

A Guide to Living at the Eclipse Mill 2022 - Revised as of 7/23/2022

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1. INTRODUCTION

WELCOME to the Eclipse Mill in North Adams, Massachusetts! This Residents Guide is a tool to help familiarize yourself with this unique live/work structure, whether you are an owner or tenant here. This is not a legal document and it doesn't get registered with any municipality or government agency. It is hoped that this guide will answer many of your questions about this beautiful, old historical building, which has undergone transition and transformation throughout the decades since 1835 and is now home to 40 artists and arts-related professionals. Your neighbors are great resources to help you learn about your new home.

You can also find a good introduction to the Mill and its residents by checking out the Eclipse Mill website: www.eclipsemill.com. Many of the artists living and working here have pages on this site, where you can view samples of their work. You'll also find some background about the mill; information about current shows in the Eclipse Mill Gallery; and a calendar of some upcoming mill events. If you would like to attach your own page, contact Diane Sawyer (diane@sawyerdesign.net) or Suzette Martin (szttmrtn@gmail.com), who are currently managing updates and posting new information on the site.

2. EMERGENCY NUMBERS:

NORTH ADAMS AMBULANCE SERVICE: (413) 664-6680. They have the key to building.

FIRE DEPT: Emergency: (413) 664-4922 or 911; Business: (413) 664-4923

POLICE: For emergencies, call (413) 664-4944 or 911

An alternative emergency number is (413) 663-3313

For Business or non emergencies, call (413) 664-4945

GAS LEAKS: If anyone smells gas they should report it immediately to the Berkshire Gas Emergency line at 800 292-5012. Only after calling the emergency number, is it appropriate to let the gaggle group, board members, or Moresi know that you "smell gas" and that you have called Berkshire Gas.

MORESI (Maintenance): You can reach Moresi after hours at (413) 663-8677 ext. 305. This emergency line is available 24 hours a day, seven days a week for property maintenance issues and other urgent situations.

3. OTHER USEFUL NUMBERS:

City of North Adams: (413) 662-3000

Board of Health, (413) 662-3020

Building Inspector at (413) 662-3014

US Post Office, North Adams (413) 664-4554

4. MOVING IN

You can move your belongings in through the main entrance, off the east side parking lot, or you can back your vehicle up to the building loading dock, which is located midway down the building on Union Street. There's no key to the loading dock door. A handle on the interior right side of the door, at about waist level, releases when you push it and lets you raise the door. Please remember to lock the loading door when you are finished. There are hand trucks and wagons in the loading dock area. Please alert your neighbors on the Gaggle list that you would like to reserve one or more of the carts.

The elevator is located at the west end of the building. Contact a board member for the elevator service key, which allows you to keep the door open for loading and unloading. If you do use the service key, remember that the elevator can't be used by anyone else while you have the door locked open, so please release the door lock between loading trips. If moving bulk items or building materials, residents or their contractors must obtain the elevator pads which are stored in the basement and ensure that they are hung properly in the elevator interior. They attach with a series of ringlets that get hung onto protruding pegs towards the elevator ceiling. When finished with all work, users are required to shake them out, fold them up, and restore them back to their storage place in the basement.

Use the installed door stops at the East entrance doors rather than a wedge. During cold weather, please shut the doors between unloading trips. Please conduct all major moving activities between 8AM and 9PM to reduce after-hours noise. Be careful not to scuff or damage the walls when pushing large carts or dollies down the corridors. You may be charged for repairing any damage.

5. BUILDING MANAGER

The Trustees of the Eclipse Mill Lofts Condominium Trust have selected Moresi & Associates Property Management, LLC as our property manager. Their

experienced staff is ready to assist you with any questions, comments, or concerns you might have regarding the maintenance of the Eclipse Mill.

