

**RESIDENT'S HANDBOOK**  
**HOUSE RULES**

**Villa at Meadowview**

100 Corinne Way  
Tewksbury, MA 01876  
OFFICE-(978-863-1900)  
FAX-(978-863-1922)

**Sponsored by AgeSpan**



**Tewksbury Housing Authority, Management Agent**

Approved  
May 16, 2017

## **MOVING**

**In order to make your move to our Housing Development as effortless as possible, we ask that you schedule your move in date and time with the Management Office. Only the Management Office can reserve and confirm your move-in date and time.**

## **TELEPHONES**

**Before moving, please be sure to call to arrange for telephone installation. It is best for you and us if you can arrange to be available in your unit when your telephone is to be installed. If this is not possible, please advise the office, and upon your written request, we will provide access to your apartment for the phone company. Your apartment has internal phone wiring in the living room and in the bedroom, which can be activated by the telephone company. Upon leaving you must call the phone company to have your service disconnected.**

## **LOCKS AND KEYS**

**You may pick up the keys to your apartment at the management office located at 100 Corinne Way, Tewksbury, MA. Prior to the day you are scheduled to move in providing your rent has been paid in full. We will provide you with two (2) keys for your apartment, two (2) keys for your mailbox and a key fob for the main entrance. For security purposes, no other keys shall be made. Special locks ARE NOT permitted and can not be installed on any apartment door.**

## **MANAGEMENT OFFICE**

The Management Office is located on the ground floor at the entry of the building and is opened Monday and Thursday from 9:30 A.M. to 4:30 P.M., and Tuesday, from 10:00 A.M. to 2:00 P.M. Please feel free to stop in the office if you have anything to discuss. Of course, if you can, call (978-863-1900) for an appointment first so that some time can be set aside especially for you so you will not have to wait.

## **WORK ORDERS**

If you should have any minor plumbing, electrical or other repairs required, please call the Management Office at (978) 863-1900) or stop in the office. After you call or come in, a service request form will be prepared and assigned to a maintenance person. Ordinarily these service requests will be taken care of within 36 hours and of course we will attend to any emergency immediately. It is important to note that the maintenance staff will not enter your apartment, except in an emergency, to provide service without a written request form. This is for your protection and theirs; and also enables us to schedule our work more efficiently... so please **DO NOT** approach the maintenance people directly.

**YOUR REQUEST FOR SERVICE MUST COME THROUGH THE MANAGEMENT OFFICE.**

## **EMERGENCY CALLS AND IF VILLA OFFICE IS CLOSED**

When the office is closed, after normal work hours, weekends and holidays, please call 978-804-3525 (Leave your name, phone number, apartment number, development name and the nature of your problem or complaint. Once the maintenance

person on call receives notice, he will contact you by telephone. **PLEASE BE INFORMED**, only emergency calls (major electrical, heating and/or plumbing) after normal work hours will be answered. If your request is not an emergency, please wait to report the problem until the following business day, during regular scheduled office hours.

## **RENTAL PAYMENTS**

Your rent is due on or before the first (1) of each month. Rents are collected at the Villa AT Meadowview's office, located off of Livingston Street, during regular business hours, or you may mail your rental payment to the Villa At Meadowview, 100 Corinne Way, TEWKSBURY, MA 01876, Attention: Ms. Lorraine Maniscalco.

**RENTAL PAYMENTS MUST BE MADE BY CHECK ONLY.**  
**PLEASE NO CASH.**

***\*\*\*THERE WILL BE A CHECK RETURNED FEE OF \$20.00  
PLUS ADDITIONAL BANK FEES FOR EACH CHECK  
RETURNED\*\*\****

## **DELINQUENT RENT**

Rent is considered delinquent after the tenth (10<sup>th</sup>) of the month, at which time the accounting department will be sending you a delinquent notice. If you are unable to pay your rent on time due to unforeseen circumstances, we suggest you discuss your situation with our Management Staff immediately.

