



# EDGEWATER GARDENS

## CONDOMINIUMS

Important Information about Edgewater Gardens:

- **Monthly Condominium Fees:**

- **Make payments payable to Edgewater Gardens Condominium Association** and indicate your Unit # on the check
- Mail your payment c/o Kendrick Property Management at PO Box 3220, Amherst, MA 01004 or drop it off at our office located at 2 Bay Rd, Suite 100, Hadley, MA. We have an afterhours drop box at our office.
- Reminder that your monthly condominium fee is due on or before the 1<sup>st</sup> of each month. Pursuant to the Trust, Master Deed and By-Laws, the Association assesses a **Late Fee** of \$50.00 on any payment not received within five days after its due date.

- **Homeowner's Insurance:**

- Every Owner must have homeowner's insurance for their unit. An up-to-date copy of your Declaration's Page must be on file with the management company (KPM) as proof of having insurance.

- **Trash:**

- Trash pickup day is picked up weekly.
- The combination lock code for each dumpster is 5215.

- **Laundry Cards:**

- The Automatic Laundry Add Value/Purchase a Card Terminal is in building 53. The key to this building should be supplied to you from the previous owner at closing, but we will happily provide one if they did not. Please contact our Kendrick Property Management office. Any future keys needed is a \$10.00 charge.

- To purchase a laundry card, go to the Card Terminal and select Buy Card. A credit card will be needed for the purchase. There is a \$5.00 fee for the new card. The card is NOT loaded with any funding.
- To add funds to your card using a credit card at Card Terminal, press green button above Add Value and insert your laundry card into reader. Do not remove until prompted. Select amount to be added onto laundry card using your credit card. Insert and remove your credit card into reader. Follow the instructions. Wait until transaction is Approved and terminal prompts you to remove your laundry card.
- Automatic Laundry can be reached at 617-969-4340 or at [www.automaticlaundry.com](http://www.automaticlaundry.com)
  
- **Parking:**
  - Each unit has deeded parking spaces. If this information was not provided to you at the closing, please contact our office to obtain your parking spaces.
  - Visitor parking is also available on-site.
  - Vehicles must be parked in a parking space. No parking is allowed on the side of common entrances and driveways or along traffic islands within the lots.
  
- **Snow Removal Policy:**
  - A copy of the Snow Removal Policy is posted at the front entrance of each building. It's important to move your cars accordingly following a winter weather event. A copy may also be reviewed online at <https://www.kendrickmanagement.net/edgewater-gardens>
  
- **Annual Meetings:**
  - Annual meetings are held every April, with the specific date to be determined at each meeting for the following year. You will receive an annual meeting package one month prior to each meeting.

- **Kendrick Property Management Contact:**

- The KPM office is located at 2 Bay Rd, Suite 100 in Hadley. The office hours are Monday – Friday from 8:30 to 4:30.
- KPM can be reached at 413-253-0285 or [kpm@kendrickmanagement.com](mailto:kpm@kendrickmanagement.com) for fastest response.
- In the case of emergency after hours, please call 413-585-1285. An emergency is a threat to life or property including burst pipes, severe flooding or roof leaks. If needed, please call 911 before calling our after-hours service.

Laundry Card Instructions – CREDIT CARD & PINMATE W/DISP



Add Value to Your Laundry Card using a Credit Card at box:

- Press the green button above Add Value and then insert your laundry card into reader (Chip facing upward) Do not remove laundry card until prompted.
- Select the amount to be added onto your laundry card using your Credit Card - \$15.00/\$30.00/\$45.00. Insert and remove your Credit Card into the reader, select Credit or Debit – a receipt can be printed at this time. Wait until transaction is approved the machine will prompt you to remove your laundry card. Your new balance will display on your laundry card.

Add Value to Your Laundry Card using a Pin Code at box:

- Press the Green button on display “Add Value”, insert your laundry card into the reader, press the green button above Pinmate and then press the middle green button and keypunch in the six digit code you received online (in red) and press the # key. The money is now on your laundry card.

Purchase a New Laundry Card with Your Credit Card at box:

- Press the green button above Buy Card (Transaction may be cancelled by pushing the \* key).
- Insert your Credit Card into the reader and then remove, Select Credit or Debit and wait until the transaction is approved. A receipt can be printed at this time. (Card cost \$5.00)
- A new card will dispense out of Add Value Terminal

Add Value using your Credit Card Online to Receive a Pin Code:

- Go to our website [www.automaticlaundry.com](http://www.automaticlaundry.com).
- Click on the maroon card at bottom of the home page (card image shown).
- Select “New Customer/Not Registered”.
- Register your laundry Card by filling out the registration page and then click on Register.
- Click on “Click here to Add Value to Your Laundry Card” (at top of page in blue).
- Fill out the entire credit card page to charge your credit card online and then click on purchase. This will give you a 6-digit value code in **RED**
- Take this value code and your laundry card to the Add Value Terminal.

Add Value to Laundry Card by Mail - Check or Money Order Payment:

- Mail Check/Money Order to: Automatic Laundry Service - 45 Border Street - Newton MA 02465 – Attn: Customer Service (if you do not have a credit card)
- Include your Laundry Card Number – Phone Number – Complete Address
- Laundry Card Number is 9 digit number following the letters S/N on the back of your Resident Advantage Laundry Card
- A Customer Service Representative will call you back with a Six Digit Pin Code

For any questions, please contact Customer Service at 617-969-4340 or [www.automaticlaundry.com](http://www.automaticlaundry.com)

\*\*\*We are not responsible for lost or stolen cards and we do not refund balances on cards\*\*\*

\*\*\*If you are moving out you must use up entire balance on card – We do not refund balances on cards\*\*\*