



Balance Rock Condominium Association

c/o Collect Associates

392 River Road

Shelton, CT 06484

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administration@collectassociates.com

TO: Balance Rock Unit Owners
FROM: Bob Pagliaro, Property Manager
DATE: March 14, 2023
RE: Spring Newsletter

MAILBOXES

Our new Mailboxes have been installed and the Postal Department is planning on beginning mail delivery during the 2nd week of April. Each unit has been designated a specific numbered mailbox and you will need a key to retrieve your mail. **Keys will be available for pick-up on Saturday, April 1, 2023 and Sunday, April 2, 2023 between the hours of 8:00 AM – 11:00 AM at the BRCA Clubhouse.** Keys will **ONLY** be given to an owner of the unit (not to tenants). Each owner will be receiving two keys. If you are unable to pick up your keys on any of those days, please contact the Maintenance Dept. at **(203) 888-5657** on Monday-Friday between 7:30 AM – 3:30 PM and you schedule to pick them up at their office.

There are 28 mailboxes throughout the complex. Each of the boxes are numbered 1 thru 28. Your key will be labeled with the Mailbox # and the Slot # for your unit. Each mailbox also has a slot for any Outgoing Mail.

You are responsible for keeping your mailbox keys safe. If you need additional keys, any locksmith can copy it for you if you bring in the original key.

If your unit is rented, please make sure that you distribute the mailbox key(s) to your tenants for their use.

E-MAIL ADDRESSES

To increase communication between the Board of Directors/Property Manager and unit owners, we would like to gather e-mail addresses for all owners. Enclosed you will find an Owner Information Request sheet to fill out and return to Collect Associates via e-mail or include in your next common fee payment. Please be assured that your e-mail address will be kept private and will not be shared with other unit owners.

POOL PASSES

Enclosed you will find a Pool Pass Information Sheet to be filled out and returned to Collect Associates by **May 15, 2023**. If your unit is rented, please forward this sheet for your tenant to fill out. Collect Associates will prepare the 2023 Pool Pass and the passes will be delivered to your unit by the Maintenance Department.

As usual, the **pool will open on Memorial Day and the season will close on Labor Day.**

Please note: use of the pool is for Owners/Tenants of Balance Rock who **reside year-round** at Balance Rock. Guests (limit of 2) are welcome at the pool but must be accompanied by the Unit Owner or Tenant who holds the Pool Pass.

TRASH

There is an increasing problem of Unit Owners/Tenants leaving large items (such as mattresses, furniture, TVs etc.) by the dumpsters. This is not allowed! In the past the Maintenance Department has been removing these items and bringing them to the Seymour Transfer Station. As of January 1, 2023 the Seymour Transfer Station has started charging for disposing of these items.

Anyone leaving large items outside of the dumpsters will be held responsible for removal and dumping fees. If you need to discard of large items, please bring them to the Seymour Transfer Station located at 116 Silvermine Road in Seymour. The Transfer Station is open Tuesday – Saturday 8:00 AM – 2:45 PM.

FIRE MARSHALL

The Seymour Fire Marshall has notified us that the storage bins located in the basement are NOT to be enclosed with plywood or cardboard. The storage units can only be covered with wire mesh. He has also requested that you do not stack items up to the ceiling. Crowded storage bins are fire hazards.

The Fire Marshall is planning on inspecting at least two buildings per month. If he finds any violations, he will be contacting the individual unit owners directly. Please do your best to clean out your storage bin within the next couple of months to accommodate the Fire Marshall's request.

Bldg. 50 is exempt from this request because it has concrete enclosures for their storage bins.

OWNER INSURANCE POLICIES

Every unit owner should have an HO6 Policy for their unit. If your unit is rented, the tenants should also have Tenant's Insurance in place. If a catastrophe occurs, **unit owners are responsible for the first \$20,000 deductible** of the Association's Master Insurance Policy. Please make sure that your insurance agent knows that there is a \$20,000 deductible to insure you are sufficiently covered.

If you do not have an HO6 policy in place and you incur damages to your unit (or your unit causes damage to another unit), you will be liable for the first \$20,000 of repairs.

Feel free to contact my office if you have any questions regarding this matter.

Thank you for your cooperation in these matters.

BALANCE ROCK CONDOMINIUM ASSOCIATION

OWNER INFORMATION REQUEST

We are in the process of updating our database to improve communications between the Board of Directors/Property Manager and Unit Owners.

Kindly provide us with your current E-MAIL ADDRESS.

You can either email this form back to us at administration@collectassociates.com or place it in the mail with your next common fee payment.

Owner's Name(s): _____

Building/Unit #: _____

E-Mail Address: _____

Thank you for your cooperation.

BALANCE ROCK CONDOMINIUM ASSOCIATION 2023 POOL PASS INFORMATION SHEET

BUILDING: _____ UNIT: _____

NAME OF UNIT OWNER: _____

IF RENTED, NAME OF TENANT: _____

HOME PHONE: _____ CELL PHONE: _____

NAME OF ALL PERSONS

****LIVING YEAR-ROUND IN YOUR UNIT ONLY****

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

Guests are welcome at the pool as long as they are accompanied by the pool pass holder. Due to the amount of units at Balance Rock, **there is a limit of no more than 2 guests per unit.** The guest charge is \$3.00/per person, per day. **Please be advised that a "guest" is anyone other than those living in your unit full time, year-round.**

Please return this completed form to Collect Associates by **May 15, 2023** via e-mail or U.S. Mail. E-mail address: administration@collectassociates.com; Mailing address: 392 River Road ~ Shelton, CT 06484