

# CASAGMO

## Condominium Association

### LAUNDRY PROCEDURES AND RULES

**Laundry Room Hours: 8 am to 11 pm daily**  
**Automatic Laundry Service, 45 Border Street, West Newton, MA 02465**  
**Information at 1-800-422-5833 website [www.automaticlaundry.com](http://www.automaticlaundry.com)**

**People Permitted.** Laundry rooms are available for the convenience of our Residents which are Unit Owners and Tenants. They are for private use and may not be used for commercial laundry. Nonresidents are prohibited from entering or using laundry rooms.

**Smart Card Laundry System.** A SMART CARD LAUNDRY SYSTEM is in use at Casagmo. To use it you need to obtain a laundry card and then put money on the card to use the machines. Get a SMART LAUNDRY CARD from the Add-Value Terminal at the Clubhouse. The Add-Value Terminal is located inside on the wall of the Clubhouse entryway.

This card has no money on it and money must be added to the card before it can be used in the washers and dryers. This Add-Value Terminal allows residents to add value to their SMART CARD (\$50.00 maximum value) with a VISA or MasterCard credit card. Debit cards CANNOT be used. The terminal allows transactions of \$20, \$30, or \$50 dollars.

Once you have added value to your card, each time you start a washer or dryer, the cost per cycle will be deducted from the balance on your card. Please Note: When inserting the SMART CARD into a washer or dryer, leave the card in the "card reader" of the machine until you have selected the cycle/temp and the machine instructs you to "PULL CARD OUT". The machine will then start.

Inserting your card into the card reader on any washer or dryer will display your current balance. When your balance is depleted, the card must have more money added at the Add-Value Terminal. Do not throw your card away - it can be re-used. Replacement or additional cards may be purchased at the Add-Value Terminal in the Clubhouse for \$5.00 each.

If any resident does not have access to a credit card, they have the option of sending their SMART CARD with a check or money order and it will be promptly returned with the proper balance. Checks should be sent to: Automatic Laundry Service, 45 Border Street, West Newton, MA 02465. Please be sure to include a return address.

**Instructions.** Detailed instructions for the use of the Add-Value Terminal are located next to the machine in the Clubhouse. Also instructions for use of the washers and dryers are located in each laundry room.

**Help.** If you have any questions, please contact Automatic Laundry directly at 1-800-422-5833 or visit their website at: [www.automaticlaundry.com](http://www.automaticlaundry.com)

**Machine not Working.** If a washer or dryer is not working properly, contact Kathy directly at Automatic Laundry or visit the website to report it. Kindly leave a note to others on the machine should the machine be malfunctioning.

**Excessive Detergent.** Please observe the correct amount and type (“he” – high efficiency) of detergent to put into these front loading washers! Excessive suds can "freeze" the washer or prevent it from rinsing/spinning properly. To counteract excessive suds - run another cycle with ONLY LIQUID SOFTENER placed in the detergent compartment of the slide out tray. Softener cuts the soap and machine will then rinse and spin properly.

**Hours and Fees can be Modified.** Laundry Room hours and fees may be modified at the Property Manager’s discretion and altered due to weather or conditions.

**Rules Violations.** Violation of the rules may result in ejection from the Laundry Room and any other actions the Board might take under its powers including violation notices and fines.

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