**IF ALL OR ANY PART OF THE RENT IS NOT PAID WITHIN  
THIRTY (30) DAYS OF ITS DUE DATE, THE VILLA SHALL  
IMPOSE A FEE IN THE AMOUNT OF \$25.00 FOR FAILURE**

**TO PAY RENT WHEN DUE. RENT PAYMENTS SHALL BE APPLIED TO RENTAL OBLIGATIONS WITH THE OLDEST OBLIGATION BEING PAID FIRST.**

**IF THE TENANT SHALL HAVE SHOWN GOOD CAUSE FOR LATE PAYMENT TO THE VILLA, OR IF TENANT SHALL HAVE ENTERED A REPAYMENT AGREEMENT WITH THE VILLA, THE VILLA IN ITS DISCRETION, MAY WAIVE THE FEE FOR LATE PAYMENT.**

**BY CHARGING SUCH INCREASED RENT, THE VILLA SHALL NOT THEREBY WAIVE ANY RIGHTS TO ISSUE A NOTICE OF TERMINATION OF THE LEASE, TO BRING EVICTION PROCEEDINGS AGAINST TENANT AND TO COLLECT ARREARAGES, CONSTABLE FEES AND COSTS ON ACCOUNT OF THE TENANT'S FAILURE TO PAY RENT WHEN DUE.**

## **GUEST POLICY**

No adult person(s) other than those listed on the lease and application shall live/stay in the unit other than on a temporary basis. The stay of any overnight guest(s) shall be limited to no more than a total of 21 nights (21 days if the guest regularly sleeps during the day) during any 12 month period, unless for good cause, management otherwise consents to a longer period in writing prior to the expiration of 21 nights/days or such longer period as may have been authorized. The tenant shall be responsible for the conduct of all guests, including his or her own, and those of household members. The number of household members and overnight guests shall not at any time exceed the permissible limit of the State Sanitary Code.

**Overnight guest(s) must be registered with Management by the resident by filling out a guest request form. Resident shall provide Management with the name of the overnight guest, length of stay, and provide management with the make and license Plate number of their guest's vehicle. Visitors' vehicles shall park in visitor's parking spaces only.**

## **EXTENDED ABSENCES**

**Tenants may be absent from their unit for up to 90 continuous days, or for 180 continuous days for medical reasons. Any tenant who is absent from their unit for longer than 180 continuous days for medical reasons such as being in a hospital, rehabilitation center or skilled nursing facility may be granted an extension by management for extenuating circumstances. Tenants who are absent from their unit for longer than the allowable length of time without approval from management may be subject to termination of their lease.**

## **SOLICITORS**

**For your added protection and security, door-to-door soliciting is not permitted. Residents are requested to notify the Management Office when solicitors appear on-site.**

## **TRASH DISPOSAL**

**We need your cooperation to keep all public areas as clean as possible. A rubbish cart will be provided outside the side door located on the right side of the building nearest the dumpster. All trash MUST be placed in the rubbish cart by 11:00am each day.**

**WE ASK THAT YOU PLEASE NOT PLACE GARBAGE BAGS OUTSIDE YOUR DOOR IN THE HALLWAY. TRASH SHOULD ONLY BE PLACED IN BAGS MADE SPECIFICALLY FOR GARBAGE DISPOSAL.**

## **BUILDING PLUMBING**

To avoid unnecessary plumbing problems in the building, we ask that you **DO NOT** place paper towels or any other materials except toilet paper in the bathroom toilets.

## **LOCKOUTS**

If you lock yourself out of your apartment during regular office hours, please call the management office at (978-851-7392), and we will arrange for you to enter your apartment.

*In the event that you find yourself locked out after regular business hours, please call 978-804-3525; leave all the information necessary to contact you in order to let you into your apartment.*

**PLEASE NOTE: There will be no charge for your first lockout, after that EACH ADDITIONAL LOCKOUT WILL BE A \$35.00 CHARGE. SAID CHARGE MUST BE PAID WITHIN 30 DAYS OF BILLING DATE OR YOU WILL BE ASSESSED AN ADDITIONAL \$25.00 LATE FEE EACH MONTH UNTIL PAID.**

