



BERDO Compliance: A Guide for Condo Associations

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City of Boston staff



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Agenda

Today's Webinar



- **BERDO Overview**
- **2025 BERDO Reporting Process**
 - *Q&A Time 1*
- **BERDO Compliance for Condo Associations**
 - *Q&A Time 2*
- **It's 2025. Now What?**
- **Resources and Reminders**
 - *Q&A Time 3*



BERDO Overview



What is BERDO?



- The **Building Emissions Reduction and Disclosure Ordinance (BERDO)** is a local law that aims to address Boston's largest source of emissions.
- BERDO requires medium and large buildings in Boston to reduce their greenhouse gas emissions over time to achieve **net-zero emissions by 2050**.
 - Existing buildings contribute **~70%** of the total community-wide emissions in Boston.
 - By complying with BERDO, **5% of buildings** in Boston could collectively **reduce city-wide emissions by nearly 40%**.

What is Required from Building Owners?



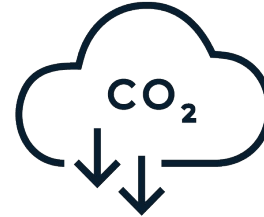
ANNUAL REPORTING

Report total energy and water use from the previous calendar year



THIRD-PARTY VERIFICATION

Third-party verify data for the first year of reporting and every "verification year" thereafter

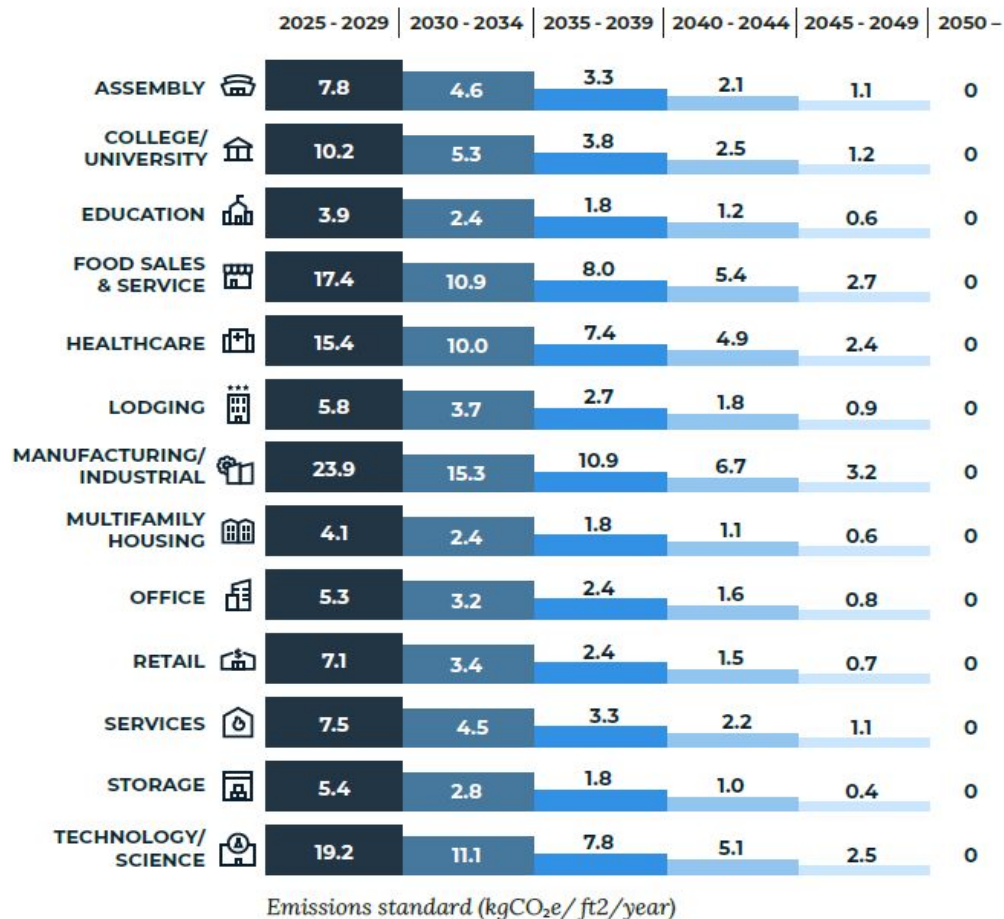


EMISSIONS REDUCTIONS

Reduce annual emissions to stay under applicable emissions standard (emissions limit)

Emissions Standards

Also known as emissions limits, refer to the regulated amount of climate polluting greenhouse gases BERDO building are allowed to release into the atmosphere.



When are Buildings Subject to Emissions Standards?

RESIDENTIAL

NON-RESIDENTIAL

35+ units

**Starting emissions
compliance in 2025**



35,000 ft² +

**Starting emissions
compliance in 2025**



15 - 34 units

**Starting emissions
compliance in 2030**



20,000 - 34,999 ft²

**Starting emissions
compliance in 2030**



How Can Building Owners Comply?



