

# SOUTH MEADOW CONDOMINIUM TRUST

c/o Phoenix Association Management  
650 Lincoln Street  
Worcester, MA 01605  
Phone # (508) 856-7000 / Fax # (508) 856-7300

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## **RADON MITIGATION PROCEDURE**

The purpose of the process is to allow homeowners a quick and effective method by which they can mitigate radon in their home.

Radon mitigation systems must be installed within the interior of the unit. All piping, including the fan, is to be installed within the interior of the unit with final venting taking place through the roof.

Proper installation of the sub slab ventilation system must be in full compliance with current EPA protocol. The piping network can be routed from beneath the floor slab through the unit.

Following are the stipulations and procedure approved by the Board of Trustees:

1. The responsibility for radon mitigation belongs to the homeowner (including oversight of contractor).
2. The unit owner will contract directly with a qualified radon mitigation company.
3. The radon company must submit a certificate of insurance naming the Condominium Trust and Managing Agent as additional insured. Please see attached minimum levels of insurance (Exhibit A). A written plan describing how the system will be installed in the building is required.
4. Once submitted, the plan and the Notification Form (Exhibit B) will be reviewed by the Board of Trustees or its Agent for compliance.
5. In addition, it is critical that a qualified roofer ensure that the penetration of the vent pipe is flashed properly. An inspection by property management will be required at a cost of \$50.00. Any improper workmanship or damage caused as a result of the system installation will be corrected at the cost of the unit owner.

Note: If testing indicates high levels of radon, it is suggested that the unit owner perform a second test to confirm the reading.

### **For internal use**

Date mailed to owner \_\_\_\_\_

Copy to unit owner file \_\_\_\_\_

Approved by Board of Trustees      Yes    No

Date Approved      \_\_\_\_\_

Enclosed:      Insurance Resolution and Release Form  
                    Notification Form

**EXHIBIT B**

**SOUTH MEADOW CONDOMINIUM TRUST  
NOTIFICATION FORM  
FOR THE INSTALLATION OF A RADON MITIGATION SYSTEM**

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**NOTE:**        **This form must be completed and returned at least seven (7) days prior to the installation of the Radon System.**

TO:            Board of Trustees of South Meadow Condominium Trust  
                  c/o Phoenix Association Management, Inc.  
                  705 Plantation Street  
                  Worcester, MA 01605

FROM:        Owner's Name: \_\_\_\_\_  
  
                  Mailing Address: \_\_\_\_\_  
                  \_\_\_\_\_  
  
                  Phone (home): \_\_\_\_\_ (work) \_\_\_\_\_  
  
                  Unit Number: \_\_\_\_\_

Installation will include a roof penetration    \_\_\_ No    \_\_\_ Yes

Installation of radon system will be done by the following licensed contractor:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Insurance Agent: \_\_\_\_\_

A copy of the contractor's license and certificate of insurance, naming South Meadow Condominium Trust and its agent as an additional named insured is attached hereto and made a part hereof.

Describe on a separate/attached sheet of paper the exact location of the roof penetration, and attach a diagram or drawing of the exact location of the penetration.

I acknowledge that I have read and understand the Association's regulations with respect to the installation of Radon Systems, and that I have complied and will comply with these regulations in their entirety.

Signature \_\_\_\_\_ Date \_\_\_\_\_