concern to a shareholder, whether the cause is personal or mechanical. **No one should ever hesitate to call one of the building staff if something seems to be wrong.**

Other Building Services and Amenities

Mail:

Mail is delivered to the mailboxes in the first floor vestibules of each entry. Each shareholder has a key to his or her box; it is recommended that a duplicate key be given to the superintendent. Local delivery service and the standard long-distance carriers will deliver packages etc. to your apartment door if you are at home to buzz them in. Otherwise, if no signature is required or if you have left a note requesting it, packages will be delivered to the staff person on duty who will either deliver the package to your door or let you know that it is being held in the office.

Newspapers:

The Boston Globe and the New York Times are delivered each morning to the front door of subscribers. **Other newspapers and similar material are left either at the back door of 985 or in the vestibule of each entry.**

Laundry Rooms:

The laundry rooms with washers and dryers as well as hanging racks are maintained in the basements of 983/4 and 985/6. **The washers and dryers are card operated and 25 percent of the monies collected from them are payable to the Corporation and accounted for in the Operating Budget. MacGray, the company which owns the machines is responsible for their maintenance and repair and receives 75 percent of the fees collected.** Shareholders are asked not to use more than two (2) machines at any one time. They are also requested to remove items from both washers and dryers as soon as the relevant cycle is completed. Laundry on the drying racks should be removed within 24 hours of being hung.

Garden:

The garden at the rear of the building is owned and maintained by the Corporation for use by the shareholders and their guests. A committee of shareholders interested in gardening oversees the planting and maintenance of the garden, as well as the two courtyards in front of 983-4 and 985-6. The building's annual budget includes the cost of maintaining the garden and courtyards.

Trash and Garbage:

Trash and garbage should be placed in well-sealed bags and placed outside the rear door of each unit. This will be collected daily except Sunday.

Recycling:

The City of Cambridge requires that residents recycle paper as well as metal, glass, and plastic containers. They must be segregated from trash and garbage and prepared for separate collection. Plastic bags are not to be recycled. Paper includes such items as newspapers, magazines, phone books, catalogues, cardboard boxes, and junk mail. Glass, metal, and plastic should be prepared as follows:

Glass should be unbroken and clean and is restricted to bottles and jars. Corks and lids should be removed and placed with regular trash. Pyrex, plate-glass, and ceramics are not permitted. Metals are restricted to tin and aluminum cans, pie plates and trays, and aerosol cans. They should all be rinsed clean.

Recyclables are collected once a week outside each unit's front door and must be placed there in paper bags on the appropriate day no later than seven a.m. The schedule for collection is as follows: 983 Monday, 984 Tuesday, 985 Wednesday, 986 Thursday.

Some shareholders prefer to take their recyclable items to the trash rooms in 983 and 986. They should then be placed in the appropriate bin.. Boxes should be flattened and stacked.

PARKING

Parking Lot

The Corporation owns and operates a small parking lot (19 spaces) behind 984. The spaces are rented to shareholders for a monthly fee that covers the lot's taxes and maintenance including snow removal. Snow removal is down the center aisle. Removal of snow from individual spaces is the responsibility of the renter. The spaces are **not** associated with specific apartments and thus do not constitute part of the sale of shares of a unit. Parking spaces are not transferable; when a space becomes available it is allotted to another shareholder in order of request. Shareholders who would like to obtain a parking space should place their names on the wait list, kept by the Property Manager. (See Appendix C for Parking Regulations.)

Other Parking

Parking is not permitted on Brewer Street (street coming down from Mount Auburn Street), Gerry (street going up to Mount Auburn Street) or Ross Street (street running along back of the building). If it is necessary to park for a short time (no more than 15 minutes) on Ross Street either leave someone with the car or obtain a parking permission placard from outside the office in the 985 basement. The placard should be returned immediately after use to be available for others.

Parking is permitted on Memorial drive in front of the building **except** during the hours of 7 A.M. to 10 A.M. and 4 P.M. to 6 P.M. on weekdays. There are no restrictions on weekends and holidays. Memorial Drive is closed to all vehicular traffic on Sundays from 11 A.M. to 7 P.M. from April to November.

On many Cambridge streets, parking is permitted **only** for Cambridge residents with a parking sticker affixed to their car window. These cost \$8 (no charge for people over 65) and are good for a year at a time. They may be obtained from the Traffic Parking and Transportation Department, 344 Broadway, Cambridge, telephone: 617-349-4700. Along with the parking sticker the City provides one (1) placard for guests of the resident to display in their windshield.