All EM Condominium fees should be directed to Moresi & Associates. If you opt to pay by check, they should continue to be made out to the Eclipse Mill Lofts Condominium Trust, and can be mailed to or dropped off at:

Moresi & Associates Property Management, LLC 60 Roberts Drive, Ste. 201
North Adams, MA 01247

As part of Moresi's management services, all owners will have access to our online owners' portal:

(<https://moresiandassociates.managebuilding.com/Resident/portal>).

Owners can conveniently check their Association Fee account, submit maintenance requests, find all of the governing documents, budgets, and post to the community bulletin board. Please contact Moresi & Associates at (413) 663-8677 ext. 102. to sign into their portal for the Eclipse Mill.

All owners will have the option to utilize Epay to pay their Association fees online using the owners' portal. Both EFT and credit card options will be available. Owners will also have access to all of the governing documents for the Trust.

You can contact Moresi's office regarding any maintenance related matters or to report an emergency at (413) 663-8677. They are available in the office Monday through Friday, 8:00am to 5:00pm.

Contacting Moresi if there are building problems and maintenance issues:

If something breaks inside your unit (furnace, hot water heater, plumbing, appliances) call a service person of your choice (see attached list) or contact Moresi. If you are a tenant, contact your landlord. Contact a board member if you are not sure if it is your responsibility or the building management's (i.e., if the roof or windows are leaking). Condo problems will be paid for by the condo association and expedited by the building manager. Depending on the urgency of the problem, budget constraints may require that certain issues be wait-listed until there is enough money to have the work done. An owner may appeal to the board over disagreements concerning an issue that is deemed to be the owner's responsibility.

If you notice a problem outside your unit, such as in the hallways, stairwells, common areas, roof, storage area, etc., report it ASAP to Moresi (the building manager), who addresses emergency issues and repairs and cleaning of the building and grounds, including garbage issues. Contacting the Board only delays getting the message to Moresi. If it's a problem located in the common area, you will not be charged. It's also a good idea to also make a Board member aware of the situation, but Moresi is the one who will be taking action on it. Verifying the genesis of the problem will determine if the cost of the call will fall upon the Board or an owner(s).

6. DOORS, KEYS, BUZZER SYSTEM, SECURITY CAMERAS

East End - Main Entrance

We have an electronic door system at the main East entrance (glass doors). The doors are unlocked electronically from 7:00 AM to 7:00 PM, and unlocked manually during gallery openings and events after hours. All other times the doors are locked. An intercom lists loft numbers and one name per loft. Visitors scroll through the list using the “#” or “*” key, then press the red “call” button. The system will then make a phone call to your phone. The call goes to your telephone number stored in the system. Pick up the phone, talk to the visitor, and press “0” (zero) to grant entry. The call is terminated, and the door is automatically unlocked long enough for guests to easily reach and enter through the doorway. Hang up to deny entry.

Contact Moresi if you wish to be listed in the intercom. You'll need to give: your loft number, which must be a three-digit number, e.g. '101' your telephone number, including the area code, your name as you want it displayed. You only have 16 characters to play with, including “&” (ampersand), “ ” (space or blank), and “.” (period). Names are displayed in all caps. Your phone number will not be displayed.

West End: The door in the west parking lot at the top of the cement stairs is private entrance to loft 100.

Union Street Doors

The three Union Street doors can be opened only with a key and can't be left unlocked. The same key that opens the main entrance door also opens these doors.

Keys

You need three keys: one for your individual loft, one that unlocks all the outside doors (which is the same key that unlocks the storage room doors in the basement and ladder storage closets on each floor and the garden door leading into the basement), and a mailbox key.

If you would like to access the garden area along the water side of the building, you will need a key for the padlock on the gate. The key unlocks both padlocks on the garden gates in the East and West Lots. A copy can be requested from the Board.

Lost Keys

If you lose your keys, contact the Board President or Vice-President as they have access to a full set of master keys.

Gallery Key

A copy of the gallery key can be provided to owners upon request to the Board.

Security Cameras

There are security cameras installed throughout the first floor. These cameras are always recording movement and can provide archival footage if required.

