



Condominium Trust / 42 Eighth Street / Charlestown / MA 02129 / tel. 617.952.0108 / [www.parrislandingcondominium.com](http://www.parrislandingcondominium.com)

## MEMORANDUM

**TO:** Unit Owners and Residents  
**FROM:** Parris Landing Condominium Management Office  
**RE:** HVAC information  
A/C Unit Preventative Maintenance  
**DATE:** May 3, 2010

### **Building Heat:**

As the spring has brought many days of warm temperatures, some residents have experienced their units becoming uncomfortably warm, therefore, wishing to be able to utilize the air conditioning. If your HVAC unit is a self contained system you are able to utilize heating or air conditioning as you choose. If your HVAC unit is a split unit system, your heating is connected to the building boiler system, which sends hot water through the piping to your HVAC unit as long as the building heat is turned on. Therefore, if the building heat is turned on, you will be unable to get air conditioning. The exception to this is if you have had an HVAC company install a bypass valve, which will allow you to shut off the hot water running through your HVAC system. If the valve is shut off and the condenser for your HVAC unit has been turned on, you will be able to utilize your air conditioning. The maintenance staff turns on the condensers for the units that we are aware have had a bypass valve installed between April – November.

The Department of Public Health regulations stipulate that heat must be provided at a minimum of 68 degrees between 7am and 11pm; and at least 64 degrees between 11:01pm – 6:59am between September 15<sup>th</sup> – June 15<sup>th</sup>, therefore, although the spring has brought many days of warm weather, the building heat has not yet been shut off for the summer season. In an effort to provide comfort to all residents, all condensers have been turned on and we will monitor the weather and shut off the building heat when the temperatures will remain high for several days in a row, allowing use of air conditioning. If the weather calls for cooler days/evenings we must turn back on the building heat to provide proper heating temperatures. The building heat will be shut off for the summer season on June 15, 2010.

### **A/C Unit Preventative Maintenance**

In an effort to minimize leaks and the damage they cause, the Board of Trustees has approved a contract with Boston Environmental to perform a preventative maintenance program to all air conditioning units. This program will consist of cleaning indoor & outdoor accessible coils, installing condensate tablets in drain pans, lubrication of motors & bearings, replacement of air filters, cleaning drains, checking thermostats, complete system testing, system adjustments as required and checking the refrigerant charge.

Please be advised that this preventative maintenance program is to benefit all Parris Landing Owners, therefore, the cost of this service will be considered an expense of the Condominium Association. This service does not cover any unforeseen conditions and Unit Owners are responsible for repairs required to their mechanical systems beyond this preventative maintenance program. Unit Owners must contract any repairs directly with an HVAC contractor of your choosing.



Boston Environmental will begin the preventative maintenance program on May 17, 2010. Technicians will be on site weekdays between the hours of 9am – 5pm until complete. Although we cannot give an exact date access to your unit will be required, the schedule below will outline the approximate dates they will be servicing units in each building. You are not required to be home during this process. A member of our Maintenance staff will accompany the technician. Please note there will be no work performed on Monday, May 31, 2010 in observance of Memorial Day.

**Please remove any furniture or personal belongings that are either blocking entry to or inside the HVAC closet. This service will not be performed if personal belongings are either inside or blocking entry to the HVAC closet. Rescheduling of this service with Boston Environmental and any associated costs will then become the responsibility of the Unit Owner.**

Building 3	May 17, 2010 – May 21, 2010
Building 1	May 21, 2010 – May 26, 2010
Building 4	May 27, 2010 - June 1, 2010
Building 2	June 1, 2010 – June 4, 2010
Building 5	June 7, 2010 – June 11, 2010

We wish to thank you in advance for your cooperation during this process. We are confident that providing this service to our residents will help to ensure a smooth transition to air conditioning. If you wish to perform this service using your own HVAC contractor at your expense, please contact the Management Office. We will then update our records to reflect NO entry to your unit.

If you have any questions, please do not hesitate to contact the Management Office.

Sincerely,  
Thayer & Associates, Inc.  
As Managing Agent for Parris Landing Condominium Trust

*Barbara Blinn*

Barbara Blinn, CMCA  
Property Manager