Monthly parking is also available at the University Place parking garage.

USE OF APARTMENTS

Absence from Apartments

A resident who plans to be away from his/her apartment for more than two days should inform the Maintenance Manager in writing of this intended absence. The letter should include the dates of departure and return, and an emergency contact phone number during the absence.

Resident Guests in Owner's Absence

A resident who plans to have a guest or guests use his/her apartment during his/her absence should notify the Property Manager and Maintenance Manager in writing and in advance, providing the name of the guest(s) as well as the dates of his/her stay. Staff have been instructed not to allow unauthorized persons to use the building, and failure to give notice may result in embarrassment and inconvenience to your guest.

Access to Apartments

Shareholders are required to provide the building office with keys to the front door of their units. This is essential for prompt access to apartments in case of emergency while shareholders are away from the building. It is also recommended that shareholders provide the office with a duplicate key (or combination number) to their storage units for access in case of an emergency.

CONSIDERATION OF OTHERS

Noise

Though sound insulation of Longview apartments is relatively good, floors and ceilings do transmit noise from one apartment to those above or below (noise transmitted horizontally is relatively rare). In order to minimize noise of any kind between apartments, shareholders are requested to install adequate sound deadening on the floor in all rooms except kitchens and bathrooms. The deadening may be accomplished with carpeting with adequate pads or other sound proofing. This sound proofing is especially necessary in rooms immediately above a bedroom in the apartment below. Shareholders are also requested to keep noise of any kind (walking, moving furniture, TV, and radio) to an absolute minimum between 10 P.M. and 8 A.M.

Moving Furniture In/Out or Between Apartments

Any moving operation that will involve the use of an elevator for more than a few minutes must be coordinated with the staff and/or property manager at least 48 hours in advance of the move. Protective padding must be placed in the elevator and residents of that entry informed that access to the elevator would be limited for the period of time in question. If a moving van will be parked at the rear of the building for more than a few minutes, prior arrangements through consultation with the building staff is essential.

Pets

Pets are permitted on the premises only with the permission of the Board. Pets are not allowed in the garden. Shareholders must obtain permission from the Board **prior** to the pet moving into Longview. Shareholders requesting permission are required to present evidence of good behavior in the form of references from those who have known the pet previously. The Board will give permission only if all abutting units have been consulted and do not object to the pet residing in Longview. Permission by the Board is provisional and may be rescinded if it is determined by the Board that the pet is a problem and is disturbing other shareholders.

APARTMENT MAINTENANCE AND IMPROVEMENTS

To ensure the structural integrity of the buildings and to protect the Corporation and shareholders from liability suits, no repairs or alterations to an apartment or its basement storage room, including work done by a shareholder or family member, may be undertaken without the approval of the Management Company. Approval may be obtained by application to the Property Manager. You can also download an alteration form from the Longview website (<http://www.longviewcoop.com/>). Appliance repairs and minor plumbing repairs by a licensed repairperson are exempt.

The Property Manager and the Maintenance Managers can assist shareholders in finding appropriate workmen. Shareholders, however, must make their own arrangements with the workmen including contracts and payment.

If the work to be done is no more than routine repainting or replastering, the Property Manager will only require evidence that the contractor is adequately insured as specified in the Alteration Agreement and the lease. More elaborate repairs and alterations may require submission and approval of the Alteration Agreement, including architectural or engineering drawings, as well as inspection of building permits from the city of Cambridge. In these cases a schedule of the work to be done and its approval by the Board may also be required. There is a limit of ninety (90) days on pre-occupancy renovations.

A security deposit of \$2500 or 2% of the estimated project cost, whichever is less is required to commence work. The deposit will be refunded at the conclusion of the alterations, less costs of clean up, damage to common areas, unpaid fines, or other expenses to the Corporation.

Fines will be imposed for late completion or time overrun for demolition: \$500 per weekday, exclusive of legal holidays.

All materials, including all cabinets, appliances, fixtures, etc. must be on-site or in the contractor's possession before job commencement date.

Contractors working in the building, whether for Longview or for residents, are responsible for the observation of the Contractor Protocol, which includes, among others, the following rules:

- Contractors must sign the log in the Maintenance Manager's office and be informed of the Longview Corporation's Contractor Protocol.