7. MAIL, UPS, FEDEX

Mail comes to the box assigned to you in the mail area, which is on the first floor near the elevator. The mail arrives usually by 12 pm, Monday-Saturday. There's also an outgoing mail slot, where you can drop mail to be picked up. If you receive a package too large for your personal mailbox, the mail carrier will leave you a key to one of the larger boxes at the bottom of each tower. The key will stay in the lock of the larger box after you get your package.

UPS and FedEx will deliver directly to your unit, once they figure out where you live. If you ask them to, and you sign the appropriate forms, they will leave packages just outside the door to your loft. However, make sure you check the east lot entry or the mailbox area to see if your packages have been left there as well.

Contacts

US Post Office, North Adams (413) 664-4554

FedEx Drop Off: CVS, 45 Veterans Memorial Drive, North Adams, MA 01247

UPS Williamstown Store #3076, (413) 458-8033 228 Main Street, Williamstown, MA 01267

8. CONTACTING YOUR NEIGHBORS

The Eclipse Mill Directory is an internal document maintained and updated by volunteers. This directory is organized by loft number and includes the names of everyone living in the loft, the primary email addresses for the loft, one or more phone numbers, and the make, license, and color of the vehicle(s) associated with the loft. Please supply this information to a Board member as soon as possible after purchasing or renting. The current directory is available at

<https://eclipsemill.com/for-residents/residents-directory-2021>

Gaggle Email Group for Residents

The Eclipse Mill Gaggle email group provides a means for mill residents and members to share information in an environment that is inclusive, positive, and supportive of our community. Residents may use this service to notify the Eclipse Mill community of events, post items of interest, ask questions or receive input from each other. There is a Trust mailing list, which contains only owners, and a residents mailing list, which contains anyone living here, whether they own or rent.

The Gaggle group email list is eclipsemill@gaggle.email. To be added to this group, contact Bruce Harley bharley@alum.wpi.edu.

The Eclipse Mill Gaggle email group is maintained by the Board as a positive, community-wide convenience to our residents. Keep in mind that everyone can read these postings. Courtesy and respect for your neighbors is expected when using this email group. Use your personal email accounts for communication between individual neighbors, or for discussion that does not affect the entire Eclipse Mill community.

Avoid using “reply all” if you are communicating with only a few members of the group. Please address any individual issues about your unit directly to the board, or to the building management (Moresi).

The Board reserves the right to suspend the use of the Gaggle email group by any member. Reasons for suspension include, but are not limited to, posting of material deemed inappropriate or harassment. Inappropriate material includes content that is sexist, racist, homophobic or otherwise exclusionary. Harassment includes personal attacks or threats, profanity and offensive comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, age, and/or personal habits, as well as negative disruption of email dialogue. This applies to any content, including attachments.

Any recipient who feels that inappropriate material has been posted, or that he or she has been the subject of harassment, is encouraged to contact the board immediately via personal email. The board will have the responsibility, per the by-laws, of deciding whether or not the material is inappropriate or harassing.

Any resident who is judged to be in violation of these rules will initially be warned by the board. If violations continue after a warning, the resident will be suspended from use of the Gaggle email group for a period of 3 months. If violations continue after that period, the resident will be suspended from the list indefinitely. The owner in violation will continue to receive informational postings from the board, but will not be allowed the privilege of posting.

If you have a general complaint, make it directly to the board. A community-wide debate via email is rarely productive, and best reserved for a face-to-face public meeting.

9. BULLETIN BOARDS

The bulletin boards near the east end doors are for postings of art events in this building (river side) and events in and around our community (road side). The bulletin board adjacent to the elevator is for general use.

There is a calendar next to the mail boxes for events in the gallery (#102). If you would like to hold an “event”, first clear it with the Board and then post it on the calendar for the day(s) and time(s) of the day you plan on using the gallery.

