



*Welcome to
Canal Place
One!*

TENANTS
April 2025 edition

CANAL PLACE CONDOMINIUM
200 MARKET STREET, LOWELL, MA 01852

**Management company:**

Renters should reach out to their landlord with any problems or concerns regarding their unit. It is up to the landlord to contact the management company, J. A. Wood Property Management, via phone, email, or their owner portal.

Maintenance emergencies:

In case of an emergency (items requiring immediate attention such as damaging leaks, safety issues, etc.) renters should first attempt to contact their landlord. If unsuccessful, they should phone J. A. Wood (781-860-0605) and follow the prompts. The unit owner will be charged a fee for non-emergency calls being made to the emergency number, but for true emergencies fees will be waived.

On-site office hours:

For your convenience in obtaining parking stickers, programming the intercom entry system, purchasing additional building entry fobs, and various other in-person services, the lobby office will be open a limited number of hours per week. The current schedule is posted on the lobby office door.

Resident Emergency Information:

In the event of an emergency involving your home, it is essential that we be able to contact you quickly and inform you of the situation. Please fill out the emergency information form and return it to either the lobby office or the management office as soon as possible.

Lease:

The lobby office must receive a copy of your completed lease, as well as a signed copy of "Attachment C: Lessee's Agreement" prior to moving in.

Insurance:

All unit owners are required to have a Homeowner's Insurance Policy (HO6) that covers the Association Master Policy Deductible and their property. As a renter, you may want to have your own policy for your personal possessions.

Rules & Regulations:

If you have not already received a copy of the Association Rules and Regulations, we will be happy to provide you with a copy. **Please read and be familiar with them.** If you have any questions, please contact your landlord or building management. Ignoring these regulations gives the Association the right to levy fines and/or evict tenants.

Pets:

Condominium rules prohibit tenants from having pets. Only unit owners are allowed to keep animals in the units.

Vehicle Registration and Parking:

1. All residents' vehicles must be registered with the management office and must display a valid parking sticker on the driver's side of the rear window of the vehicle. Please complete the vehicle registration form and you will be issued the appropriate color parking sticker by the lobby office.
2. The parking rules and regulations are explained in detail in the Rules and Regulations. Attached is a copy of the "Outside Parking Lot Rules" for your review.
3. There is no guest parking at Canal Place. Please make sure your guests park off the property to avoid towing.
4. The designated Handicapped Parking Spaces are for use by handicapped residents only, not handicapped guests.

Package Delivery System:

1. Since COVID and the explosion in online shopping, most packages are now left in the mailroom and sorted into shelves and cubbies according to unit by volunteers.
2. The mailroom serves not only Canal Place, but Canal Place 2 and Canal Place 3 as well. The space was never designed to handle the volume of packages now being received so it's important that packages are picked up as soon as possible. Please keep an eye out for any incoming purchases, and encourage friends and family to give you a heads up should they be sending anything.
3. Packages left in the mailroom for more than two weeks will be considered abandoned and may be returned to sender at the management's discretion. Packages containing perishables in danger of rotting, or other leaking items, may be removed sooner.

Move-in/Move-out & Delivery of Large Items:

1. All large items such as furniture, appliances, carpeting, construction materials, multiple boxes, etc. **must** be delivered through the rear door of the building and use the freight elevator at the rear of the atrium rather than the front passenger elevator. *[This requirement is being waived during the freight elevator renovations. Please speak with the lobby office manager for more information.]*
2. If expecting delivery of large items, residents should make arrangements in advance with the lobby office to borrow keys to the rear door and to the elevator. There is a \$100 refundable deposit. The key to the rear door will allow use of the full width of that entrance rather than just the narrow, single door; the key to the elevator will allow the elevator to be held on one floor for an extended period without triggering an alarm.
3. **Be careful not to bump sprinkler heads in your unit or in the common areas while moving items. Damaging a sprinkler head can cause a flood of water and major damage to the building.**
4. Whenever a resident expects to need the freight elevator for an extended period, such as during a move-in or move-out, they should post notes by the elevator on all floors letting other residents know it is in use. The office has magnetic notes available for this purpose. Please be considerate of other residents who may need the freight elevator and give them access as often and as quickly as possible.

5. Do not leave exterior doors propped open and unattended, or leave unattended vehicles at the loading dock. **Never** tape latches to keep them from working as designed.

Keys:

1. In case of an emergency, we must be able to enter your home quickly. The unit owner should have provided the office with a key or access code to be kept in the office lockbox.
2. Please be aware that the Association or Managing Agent has the right to cause the entry into any Unit, without notice, in the event of an emergency, such as a fire, flood, utility problem, any apparent life threatening situation, or to take remedial action to prevent serious damage to the building or another unit. If there is an emergency and we do not have a key to your home, any and all damage done to your door to gain access will be the sole responsibility of the homeowner to repair.
3. You may place a lockbox with a spare key in it for your personal use (in case you lock yourself out) on the railing in the basement garage outside the front elevator vestibule.

