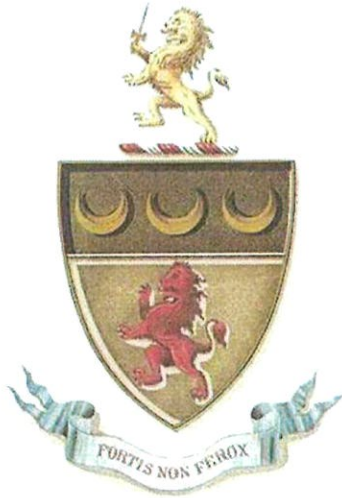


THE KIMBALL TOWERS



Kimball.

RESIDENTS' HANDBOOK

MAY 7, 2026

WELCOME TO KIMBALL TOWERS CONDOMINIUM

Dear Resident,

Welcome to Kimball Towers, located in the heart of Springfield, a few short blocks from MGM, Tower Square, The Entertainment District, Civic Center and Museums. The Kimball is a wonderful living experience, one that I am sure you will come to love and enjoy.

This handbook contains the Rules & Regulations for Kimball Towers Condominium along with various other procedures. These Rules & Regulations were designed to provide an enjoyable and safe living climate for all the Kimball Residents. By electing to live in the Kimball, I hope you will take pride in our building, and respect all of the residents.

Please take a moment to fully acquaint yourself with the contents of this booklet. The Rules & Regulations are an important part of your obligations as a resident in Kimball Towers.

Sincerely,

Board of Managers

www.kimballtowers.com



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LEGAL NOTICE

This booklet contains the Rules and Regulations of the Organization of Unit Owners for Kimball Towers. By the General Laws of Massachusetts, Chapter 183A, all Residents and Owners are required to follow these Rules and Regulations. Violations may result in a Fine. Fines not paid may result in a lien against the unit property.

**If you notice anyone violating these rules,
please email management at manager@kimballtowers.com**

CHARGES & FEES

Kimball Towers uses a fee-based system to help cover our cost. Below is a list of fees for various items a Resident may need. (All are non-refundable)

1. \$25.00 Door Entry FOB - Non-Refundable
2. \$50.00 Replace Mailbox Lock and Key
3. \$35.00 Returned Check, such as NSF
4. \$75.00 Lock out Service (if available)

FINES

Per the General Laws of Massachusetts, Chapter 183A, Condominiums, Section 10, The Organization of Unit Owners has the right:

To impose charges or to charge interest for the late payment of common expense assessments or other charges, and to levy reasonable fines for violations of the Master Deed, Trust, By-laws, Restrictions, Rules or Regulations of the Organization of Unit Owners.

Each violation of these Rules/Regulations will result in a \$75.00 Fine. A second violation will result in a \$150.00 fine. The third and each additional violation will result in a fine of \$300.00 each.

Please Note: Each Owner is responsible for all actions of their Tenants, AND the guests they may bring into the building. Please choose your tenants wisely.

Common Areas include the Hallways, Stairwells, Elevators, Lobbies and Entrance/Exit Vestibules.

OFFENSIVE OR INAPPROPRIATE LANGUAGE AND ACTIONS

Cursing, foul language, or yelling at any time is not allowed in the office or common areas. Verbal and/or physical intimidation and threats will not be tolerated. Do not interfere with the work duties of the staff. \$100 fine will be issued by the Board of Managers for any violation. Remember the golden rule *"Do unto others as you would have them do unto you."*

USE AND OCCUPANCY

No more than two persons shall not occupy any one-bedroom Unit, and each two-bedroom Unit shall not be occupied by more than four adult persons or by a single family with not more than two persons per bedroom per the minimum standards of State Sanitary Code.

BUILDING ACCESS

Kimball Towers is a secure building. It is everyone's responsibility to help keep our Building secure. Please be aware of the following:

Emergency Exits are for emergencies only. Do not open an Emergency Door to let someone else in. This is for your own protection.

Owner/Tenant Access the building by using FOB, Ring Call system or the Face Recognition system. Owners, send an email request to manager@kimballtowers.com to be added to the RING entry system.

Visitors / Guests and Vendors are to call you from the front vestibule or through the RING system. Only the owner of a unit may register tenants and guests to enter the building using the RING Access system. If you buzz someone in using the RING system, they do not need to sign the visitor log at the guard desk. All guests must present a picture I.D. when signing in with the guard. The Security Guards are not authorized to allow visitors into the Building without the Resident present. Violations of this rule will carry a fine as described above plus \$75 for each person brought into the building.

Strangers are not to be let in. Do not open the door and allow access to strangers. Everyone that is allowed in the building should be able to unlock the door or be accompanied by a Resident.