The outside bulletin/display case adjacent to the East doors is used exclusively for public events in the gallery (Room 102). If the gallery is not being used for a current or an upcoming show or exhibition, there will be a placeholder sign welcoming visitors to the Mill. Special one day or evening events in the gallery may also be posted two days preceding the event.

10. PARKING

NO PARKING ZONES WHEN SNOW IS PREDICTED OR FALLING:

Do not park in the marked snow removal areas in front of the dumpsters in the east parking lot and marked snow removal areas in the west parking lot.

We have two lots: one at the west end of the building, one at the east end. Marked spots closest to the east end door are reserved for those with handicapped permits, as required by the city of North Adams. No parking is allowed in front of the dumpster area at any time as the recycling and garbage pickup times may vary.

11. GARBAGE, RECYCLING, and DONATIONS

There are two big dumpsters on a concrete pad adjacent to the east end parking lot. Containers are clearly labeled: one for garbage, the other for mixed recycling (paper, cardboard, glass, plastic). There is a small container for bottles/cans that have a deposit. Trash is typically picked up on Wednesdays, and recycling on Mondays.

For renovations, debris from construction must be removed from the Eclipse Mill property altogether and may not be deposited in the garbage bins in the East lot or anywhere on the property. Dumpsters are for residential use only. Any materials generated by a renovation should be disposed of somewhere other than the Eclipse Mill. Any work conducted by the contractor should be removed from the property by the contractor.

Dumpsters are also expressly prohibited from taking on large bulk items, such as furniture, large appliances (washing machines, dishwashers, refrigerators, etc) as, for example, when you are moving in or moving out or spring cleaning.

Small minor jobs that generate more than a residential share of refuse should be placed in the dumpsters at intervals to avoid overflowing.

Household garbage that is not bulk or large, such as bagged garbage and recyclables, is deposited in the garbage in bins in the East lot.

Bulk and heavy items: See links below for pickup services, nearby transfer sites and organizations. Call and ask if your material is appropriate for drop off and to verify hours of operation. Click on these links below to get the contact information:

North Adams Landfill

151 East Avenue

North Adams, Massachusetts, 01247

413-662-3147

<https://www.countyoffice.org/north-adams-landfill-north-adams-ma-3d8/>

Town of Adams Transfer Station and Recycling Center

300 East Road

Adams, Massachusetts, 01220

413-743-8398

<https://www.countyoffice.org/adams-town-landfill-adams-ma-42e/>

Williamstown Transfer Station

671 Simonds Road

Williamstown, MA, 01267

413-458-5159

<https://williamstownma.gov/transfer-station/>

BFAIR Bottle & Can Redemption Center

1000 Massachusetts Ave.

North Adams, MA, 01247

<https://www.facebook.com/BFAIRRedemptionCtr>

<https://bfair.org/service-items/bfair-bottle-can-redemption-center/>

Goodwill Store North Adams

<https://www.goodwill-berkshires.org/shop/our-locations-and-hours.html>

North Adams Store

166 State St., North Adams, MA 01247

413-749-8999

Goodwill Store Pittsfield

457 Dalton Ave

Pittsfield, MA 01201

413-442-6627

Casella Garbage Services

<https://local.casella.com/Garbage-Pickup/VT/Shafsbury-VT/North-Adams-MA>

802-780-0709

Do not park in front of the dumpster pick-up area. Your car may be towed, and you may be charged for the cost of an extra pickup. Do not leave bags of garbage, boxes or anything else on the pad next to the containers. The contractors won't pick up anything that actually isn't in the container. If the containers are overflowing, let the Building Manager Moresi know right away at (413) 663-8677. Select recyclables, kept in a separate small bin, get picked up by designated residents for bottle redemption. To find out more about how to sort waste and what is considered recyclable in general, please see:

<https://casella.com/services/recycling/recycle-better>

12. SWAP AREA

The Eclipse Mill “swap area” is next to the loading dock area, with a set of shelves and a bench. This area is limited to residents only. Residents may share and exchange useful items, in working condition, by leaving them in the swap area for up to a week.