## **DELIVERY AND APARTMENT ACCESS**

Each apartment is equipped with a video intercom. If you are expecting a visitor they will be able to call in to your apartment via this intercom. Do not allow building access to anyone that you are not expecting. Residents will have to make their own arrangements for deliveries. You must notify the office in advance in writing if you want us to provide access to your apartment. **UNDER NO CIRCUMSTANCES WILL ENTRY TO AN APARTMENT BY DELIVERY OR SERVICE PEOPLE BE ALLOWED WITHOUT PRIOR WRITTEN NOTICE.**

## **SMOKE DETECTORS**

Each apartment is equipped with smoke detectors. These detectors will sound an alarm if there is an excess of smoke in your apartment. If the alarm sounds, **PLEASE VACATE IMMEDIATELY.** Remember to close the door behind you and call the Fire Department from a safe area or by pulling one of the call stations located in the common hallways.

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**NOTE: DISCONNECTING FIRE PROTECTION DEVICES IS A CRIMINAL OFFENSE UNDER MASSACHUSETTS GENERAL LAW CHAPTER 148 SECTION 27A.**

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## **SMOKING POLICY**

**This is a Smoke Free Building. There will be NO SMOKING allowed in any apartment or common areas (i.e. Hallways, Stairwells, Laundry Rooms, Lounges, Back Patio, Roof Deck and Office Areas).**

**SMOKING OUTSIDE BUILDING IS PERMITTED PROVIDED IT IS AT LEAST 25 FEET FROM THE BUILDING OR YOU ARE SMOKING IN THE DESIGNATED SMOKING AREA WHICH IS LOCATED BETWEEN THE VILLA AND SAUNDERS CIRCLE DEVELOPMENTS. THIS WILL PREVENT SMOKE FROM BLOWING INTO ANY WINDOWS. PLEASE MAKE SURE YOU DISPOSE OF YOUR CIGARETTES IN THE PROPER RECEPTICAL.**

## **EMERGENCY CALL PULLS**

**The bedroom and bathroom of your apartment is equipped with emergency pull switches. If you should become ill and need EMERGENCY MEDICAL HELP. All you need to do is pull the string attached to the switch. A light outside your apartment door will light up and a buzzer will sound, which alerts your neighbor(s) that you are in need of assistance. This switch will not unlock your apartment door.**

**PLEASE NOTE: Emergency call switch will not automatically get aid from the town ambulance.**

**PLEASE make sure your emergency pull cords are visible and can be reached if you were unable to stand.**

**On visits to your apartment by children, please see that they are instructed not to use the call switch except in an emergency.**

**\*\*\* (Please do not cut or remove your Emergency Pull Cord, it must be intact, according to regulation) \*\*\***

## **LAUNDRY ROOMS**

**The laundry rooms are equipped with two (2) coin operated washers and dryers which are located on each floor of the Building. The cost is \$1.00 for the washers and \$1.00 for the dryers. The machines do not accept Canadian or Foreign coins. If you have a problem with the washers or dryers, please call Automated Service Company @ 1-978-692-6421. Do not approach the office staff as we are unable to handle any problems with the laundry rooms.**

## **CABLE TV**

**Cable hook-up (Comcast/Verizon) is available in each apartment's living room and bedroom area.**

**PLEASE NOTE: NO SATELLITE OR DIRECT TV DISKS ARE ALLOWED**

## **VEHICLE INFORMATION**

**NO UNREGISTERED, UNINSURED CARS ARE ALLOWED TO BE STORED ON THE PROPERTY. THESE VEHICLES WILL BE TOWED AT THE OWNERS EXPENSE IF NOT REMOVED AFTER BEING NOTIFIED BY THE MANAGEMENT OFFICE.**

## PARKING

Parking spaces will be assigned for all residents. Any illegally parked or unauthorized vehicle may be towed away at the discretion of Management and at the expense of the vehicle owner. Trailers or recreational vehicles ARE NOT allowed to be parked on site.

NOTE: It will be your responsibility to tell your visitors, homemakers, etc. where visitor parking spaces are located.

## SNOW REMOVAL POLICY

All tenants are responsible for clearing the snow from their own vehicles and **must move** their vehicle from the parking areas **when notified** so that the contractors can plow.

If your vehicle was not moved due to absence from your unit or due to a medical reason, we will take that into consideration on a case by case basis.