Front Steps - Please do not stand or sit on the front steps of the building. If you need to wait for a ride, please wait inside by the windows or on the sidewalk. The same applies to the front steps next to Hillman Street, and the steps on Hillman Street. Do not park directly in front of the entrance. This area is for active loading and unloading only.

NEW RESIDENTS

All new residents must register with management. Please be prepared to give management your phone number, a photo ID to register for the door entry systems, and any emergency contact information. If you are renting, please have your landlord forward a copy of your lease.

MOVE IN & OUT - 8 AM to 8 PM

Use the back freight elevator and loading dock. No furniture or heavy bulking items are to be moved through the passenger elevators. Please note: Cleaning staff use the freight elevator to clear garbage and recyclables from the building every day. You should coordinate with them or call the management office to reserve the freight elevator.

WINDOW TREATMENTS

Suitable window treatments (draperies, curtains, blinds, or shades) are required upon the date of occupancy of the Unit. The use of sheets, towels or other unconventional window coverings is not allowed.

QUIET, PEACEFUL LIVING ENJOYMENT

Please be courteous to your neighbors and keep noise levels, such as conversations, radios, TV, videos, and music to a minimum. Quiet hours at Kimball Towers are from 10PM to 7AM every day. Make sure that the sounds do not carry outside your Unit to the Units above, below or beside you.

PER THE KIMBALL TOWERS BY-LAWS - NO DOGS ARE ALLOWED!

Websites offering service animal and emotional support animal (ESA) certification, registration or identification cards/vests are considered insufficient documentation to support an accommodation request.

The following documentation is required to have an ESA:

- Is the ESA a service animal required because of a disability?
- What work or task has the ESA been trained to perform?
- An ongoing treatment relationship between the medical professional and patient
- The individual meets the definition of disability: they have significant limitations in one or more major life activities
- A connection between the ESA and the patient's disability symptoms/limitations to clearly show there is a disability-related need for the animal.
- A statement that in the person's professional opinion one or more effects of the disability that significantly impact the person's life will be substantially mitigated by the presence of the emotional support animal.
- Yealy Dog license from city of Springfield

ELEVATORS

The Passengers Elevators are NOT to be used for moving furniture, bikes, or other large items. Please use the freight elevator at the back of the building. Push the top to go up and bottom button to go down. Do not abuse the elevators by pushing both the up & down buttons or multiple buttons.

DOOR to DOOR SOLICITATION

For the safety and security of our Building, door to door solicitation is NOT permitted. This includes door hangers and sliding advertisements or other items under doors. This does not include a personal note or letter to someone you know.

SMOKING / ALCOHOLIC BEVERAGES

There is absolutely NO SMOKING / VAPING OF ANY KIND or ALCOHOLIC BEVERAGES allowed anywhere in Kimball Towers public areas. You may smoke inside your Unit with permission from the Owner of that Unit. Make sure smoke and odors do not escape into the hallway. \$75 fine if smoke from your unit disturbs other residents passing in the hallway.

VANDALISM, GRAFFITI & LITTERING

Vandalism, Graffiti and Littering will not be tolerated. Any resident, visitor or guest caught engaged in the above will be fined and charged the cost of repair or cleanup.

DRESS CODE

Appropriate attire is required at all times in the Common Areas. Shirts and shoes are required.

CHILDREN

All children (under the age of 12) must be accompanied by an adult at all times in the Common Areas.

CARTS

All carts are to be returned to the room by the front door, lower lobby or the garage so others may use them. Do not leave them in the hallways. \$75 fine will be issued to collect any cart not returned.

LAUNDRY

Laundry rooms are available from 7AM to 10PM each day. A Laundry Card may be obtained from the Mac-Gray card machines in the lobby. Use of the laundry room between 10PM to 7AM will result in a fine. Contact manager@kimballtowers.com to report any violations.

TRASH

All trash must be in tightly closed bags and placed in the trash barrels provided. This will prevent odors and will deter vermin. Most floors have a trash room near the Freight Elevator. Do not leave trash outside your door. **Bulk Items cannot be disposed of in the trash hallways or out by the dumpsters. Residents must make their own arrangements for removal of bulk items such as mattresses, couches and chairs - etc.**

RECYCLE BINS

There are two bins outside the freight elevator on each floor for recycled items. Recycled items include Cans, bottles, deli containers, jugs, aluminum, Paper - cardboard, newspaper, phone books, white paper, magazines. Please break down any large cardboard boxes.

The following is not recycled:

Black plastic: Such as take-out food containers; Plastic bags; Styrofoam; Waxed cardboard; Foil; Items with food or liquid residue; Plastic wrap, film; Tangled items: Such as string lights, wires, hoses; clothes

HALLWAYS

Please keep the hallways clear of all items. Do not leave any trash or any other items outside your door. Absolutely no playing, bikes, skates, balls, skateboards, exercise equipment, etc. are allowed in any Common Area, including the hallways. Return shopping carts to the lobby or LL.