Please do not leave large items, such as furniture or equipment in the swap area. Instead, post a photo on the bulletin board, or send a photo to the Gaggles group email.

Please remove, donate or properly dispose of all items placed in the swap area that have not been taken after a week. Any items that must be removed by the Building Manager (Moresi), will be subject to removal at your expense.

13. PETS

We are a pet-friendly building, but allow no more than two dogs or cats per unit. Please leash all dogs when in the public spaces of the building, and use common sense about introducing your dogs to other dogs in the stairwells, hallways, or other spaces within and surrounding the building. All dogs must be leashed in common areas inside and outside the mill. Please pick up after your dogs, as in any urban environment, and do not use the backyard garden as a pet relief area. Pet owners are responsible for ensuring that their dog is not barking, or for any pet making unreasonable or constant noises.

There are wonderful places to walk dogs nearby, the closest is Natural Bridge Park, on Route 8 just past the Beaver Mill. Other nearby dog walking destinations: Clarksburg State Park, The Spruces Community Park, and the hills behind the Clark Museum in Williamstown.

14. UTILITIES

Your unit has its own furnace, hot water heater, electric meter, and circuit breaker panel. Contact National Grid to get your electricity service started (the meters are all in one room along the first-floor corridor, to your left as you come down the ramp at the main entrance). Contact Berkshire Gas to hook up your gas service (meters are on the outside of the building, in the back). Lofts have hookups for washers and dryers, usually located in or near the utility room. Hot air heating units have air filters that should be replaced once a year, typically at the beginning of the heating season. Dryer vents can collect lint and should be periodically cleaned out. Each loft has its own water shut-off valve. It is the responsibility of all owners and tenants to learn what this valve looks like and where it is located, as well as how to operate it in case of an emergency.

Sewer lines for the building are old and delicate. One of our main sewer lines clogs easily and often requires calling a plumber. The Eclipse Mill prohibits flushing these included but not limited to products down any drain or toilet: feminine hygiene products, paper towels, hair, cat litter, cooking grease, any type of oil paint or acrylic paint or artist material. Non-toxic varieties of paint should be disposed of by drying on newsprint and then put into the trash while toxic varieties such as cobalts, lead, cadmiums, etc., should be dried and taken to hazardous waste disposal centers. Hazardous materials and solvents must absolutely be disposed of in an ecologically appropriate and lawful manner.

15. WINDOWS

Lock the upper and lower windows together for security and to keep out cold and noise: first move both latch handles to the right and if necessary push the top window all the way up (be careful not to crack the glass). Do not use a broom handle or any type of extension piece to push the window, as it could slip and break the glass pane. Then move the two latch handles to the left to lock the windows. Moresi should be contacted about window maintenance issues (e.g. a window that won't shut, etc.).

Your windows are able to tilt into your loft so you can clean the outside surface. If you wish to clean them yourself, it's best to ask someone to show you how they can be safely tilted. They are heavy and can be easily damaged.

The top windows slide from side to side. These too can be removed to clean the outside surface—but they're so heavy and awkward, and the procedure's so

difficult, when up on a ladder, that you may want to just let them be. Some of us have had screens made for the upper windows, which are opened by sliding the right one over to the left (see Berkshire Screens, below).

16. STORAGE LOCKERS

Each unit has a storage locker assigned to it; these are in the basement, through the doors to your right as you exit the elevator. These doors are unlocked using the same key as the front door. Please confine all your storage items to your own space, and don't leave anything in the walkways or along the walls. Lights for the storage locker area are controlled by switches on timers, which are on the wall outside the area, one next to each door. Turn off the lights when you're done in the area. Provide your own padlock and key.