- Work shall not begin prior to 8:00 A.M. and must terminate by 4:30 P.M. each day. Absolutely no work is to be performed on weekends or legal holidays.
- Work shall be conducted so as to cause a minimum interference with the peace, quiet, and normal operation of the building. Interruption of elevator service shall be minimized. The volume of radios or tape recorders shall be kept on a low volume. The use of loud, abusive, or obscene language must be avoided.
- The building must be kept in good order throughout the work; tools and materials shall be kept within the apartment involved and protective pads shall be placed in the elevators when these are transported; the halls, stairs and elevators shall be kept clean while the work is going on; all debris shall be removed from the building and its grounds when the work is completed; debris must not be left on the back sidewalk before time for pick up. In case of difficulties conforming to these instructions, the Property Manager must be consulted.
- If the work, at any time, necessitates an interruption of plumbing or electrical service affecting other apartments, the Property Manager must be notified **2 weeks in advance**, so that other building work of a similar nature can be coordinated throughout Longview and limited to one day. Use of the elevator for any prolonged period of time, including its use for appliance or other deliveries, must be coordinated with the Property Manager at least 72 hours in advance.
- Contractors should not leave the outside or back stairwell doors open and unattended. A fine of \$100 will be imposed for each violation of this rule. Contractor must thoroughly clean the halls and elevators at the end of each workday. A fine of \$100 will be imposed for each infraction.
- Substantial sound deadening is required for floors in all areas other than bathrooms and kitchen. This deadening may be accomplished with carpeting with adequate padding or by other means of sound proofing.
- The shareholder granted permission to renovate, assumes full responsibility for any damage, structural or cosmetic, that may be caused by the proposed renovation or alteration for the twelve-month period following the completion of said work This includes damage to abutters' apartments or those units in the stack that are affected by said renovation. Should any damage result from this work, in either the common area or within a shareholder's unit, the owner of the renovating unit will bear sole responsibility and cost for the restoration.

UTILITIES

Heat

Heat is supplied by a central one pipe, low-pressure steam system, controlled by outside temperature sensing units. These systems are simple, reliable and time tested. Still, the system remains essentially old fashioned and in need of special care. The furnace providing heat uses natural gas.

When fuel oil was cheap furnaces ran far more hours than necessary and people would control the temperature in their apartments by opening or closing the windows. These days this is not an option.

The way to control your heat is to control the amount of steam that gets into your radiators. There are two valves on each radiator, first, the shut-off valve that lets the steam in and, second, the air vent valve that lets the cool air out of the radiator to be replaced by hot steam that in turn makes the radiator hot. The shut-off valve should be either fully open, to get heat, or fully closed if you want no heat at all.

The shut-off valve is at the point where the steam pipe comes through the floor and enters the bottom of the radiator. This shut-off valve needs to be fully open as that's how the water, that was once steam, gets back to the furnace to be used again. If the water doesn't fully drain, bubbles are formed where the steam meets the water. When the bubbles burst in the system BAM! That's where the banging in the pipes comes from; very annoying.

Though strenuous efforts are made to balance the heating of different apartments, some apartments tend to run warmer or colder than others. Over or under heating can be significantly alleviated by control of the air venting valves at the other end of the radiator from the shut-off valve. The air vent valve allows the air to move out and be replaced by steam. Controlling the amount of air going out of the radiator will control the amount of steam coming in. The more recent versions of this air vent valve have, on the bottom, a white plastic wheel with numbers 1 thru 8. Higher settings allow more air to be displaced by steam and hence you get more heat. If your air relief valve doesn't have this adjustable feature, call the Maintenance Manager who can order and install one for you. The cost is about \$25 for each one. There are fancier versions of these valves that actually have thermostats on them which can also be installed. They cost up to about \$125 each. Every working radiator should have an adjustable air-vent valve. **The cost of the valves is the shareholders responsibility.**

Generally speaking, the radiators closer to the steam source, which is in the basement of the 985 stack, should be set at the lower end of the 1-8 scale. As you move away from the steam source the setting will be higher. Your ideal settings will vary depending on how cold and windy it is outdoors and what it takes to make you feel comfortable indoors, both of which are subject to change. In short, you will be adjusting the setting from time-to-time to suit conditions unless you go for the more sensitive, but more expensive, thermostatically controlled air-vent valves.

Furthermore, those residents who find their units cooler than they would like are urged to install storm windows if these are not already in place. In addition, closing the flue in the fireplaces, when not in use, should reduce the amount of cold air entering the unit.

Finally, malfunctions of radiators should be reported to the Maintenance Manager for correction. Because the system is under pressure when the heating plant is running, serious injury can result from an inexperienced individual attempting adjustments to a radiator other than adjusting the valve or turning the radiator off or on.