Bicycles:

1. Bicycles may not be stored in the basement garage spaces or fire hallways.
2. Bicycles should be transported in the freight elevator, **not** the front passenger one.
3. There are locked storage rooms on certain floors with bike racks available at no cost on a first come first served basis. There is a \$25.00 refundable deposit for the room key.

Trash Disposal:

1. Put only small, securely tied bags down the trash chute. If you have to “stuff” the bag down the chute it is too big.
2. No cardboard boxes, carpet, construction debris, or large items may be put down the chute.
3. Cardboard and boxes should be broken down and put in the “cardboard only” dumpster in the basement garage.
4. Do not leave anything on the floor in the trash room.
5. Canal Place does not have on-site recycling but recyclables may be taken to the city DPW. See lowellma.gov for more information.
6. There is no disposal of large items allowed in Canal Place dumpsters. Please make arrangements with a private hauler.
7. Natural Christmas trees must be disposed of at one of the approved city drop-offs. They should be wrapped in a tarp or plastic sheet when being carried into or out of the building to avoid leaving a trail of needles. Please use the freight elevator for trees.

Heating and Cooling:

1. Individual units have heat pumps which either draw heat from (winter) or discharge heat to (summer) a building-wide loop of treated water. In the fall, the building switches from cooling the loop with a chiller on the roof to heating the loop with a set of boilers. In the spring, the boilers are shut down and the chiller brought back on line.

2. It's important to change the air filters for your heat pumps every 3 to 6 months. Filters should be at the low end (cheaper) to avoid excessive interference with air flow.

Common Area Halls:

For everyone's safety, no personal items may be left or stored in the common hallways. Please keep all shoes, boots, umbrellas, etc. inside your unit. The Board allows the following two decorative exceptions:

1. A doormat with an inoffensive design, that will not shed fibers (mats of coir, sisal, or jute are not allowed because they shed) and no bigger than 24" x 36" by 1" thick.
2. A single inoffensive wall hanging to go directly below the unit number and not to exceed 12" wide x 18" long x 1" thick.

Fire Corridors:

Absolutely nothing may be stored or left in the fire corridors off the second floor loft of each unit. These corridors must be kept completely clear for use in an emergency.

Common Systems:

Please be aware that in a large building such as this, common systems can affect everyone's comfort, safety, and health. Please be considerate of your neighbors.

1. In the laundry room it's important to keep lint filters cleaned to avoid buildup in the building vents.
2. Water connections and drains need to be secure throughout the unit. Do not dispose of grease or cooking oil in your unit drains as it can clog the pipes.
3. Dirty filters in your heating/cooling unit can allow dirt to clog condensation drains and cause water damage to your unit and/or those below.
4. Excessive smoking fumes can travel through shared vents, hallways, and HVAC systems to cause discomfort and possible health problems for others.
5. Nothing other than toilet paper and human waste should ever be flushed down the toilet—there is no such thing as "flushable" wipes.
6. Be careful of sprinkler heads. Damage to the sprinkler system can cause massive flooding to your unit and those below.

No Smoking:

There is no smoking allowed at any time in the building common areas (halls, stairs, lobby, fire floors, garage, atrium, etc.) or outside the building within 30 feet of all building entrances.

Quiet Hours:

Residents are expected to reduce noise levels between the hours of 10:00 PM and 7:00 AM. At no time should noise be so loud as to become a nuisance.