17. FIRE ALARMS and SMOKE ALARMS

Your loft may have four kinds of alarms: smoke detectors, a carbon monoxide detector, a heat sensor, and a siren for the hallway smoke detectors. It's best to be familiar with the operating and maintenance instructions for your detectors and keep a copy on file for reference. If owners are not able to maintain their detectors themselves, they should call a licensed electrician to maintain the detectors.

There are multiple smoke detectors located around the loft. Each is powered by 110 volt electricity and also has a battery as backup in case of a power failure. All the smoke detectors in your loft are wired together, so when one detects smoke and starts to wail, they will all start up. To figure out which one was activated, look for a rapidly flashing red light on the unit. These alarms will not call the fire department. If you have a smoky condition from smoking, cooking, or sawdust debris from cutting wood, open the window to clear the air and turn on your ceiling fans if they're not already on. Don't open the door from your loft into the hallway, as that may set off a smoke detector in the hall, which will call the fire department. The smoke detector will quiet down when you clear enough smoke from the room.

Batteries should be replaced as needed. Newer smoke detectors are supposed to last 10 years and are sealed units and batteries cannot be replaced. The change in seasons often affects the batteries and "chirping" false alarms are more frequent if you don't have fresh batteries. Moresi will come to your loft and replace your units with the new 10-year variety for an additional charge. They need to rewire the new units directly into your loft because the faceplates and connectors are different from the old ones.

Units are dated on the back, the date only visible once removed from its mounting. If they are over 4 years old they should be replaced with new, sealed units.

Carbon monoxide detector

This is generally located somewhere in the vicinity of your heating system and may have a slightly different appearance than your other detectors. If the unit detects carbon monoxide, you can push the silence/test button to silence the unit to allow you to clear the air. If the air is not cleared in four minutes the alarm will resound.

Heat sensor

The heat sensor is located on the ceiling near the door to your loft. When it detects the heat of a fire it will set off the hall alarms and call the fire department.

Siren

There's a red siren located on the wall next to the door. This is part of the hall alarm system, and when it starts to scream you should leave the building. The building (as opposed to your loft) fire alarm system is tied in directly to the fire department. If the fire alarms go off in the building the fire department is automatically notified. The fire station is close by and they're usually here in just a few minutes.

18. SPILLS, LEAKS, AND WATER ON THE WALLS OR FLOORS

Your floor, especially if you have big stretches of the mill's original wood flooring, is essentially your downstairs neighbor's ceiling; only those planks and a thin layer of drywall attached to the ceiling separate your apartments. Spilled water will end up in your neighbor's home; as will water from a broken washing-machine hose, a leaky dishwasher or shower, a ruptured hot-water heater, a clogged toilet, or even a container of plants over-zealously watered. If your work involves water or other liquids, take appropriate precautions to avoid leaks and spills. If you do have a spill or discover a leak, mop up as soon as possible, let the Building Management know, and then check with your downstairs neighbor to see if anything has been damaged.

19. QUIET HOURS, NOISE, AND ODORS

Despite its solid-looking brick walls, the Eclipse Mill is astonishingly transparent to noise, vibration and odors. Sounds from your loft can be heard by your neighbors on either side of you, above you, and, most

strikingly, below you. If you're in doubt as to what can and can't be overheard, please talk to your neighbors.

The Eclipse Mill is zoned as “accessory residential units for artists studios”. The primary use of the loft is for artistic endeavors, not residential. This means any reasonable levels of sound and duration from musicians, dancers, power tools, etc., or basically anything related to the making (or performing) of one's art is allowed from 8 am to 4 pm.

However, we are also community oriented and conscientious of our neighbors' requirements, especially those that require a quiet working environment for their creative activities. If your work produces loud sounds for long periods it may disrupt your neighbor.

Generally, we observe quiet hours between 10 PM and 8 AM, but please be considerate of immediate neighbors who could be “early birds” or “night owls”. If you plan a gathering that might be audible during quiet hours, please be courteous and let your immediate neighbors know.