Plumbing

The building's plumbing stacks are old and may be easily damaged during plumbing repairs. This is one reason why clothes washers are not permitted in individual apartments and why in some stacks disposals are also not permitted. Those residents who do have disposals should be careful in their use. Fats and coffee grains should be disposed of elsewhere as they are likely to clog drains.

Handicapped Lift Policy

The lift, located at the 983 rear entryway, was installed to fulfill the requirements for handicapped access. The lift should be used by Longview residents whose physical handicaps limit their use of stairways. Keys will be issued to these residents. If a resident is temporarily handicapped due to an accident or medical condition, a key will be issued on a temporary basis. Residents who are entertaining visitors who need the use of the handicapped lift should contact the building superintendents who will make the necessary arrangements. Other residents who feel the need to use the lift for reasons other than handicapped access should forward their request to the Board.

RESPONSIBILITY FOR PROPERTY; CORPORATION AND SHAREHOLDERS

Insurance

The Longview Corporation Master insurance policy does not cover the furniture, furnishings, or other personal property of any shareholder. Shareholders must obtain their own insurance policies for personal property and for liability insurance of not less than \$300,000. Shareholders are urged to talk with their insurance agent to determine the appropriate level of personal property and liability insurance.

The Master policy does not cover alternative housing. If desired, this should be covered in the individual shareholder's policy.

As specified in the lease, the Corporation will maintain property damage insurance with a deductible. For the moment the deductible is \$10,000. If the shareholder causes damage to the building, the shareholder is financially responsible for the deductible. A claim will be filed on the Master policy for anything over the deductible.

Corporation

The maintenance and repair of common facilities are the responsibility of the Corporation and their cost is covered, except under extraordinary circumstances, by the maintenance fees paid by shareholders. Common facilities include the following:

1. All exterior ground areas
2. All exterior walls, lobbies, and entranceways; front and rear stairways; roof, balconies, and outside window sashes.
3. Elevators
4. Basement service areas together with boiler room and related equipment
5. Laundry rooms and equipment therein owned by the Corporation
6. Intercom system, mailboxes, and common entrance locks
7. Main electrical distribution system up to but not including individual unit fuse boxes
8. Piping systems for heat, gas, and water distribution and drainage, whether exposed or contained within the walls and floors, to the points where such systems join the piping that connects to the bathroom, kitchen, and heating fixtures of individual units.

Shareholders

Maintenance and repair of the facilities of individual apartments are the responsibility of the shareholder of that unit. Such facilities include:

1. Apartment entrance doors and locks
2. Window units to the point where they join the exterior wall
3. All interior surfaces, wood, plaster, etc
4. The apartment circuit breakers and all electrical wiring from them to the apartment's fixtures and outlets
5. Piping systems for heat, gas, and water distribution and drainage, that connect the common distribution and drainage system to the fixtures of individual apartments
6. All appliances and fixtures within the apartment.

RENTING AND RESALE OF APARTMENTS

Sale of Apartments

Anyone wishing to sell his/her shares must first inform the Property Manager before taking any other action. The Property Manager will provide guidance on the information necessary and the steps needed to effect sale of the shares. The seller(s) must also provide the Property Manager with the name of his/her real estate broker and specific instructions regarding the showing of the apartment. No Open House viewings are allowed to the broker or buyers.

The Board must approve the transfer of all shares except to a spouse or domestic partner in residence at Longview. Personal letters of recommendation and financial information of the buyer, including the two most recent years Federal Income Tax returns, a personal balance sheet and signed Purchase and Sale Agreement must be submitted to the Property Manager for transmittal to the Board in advance of the transfer of shares. The Board, with a unanimous vote, can waive the requirement for financial and personal information in the case of an existing shareholder who wishes to change residence by purchasing shares in another apartment in the building.

Transfer Fee

A transfer fee, currently 1.5 percent of the sale price, is required to be paid to the Longview Corporation at the time shares in the Corporation are sold. The amount of the transfer fee may be changed by a vote of sixty-six percent (66%) of the shares as specified in the lease. This assessment is used to supplement the Corporation's reserves for contingencies and building improvements.

Subletting

The lease controls the subletting of units by shareholders. No unit may be sublet in whole or any part without the prior written consent of the Board. Requests for permission to sublet should be addressed to the Property Manager for submission to the Board. Requests must include the names and permanent addresses of the prospective tenants, information such as the family size, the dates of the sublease, and where the shareholder can be reached during the term of the sublet.