Surface Lot Parking Rules

1. Parking in the surface lot requires a valid **YELLOW** Canal Place 1 Resident sticker.
2. Parking at the front door for up to 15 minutes to unload your car is allowed with a **YELLOW or PURPLE** resident parking sticker.
3. Vehicles with a valid **PURPLE** sticker may park in the outside lot for short periods of time from 8:00 AM to 6:00 PM
4. If you have a purple sticker and use the surface lot, please remember that you **must move your vehicle BEFORE 6:00 PM** or it will be towed at your expense.
5. Any vehicle, with or without a sticker, parked in the following areas will be towed at the vehicle owner's expense: FIRE LANES, FIRE HYDRANTS, or HANDICAPPED SPACES. Parking in handicapped spaces is permitted only if displaying a valid handicapped plate or placard AND a valid resident sticker.
6. The Towing policy continues to be in effect for all vehicles parked in the outside parking lot without a valid **YELLOW** sticker, **or** with a **PURPLE** sticker as noted above.
7. Please make sure your parking sticker is in the correct location on the driver's side of the rear windshield, and that it is visible from the outside. If you use a temporary pass for any reason, it must be placed in that same area (which will likely require taping).
8. There is no visitor parking at any time in the outside parking lot, in either the regular spaces or the designated handicapped spaces.
9. Contractors working in the building may leave their **CLEARLY MARKED** vehicles parked in the surface lot during regular working hours. Realtors, housekeepers, and other unmarked contractors should tape a note inside their rear window stating their business, what unit they're in, and a number where they can be reached.
10. When the City declares a **Snow Emergency**, all vehicles must be removed from the surface lot. Once the parking ban officially begins (usually a few hours later), any cars still in the surface lot are subject to towing at the owner's expense.
11. During a Snow Emergency, the City usually offers downtown residents free parking in certain city garages, including the HCID garage behind Canal Place 3. Entrance to that garage is from Dutton Street; the address is 350A Dutton. Parking at the Roy Garage during a Snow Emergency is NOT free, and our Association will NOT reimburse fees.
12. Once the Snow Emergency ends, owners have two hours to remove their vehicles from the HCID garage (or other specified garage) before charges begin to accumulate.
13. **It is the responsibility of vehicle owners to keep track of the beginning and end of any Snow Emergencies.**

Contact and General Information

Canal Place Condominium Management Company

The current management company is J. A. Wood Management. If you are a tenant then most requests for assistance should go through your landlord. If you are an owner, you should sign up with management for an owner portal. Once signed up, the sign-in link is:

https://jawood.appfolio.com/connect/users/sign_in

The building's Property Manager is Eileen Collins: ecollins@jawoodmanagement.com

Management company office hours are Monday through Friday, 9:00 AM to 5:00 PM.

Phone: 781-860-0605, Fax: 781-207-0454

J. A. Wood mailing address: 594 Marrett Rd., Suite 16, Lexington, MA 02421

On-Site Office

The office off the front lobby is open Saturday mornings from 9:00 to 11:00 AM and Wednesday evenings from 6:30 to 8:00 PM.

The lobby office email address is canalplaceoneoffice@gmail.com. The current on-site office manager is Ruth Evans.

For issues that can't wait, owners should contact Eileen Collins (as above or through the owner portal) and/or Angela Albanese at J A Wood: aalbanese@jawoodmanagement.com.

Maintenance Emergencies

Regular maintenance requests may be submitted to Eileen at J A Wood via phone, email, or owner accounts on the J A Wood portal. For maintenance issues requiring immediate attention such as leaks, safety issues, etc., call J A Woods (781-860-0605) and follow the prompts. There is a fee for non-emergency calls being made to the emergency number, but for true emergencies fees will be waived.

Board of Trustees

Under normal circumstances, the Board meets ten times a year (once a month except for July and December) and hosts an Annual Owners Meeting. While the Annual Meeting remains an in person event, the monthly meetings have moved to Zoom for safety and convenience. Unit owners are welcome to attend and are notified of upcoming meetings via email.

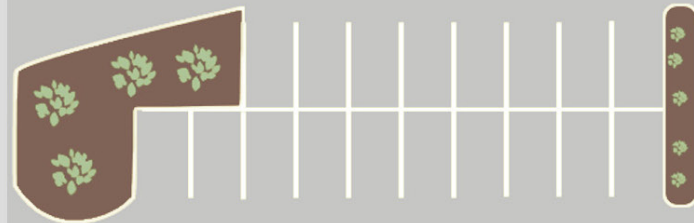
Current board members are: Pete Pedulla, Henry Peront, Kerry Jenness, Craig Faulkner, and Brian Hohmann.

Further Information

There is an unofficial website run by a volunteer and loaded with info at canalplaceone.com. It's possible to subscribe to the bulletin board there to receive notices of postings.

CANAL PLACE SURFACE LOT PARKING SPOTS

First come, first served. No spots are assigned.