Disruptive after-hours noises may include, but are not limited to noisy and/or vibrating appliances such as dishwashers, clothes washers and dryers, power tools, loud music or television, rolling carts or other audible disturbances.

Placing carpet in high-traffic areas, or wearing slippers indoors reduces noise and is much appreciated by your downstairs neighbors.

Audio from televisions and stereos, especially bass frequencies, can easily travel into your neighbor's homes. Please be sensitive to the volume level and consider using headphones when listening to music or watching television at loud volumes during quiet hours. Elevating your speakers off the floor, or placing them on carpet, can also reduce audio and vibration transmission among neighboring units.

Use of substances with toxic or volatile odors, such as paint thinners, is prohibited without a ventilation system that prevents the distribution of these odors into other units. It is also to the health benefit of each individual artist to have a proper ventilation system in place when using such substances in their

own studio practice. As a courtesy to your neighbors, please use a range hood or other ventilation system when preparing food with strong, lingering odors.

20. RENTING OR SELLING YOUR LOFT

When renting or selling your loft, the first step is to fill out a Transfer and Rental ("T&R") application, which is used to determine if the applicant satisfies the definition of "artist". To assist the Board of Trustees in this determination, the Board has established an Artist Review Committee (the "ARC") to make recommendations to the Board as to whether an individual qualifies as an artist.

Information on renting or selling your loft, such as the determination and evaluation of an artist, T&R policies, applications, rental notes, and blank leases are all downloadable from the EM website at

<https://eclipsemill.com/for-residents/owners-documents/>

21. LANDLORDS AND TENANTS

Owners are responsible for informing their tenants of all house and gallery rules. Landlords are required to have their tenants sign a statement (submitted to the Board Secretary) stating that they understand the applicable house rules and by-laws. The Board reserves the right to review leases on an annual basis based on the tenant's actions and behavior. Owners are responsible for any damages to common area property or violation of house rules committed by their tenants.

22. GALLERY, OPEN STUDIOS, AND EVENTS

The Eclipse Gallery, essentially a co-op gallery, is located in our common space, unit #102, and presently showcases work from artists in the mill and elsewhere, in regularly scheduled shows. Any mill resident is welcome to submit a proposal for an exhibition of their own work or to act as curator to sponsor other artists. For information on the gallery committee or current gallery schedule, upcoming receptions, etc., consult the bulletin boards and the Eclipse Mill website (www.eclipsemill.com). Owners as landlords are responsible for informing their tenants of all gallery rules.

Other events, such as readings, musical performances, slide presentations, etc, can also be organized in the gallery and elsewhere in the building. If you need a copy of the Gallery key, ask a Board member or neighbor.

We participate in an annual Open Studios event that is held every year for one weekend in October. It's generally the weekend following Columbus Day weekend.

Eclipse Mill resident artists have the opportunity to share their work by participating in annual open studio and/or group exhibition events during one weekend in October. Open studios is always subject to any pandemic and COVID conditions, applicable laws, rules, regulations, and policies.

23. CONDO FEES

These are due on the first of each month, payable to “Eclipse Mill Condominium Lofts,” and should be brought or mailed to the Building Manager Moresi. A late fee of \$25 will be charged for payments not made by the tenth day of the month.

24. CONDOMINIUM ORGANIZATION

The Eclipse Mill is governed by a condominium board, elected at the yearly Owners’ Meeting held in July.

Board meetings are open to all owners of record (those whose names are listed on the deed). Meetings are held in the gallery #102 or via Zoom. Owners are encouraged to attend and contribute to the discussions. The agenda for each upcoming board meeting is posted at least 48 hours ahead of time on the Gaggle List Serve. Contact the President or Secretary at least a week before the next scheduled meeting to add an item to the agenda. The Board also reserves the right to hold executive sessions as needed, which do not include open attendance and allow only for board members to attend.