## STORAGE

NO EXTRA SPACE IS PROVIDED FOR STORAGE OF OUT-OF-SEASON ARTICLES.

## MAILBOXES

Mail boxes are located just inside the main entry doors of the building, labeled with your apartment number.

## **PETS**

**NO PET SHALL BE HOUSED UNTIL YOU HAVE COMPLIED WITH THE REQUIREMENTS IN THE POLICY.**

**Pets are allowed on an individual basis. Our PET POLICY outlines any questions you may have regarding this matter. You may pick up a copy of the PET POLICY at the Management Office.**

## **TRANSPORTATION**

**You can arrange for medical transportation by calling the Road Runner. Reservations MUST be made 24 hours in advance. There is also supplementing transportation service provided by the Tewksbury Council on Aging.**

## **RESIDENT SERVICE COORDINATOR**

**If you should need help with services such as housekeeping, visiting nurse, meals on wheels, etc. please contact the Resident Service Coordinator at 978-683-1900 x12 or the Management Office at 978-863-1900. The Resident Service Coordinator office hours are Tuesday and Thursday between the hours of 8:30 A.M. to 4:00.**

## **COMMON ROOMS**

**The Common Rooms are for use of all tenants. We ask that if you intend on using a specific Common Room such as Dining Hall, Craft Room or Library for any purpose such as arts and crafts, playing cards, club meetings and functions etc., that you contact the office for a request form to schedule the date and time you intend on having use of the specified Common Room. We will post a schedule on the board in the lobby area for the authorized usage of that Common Room.**

**EMERGENCY NUMBER**

**911**

**HOSPITALS**

**LGH, SAINTS CAMPUS  
978-458-1411**

**LOWELL GENERAL HOSPITAL  
978-937-6000**

**WINCHESTER HOSPITAL  
781-729-9000**

# **HOUSING AUTHORITY STAFF**

## **OFFICE**

<b>Executive Director</b>	<b>Melissa Maniscalco</b>
<b>Program Coordinator</b>	<b>Cheryl McDonald</b>
<b>Bookkeeper</b>	<b>Susan Giannetti</b>
<b>Section 8 Coordinator</b>	<b>Susan Hayes</b>
<b>Administrative Assistant</b>	<b>Liz Glover</b>

**Tewksbury Housing Authority Office (978) 851-4243**

# **VILLA AT MEADOWVIEW**

## **OFFICE**

<b>Program Coordinator</b>	<b>Corinne Delaney</b>
<b>Bookkeeper</b>	<b>Lorraine Maniscalco</b>
<b>Resident Services Coordinator</b>	<b>Debra Imperioso</b>

**Villa at Meadowview Office (978) 863-1900**

## **MAINTENANCE**

**Saunders Circle  
Carnation Drive  
Delaney Drive  
Corinne Way  
Grounds**

**Scott Middleton  
Corey Lucia  
Danny Altavesta  
Sean Lydston  
Sean Lydston**

## **OTHER**

<b>Board of Health</b>	<b>(978) 640-4470</b>
<b>Road Runner (Medical)</b>	<b>(978) 459-0152</b>
<b>Senior Center</b>	<b>(978) 640-4480</b>
<b>Legal Aid</b>	<b>(978) 458-1465</b>
<b>Social Security</b>	<b>(978) 452-5509</b>
<b>Visiting Nurse Assoc.</b>	<b>(978) 459-9343</b>
<b>Medicare</b>	<b>1-800-882-1228</b>
<b>Elder Services</b>	<b>1-800-892-0890</b>
<b>Poison Information</b>	<b>1-800-222-1222</b>
<b>Tewksbury Transit</b>	<b>(978) 851-9863</b>
<b>Town Bus (LTRA)</b>	<b>(978) 452-6161</b>
<b>Merrimack Valley Legal Services</b>	<b>(800) 336-2262</b>



**CHANGE YOUR ADDRESS EFFECTIVE AS OF  
YOUR MOVE-IN DATE**

- Banks**
- Insurance**
- Telephone**
- Magazines, Newspapers**
- Credit Accounts**
- Voter Registration**
- Medical (Doctor, Dentist)**
- Churches**
- Automobile Registration**
- Post Office**
- Employer**