Doormats are not allowed in the common hallway outside of unit. You may, of course, place the doormats by your door on the interior of the Unit.

Stickers, plaques, etc. are not permitted on the exterior of the doors. You are permitted, however, to hang one seasonal decoration on the exterior of your door.

KEYS

You are responsible for your own keys. If you are locked out of your Unit or if there is an emergency, you have four options:

1. In case of an EMERGENCY, CALL 911. The fire department can gain access to the keys or break down your door.
2. Contact your Unit Owner if you need extra keys or are locked out.
3. You may call a locksmith.
4. Call the management office. If staff is available, they may be able to open your door if the owner provided a spare key.

There is a \$75.00 fee for this service.

The Management Office must have a copy of the key to each Unit, per order of the Springfield Fire Department to be used in the event of an emergency. **\$100 fine for non-compliance.**

SECURITY CAMERA REVIEW

Requests for review of the security camera footage can be accommodated for a fee of \$85.00/hour.

GARAGE PARKING

The Garage is a privately-owned Commercial Unit. Please contact the garage owner if you wish to rent a parking space.

Guardian Assets, LLC 413-456-7275

Please Note:

1. Speed limit 5MPH
2. When exiting, stop and pause before crossing the sidewalk in case any pedestrians are approaching.
3. When two cars come to the door at the same time, the car inside must back up and give way. The car on the outside (coming in) cannot easily back out onto the street.
4. Wait for the door to **reach the top** before driving under it.
5. Do not piggyback (only one car allowed per door opening) wait for the door to close before you proceed.

HISTORY OF THE KIMBALL TOWERS

Kimball Towers - once the renowned Hotel Kimball - has a unique place in Springfield's history. Built by William Kimball, a successful Springfield businessman, the Hotel Kimball formally opened on St. Patrick's Day in 1911.

The Kimball was splendid in every phase of its construction and fitting. Solid mahogany floors and chairs with upholstery of hand tooled-leather, bearing the Kimball coat-of-arms, were only part of its elegance. Among its guests were U.S. Presidents, kings, wealthy American industrialists, and stage, screen, and radio stars.

Built in what was the affluent residential neighborhood of Chestnut and Bridge Streets, the Kimball offered 309 rooms, a dining-room capacity for 450, a 22-foot-high banquet hall for 350 guests, and, in 1912, room rates from "\$1.50 to \$3.50 per day."

Proms, wedding receptions, conventions, balls, and weekly Rotary and Kiwanis meetings kept Kimball facilities fully booked. For years, radio programs were broadcast from its Westinghouse WBZ studios.

Difficulties after World War II, with a decrease in train travel and the rise of motels to accommodate highway travelers, gradually closed the hotel, banquet and office services.

The building changed hands several times between 1964 and 1980 and was renovated into residential apartments and renamed Kimball Towers.

In 1985, the building was again renovated and converted to residential and commercial condominium units. (Excerpted from Springfield Journal, February 9, 1989)

We hope you take pride in our home and treat it as your own.

KIMBALL TOWERS

Phone List

Emergency (Fire, Police, Medical)	911
Management Office.....	413-739-4551
Utilities - Parking	
Eversource (Electricity)	877-659-6326
Garage Parking, (Guardian Assets, LLC)	413-456-7275
Xfinity	866-942-8089

Local Merchants & Vendors

(These Merchants & Vendors are only listed for your convenience. We do not endorse any of these Businesses.)

Liberty Pizza	413-737-4444
Keys and Locks (Giffords)	413-732-6513
Laundry (Mac Gray)	800-264-6622

Attention Owners:

Owners are responsible for the actions of their tenants and all guests to their unit.

We use the app "AppFolio" to manage our building. You can pay and see your current balance and update contact information for both yourself and tenants. We also send time sensitive critical information (like water shut off notices) to all email and phone numbers listed in AppFolio.



Please download AppFolio.

To request access, send an email to:

manager@kimballtowers.com

AppFolio is an app on smart phones or this website:

https://sdplotkin.appfolio.com/connect/users/sign_in

Ring App (WallCall) Building Access:

Only Owners can make this request:

Owner - Send an email to:

manager@kimballtowers.com

Include the following:

1. Unit Number
2. Name of individual needing access
3. Email of the individual needing access



ring.com/support/articles/1845p/amazon-key-access-setup-for-residents

Amazon Locker Request:

We have secure lockers for delivery from most carriers like Amazon, UPS, USPS, & FedEx. To request use of the lockers, please send an email to manager@kimballtowers.com with full name, unit number, and the email address you use to order items online. Kimball Towers is not responsible for any lost or stolen packages. Contact your shipper for any issues regarding delivery.