Minutes are sent to owners after each meeting, and are also on the Eclipse Mill Site (<https://eclipsemill.com/for-residents/owners-documents/>)

The annual budget for the mill is available through the Treasurer.

When you’re thinking about buying, selling, renting, or renovating a loft, you’ll need to consult the various condominium documents. All of these documents - the Master Deed, the Eclipse Mill Bylaws, the Eclipse Mill Rules & Regulations, and the Transfer & Rental Policy - are available in full at <https://eclipsemill.com/for-residents/owners-documents/>

25. CONDOMINIUM DOCUMENTS

When you become an owner and/or resident of a loft you agree to abide by state law and all of these documents. As many topics are addressed in more than one document (for instance, transfer of lofts is addressed in the Master Deed, By-Laws, and the Transfer & Rental Policy; pets are addressed in both the Master Deed and the Rules & Regulations), you should consult all of the documents to obtain complete information about a particular topic. Though you must of course do your own due diligence, it is the hope of the Board and Trust that this information will serve as a helpful guide.

The Transfer & Rental Policy explains, in much greater detail than do the other Condominium Documents, the mission of the Trust to have the Eclipse Mill be an artists' community wherein all members of the trust and occupants of the lofts have a strong connection with the arts and a dedication to the long-term artistic vitality of the Eclipse Mill community. It quotes the By-Laws relevant to transfers and rentals and explains the procedures for verifying a new owner or occupant's qualifications to live in the building.

26. ECLIPSE MILL INSURANCE AGENT and LAWYER

Insurance Agent
Smith Brothers-McAndrews
45 Park Street
Adams, MA 01220
413 743 1216
David Bissaillon

Lawyer info
Donovan O'Connor & Dodig, LLP
Steve Narey (413) 663-3200

Making contact with the Trust's lawyer:

The Board president is the only official contact for Steve Narey. If you wish to contact the attorney, you may do so at your own expense

27. BACKYARD GARDEN AND LEISURE AREA

Security - The backyard key works in the padlocks at both end gates. Do not leave the backyard gate unlocked.

Pets - Do not use the backyard for a pet relief area. Be sure to walk your dog before bringing it into the backyard.

Garden Plots - Check the chart on the bulletin board. For more information ask any of the gardeners listed on the chart.

Furniture - Most of the outdoor furniture has been purchased by or donated to the Mill community. A few pieces are privately owned but the owners don't generally mind if you use them. Please don't monopolize the outdoor furniture, and be sure to leave everything in a tidy state.

Quiet hours apply in the backyard as well as the building.

Outdoor Grilling - Please locate your grill in an area where smoke and odors will not drift into the lofts. Fire safety when grilling must always be considered:

- 1. Never leave a lit propane or charcoal grill unattended.**
- 2. Make sure the grill is completely extinguished and will not re-ignite.**
- 3. Never bring a gas (propane) canister into the building even when empty. An accidental spark could result in a major fire, and will not be covered by insurance.**
- 4. Flammable fluids used to ignite charcoal grills are a fire hazard and a source of toxic fumes and are prohibited.**

All common interior areas of the Mill are designated non-smoking areas. If you must smoke, please do so by the larger waterfall and dispose of your material safely, not leaving it on the ground.

28. MERCHANTS AND SERVICES PROVIDERS IN NORTH ADAMS AND THE REGION

On the Eclipse Mill website, please refer to the section titled, "2021- 2022 Resident Guide To City and Regional Merchants and Service Providers". This is a useful list of recommended professionals and businesses, such as plumbers, electricians, handyman services, food shopping, emergency walk-in clinics, suppliers, etc. As in any consumer endeavor, always check the reviews of anyone or any place you patronize and you can ask your neighbors as well for recommendations.

29. MAKING THIS GUIDE MORE USEFUL - A FINAL WORD

If you have suggestions for additions, deletions, changes, or anything that might be useful to residents settling into the Eclipse Mill, please feel free to send them to the board, as they'll collect suggestions, review them, and update this guide as needed.