Front Door

Dumpster
Corral



Leo Roy Garage

Canal Place One

Canal Place Two



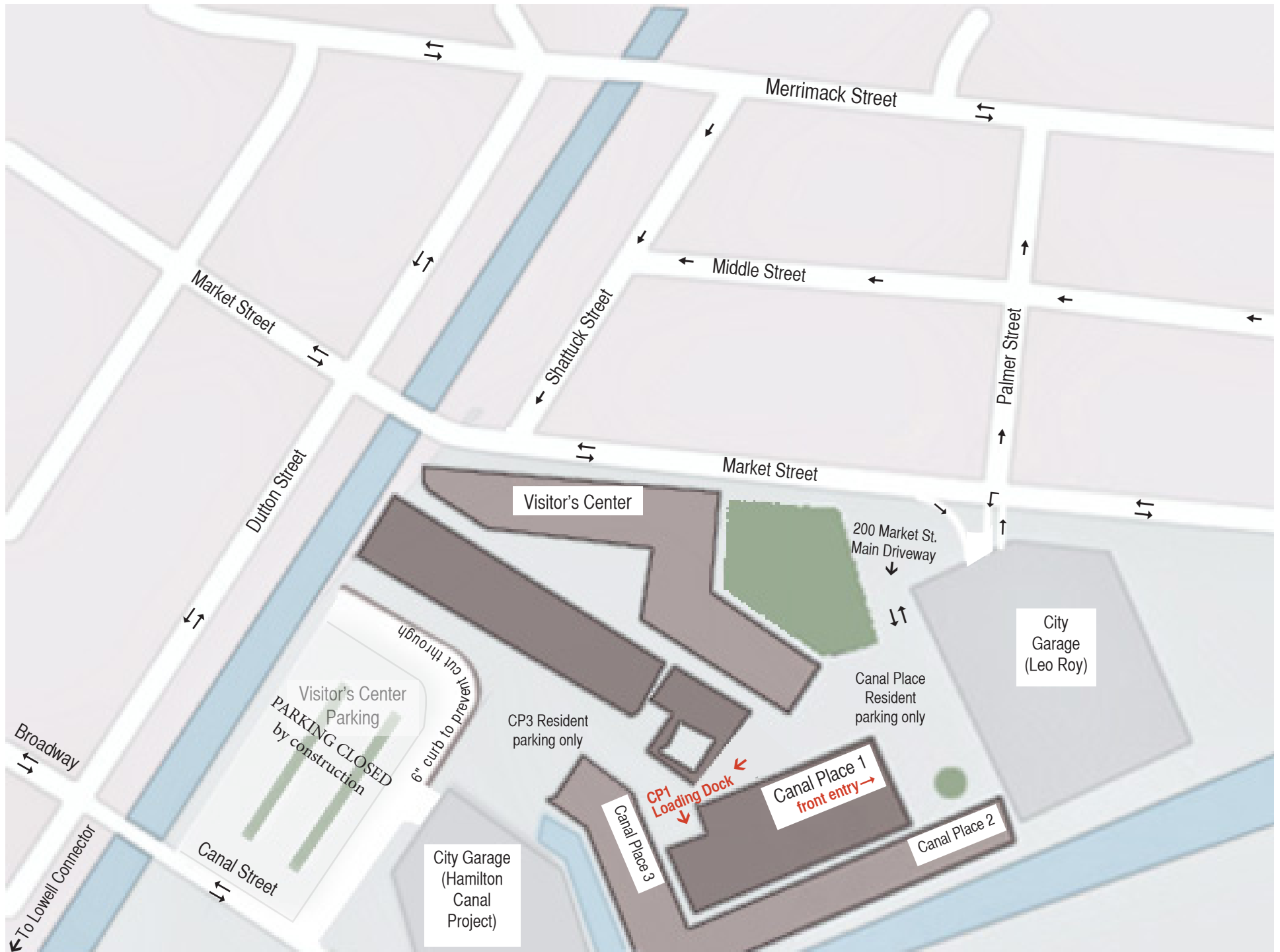
YELLOW STICKER
May park in surface
lot 24 hours a day.



PURPLE STICKER
May park in surface
lot **ONLY** from
8:00am to 6:00pm or
**YOU WILL BE
TOWED.**

♦ **STICKER LOCATION**
Stickers must be affixed
to the interior of the rear
window on the driver's
side of the car. Car must
be parked head-in.





***Never, EVER flush even “flushable” wipes
(or any number of other things you likely thought okay).***

A web search regarding what can and cannot be flushed safely is a real eye-opener. Every single reputable site agrees:

***The only items safe to flush are
human waste & toilet paper.***

Never flush the following items down the toilet or pour them down a drain:

- Automotive fluids*
- Bandages and bandage wrappings
- Cleaning wipes of any kind, regardless of whether they claim to be flushable
- Condoms
- Contact lenses
- Cotton balls and swabs
- Dental floss
- Disposable diapers
- Disposable gloves
- Facial tissue
- Face masks
- Fertilizers, weed killers and other yard chemicals*
- Mini or maxi pads
- Paint, solvents, sealants and thinners*
- Paper towels
- Pet poop (including "flushable" cat litter)
- Poisons and hazardous waste*
- Sanitary napkins
- Tampons and tampon applicators
- Unused medications*

*Hazardous waste

***Protecting our plumbing also protects our
homes, our health, & everyone's wallets.***

Thank you for your cooperation.

— The Canal Place Board.