The term of the sublet, if approved by the Board, shall be for not less than three (3) months nor longer than one (1) year. The unit must be rented furnished, and the sub lessee must provide the Property Manager with a copy of a tenant insurance policy. If the unit is sublet to people with children under the age of six years old, the shareholder is responsible for lead abatement and must submit a certificate of lead abatement.

A unit cannot be sublet more than once in a three (3) year period except under exceptional circumstances.

A tenant must abide by all terms, conditions, and obligations of the lease and failure to do so by the tenant is the responsibility of the shareholder.

MORTGAGE

As specified in the Lease, individual shareholders may mortgage up to forty-nine percent (49%) of the appraised value of the shareholder's unit. The limit on the amount of the mortgage may be changed by a vote of sixty-six percent (66%) of the shares as specified in the lease.

SECURITY

Observing the regulations and suggestions, which follow, may sometimes be inconvenient, but observing them is vital to the personal security and safety of residents as well as to that of their property.

Intercom System

This is provided through the telephone. To let someone into the building in order to reach your unit, press the "0" button when the telephone rings. This will provide access to both front and back doors of the building. Prior to doing so, shareholders should be sure to identify the person requesting entry. If you are rung by mistake, or do not want to let the person in, pressing "7" will disconnect the caller.

Entrances

In no circumstances should either the front or back entry doors be held open unless someone is watching and controlling entry to the building.

Alarm Systems

Shareholders who have installed alarm systems in their apartments should inform the staff how to arm and disarm them in case of an emergency.

Back Staircases

Because intruders who gain access to the back staircases are unlikely to be observed, and because it may be easier to break through the back than through the front doors to apartments, shareholders by vote of the Board, are not permitted to have keys to the back staircases. The exit door from these staircases in the basement open out without the need of a key and thus serve as emergency exits from apartments.

Elevators

All elevators are equipped with call buttons, which when activated alert the elevator company that there is a problem. In turn, the company sends a technician and alerts whichever staff person is on duty.

FIRE PROTECTION

Smoke and carbon monoxide detectors and Alarms

Local ordinance requires that all units be equipped with carbon monoxide detectors and smoke detectors installed at ceiling level between the living and sleeping areas. It is also recommended that a smoke detector also be installed near the kitchen as most apartment fires start in that room.

Fire Exits

The primary fire exits are the front and rear staircases from the apartments. These lead directly to exterior doors of the building and the rear staircase can also be used to reach the roof. By Fire department regulation, all stairways and halls must be kept clear at all times. Personal items must not interfere with clear access.

LIST OF APPENDICES

- A. List of Board members including telephone numbers
- B. List of staff and management personnel with telephone number and email addresses
- C. Parking Regulations

APPENDIX A

LIST OF LONGVIEW CORPORATON BOARD AND OFFICERS

Officers

President: Roger Smith (3-602) 617-576-3236

Vice President: Vacant

Treasurer: Lucretia Slaughter (6-304) 617-876-1560

Clerk: Ramon Alonso (4-304) 617-547-6490

Board

Mary Anderson (5-503) 617-864-2680

Michael Callaghan (5-602) 617-497-1651

Ann Oliver (5-502) 617-547-2809

Virginia Newes (6-105) 617-491-0164

Felix Pardo (5-103) 617-876-7085

Lucretia Slaughter (6-304) 617-876-1560

APPENDIX B

Property Management Company: Thayer & Associates
617-354-6480

Doug Thayer, President dthayer@thayerassociates.com

Ken O'Brien, Treasurer kobrien@thayerassociates.com

Mark Luckman, Longview Property Manger mluckman@thayerassociates.com

Longview Maintenance Staff

Al d'Angeli, Maintenance Manager

Juan Gutierrez, Maintenance Assistant

Sam Magee and Meg Murphy, On Call

APPENDIX C

LONGVIEW PARKING GUIDELINES

There are 17 single car parking spaces and 2 double (one behind the other) spaces, for a total of 21 parking spaces. The second parking space of the double spaces is to be reserved for vehicles belonging to contractors working in the building and for guests.

1. A shareholder must own or lease a car to qualify for a parking space
2. The parking space tenant must use the spot actively at least 50% of the time.
3. Parking spaces cannot to be sublet.
4. There is a maximum of one parking space allowed per apartment.
5. When a parking spot opens up the tenants of the double spots have first dibs on it, starting with the tenant who has shared a double space the longest. The person at the top of the waiting list then gets one of the double spaces.
6. If a parking space is to be unused for more than a couple of days the superintendent should be informed so short term guests, contractors, delivery vehicles, etc. can be accommodated.
7. No oversized vehicles will be allowed.