REDUCE EMISSIONS THROUGH BUILDING EFFICIENCY AND ELECTRIFICATION

Implement **building retrofits or improvements**. Examples include upgrading to high efficiency electric appliances and lighting, upgrading systems for heating, cooling, water heating, and cooking, improving insulation, tightening window seals, etc.



ACCESS RENEWABLE ENERGY

Use on-site or off-site **local renewable generation** or buy **renewable energy from the market**



INVEST IN THE COMMUNITY THROUGH ALTERNATIVE COMPLIANCE PAYMENTS

Make Alternative Compliance Payments (ACPs). ACPs are collected to mitigate emissions and fund the **Equitable Emissions Investment Fund** to support building decarbonization projects that prioritize benefits to Environmental Justice communities in Boston.

Flexibility Measures

MEASURE	EMISSIONS REDUCTION REQUIREMENTS ✓	CAN BE COMBINED WITH +	APPLICATION DEADLINE ⌚
Hardship Compliance Plans	Owners must propose an emissions reduction plan that fits the hardship they're facing. This may include asking for a different timeline and/or emissions limits based on their emission reduction plan.	<ul style="list-style-type: none"> • Building Portfolios 	<ul style="list-style-type: none"> • Rolling basis*: Short-Term for 2025 • April 1: Long-Term • October 1: Short-Term
Building Portfolios	Must comply with the portfolio-level Blended Emissions Standard in every compliance year and achieve net-zero by 2050.	<ul style="list-style-type: none"> • Individual Compliance Schedules; or • Hardship Compliance Plans 	September 1
Individual Compliance Schedules	A building must reduce its total emissions by 50% by 2030 and 100% by 2050 from the selected baseline year. Emissions limits must decline linearly or better in five year increments.	<ul style="list-style-type: none"> • Building Portfolios 	September 1
Blended Emissions Standard	Must comply with the Blended Emissions Standard in every compliance year and achieve net-zero emissions by 2050.	<ul style="list-style-type: none"> • Building Portfolios 	No application needed, to be reported in annual reporting

*For owners with unforeseen circumstances in 2025



BERDO Reporting Process



Overview of BERDO Reporting Steps in 2025



Review the **BERDO How-To Report Guide** [linked here](#) and found on boston.gov/berdo

1. Find Your Parcel ID, BERDO ID, and Building Address
2. Claim Your Building
3. Obtain Your Data and Report through Energy Star Portfolio Manager
4. Complete Your BERDO Reporting Form
5. Third-Party Verification (if applicable)
6. Preserve Records

Reach out to energyreporting@boston.gov for assistance

Find Your Parcel ID, BERDO ID, and Building Address



- Identify your Parcel ID, BERDO ID, and building address through the **2025 BERDO Covered Buildings List** [linked here](#)

Create a [BERDO Reporting Form Account](#) and Claim Your Building

Main Menu

My Buildings

Forms & Applications

Recent Activity

Quick Actions

Claim a Building

Claim Buildings

Search and claim buildings associated with your account.

Q 101891

Search

Building ID	Parcel	Status	Street	Claim Status	Claimed By	Actions
101891	0302615000	Not Submitted	1 City Hall Plz	Claimed	abr***m.ferrera@boston.gov	<div>➦ Request Transfer</div>

Mayor Michelle Wu

Obtain Your Data and Report through Energy Star Portfolio Manager



Task 3 of **BERDO How-To Report Guide** [linked here](#)

1. Collect Energy and Water Data
 - Request whole-building energy and water data from the utility companies or from historical bill copies.
2. Create an Energy Star Portfolio Manager Account
3. Add your Building Information and Utility Data to Portfolio Manager
4. Share your Data with the City of Boston

Complete Your BERDO Reporting Form



1. Navigate to the [BERDO Reporting Form](#)
2. Under “Actions”, select “New BERDO Report” to start this year’s form submission
3. Complete each page of the form and submit your data to the City

Main Menu

My Buildings

Forms & Applications

Recent Activity

Quick Actions

Claim a Building

Welcome to the updated BERDO reporting platform. The platform features a new interface and added user access controls, allowing you to manage multiple users per building. You can now submit your 2025 BERDO Reporting Form. Submissions for prior years (2022-2024) will be available soon. Review the updated 2025 BERDO Reporting Form before submitting. Future enhancements include improved transparency of emissions data, historical data access, and streamlined Flexibility Measure applications.

My Buildings

Buildings

Transfer Requests

101826

Filters

BERDO ID	Parcel ID	Street Address	Reported Gross Floor Area (sq.ft.)	Primary Use Type	BERDO Reporting Compliance Status	Current Emissions Intensity (kgCO2e/sq.ft.)	Year of Emissions Compliance	Year of Emissions Compliance: Emissions Intensity Limit (kgCO2e/sq.ft.)	BERDO Report Submission Date	Actions
101826	0105382000	239 Sumner St	18,836	Fire Station	Not Submitted	4.07	2030	4.5	N/A	...

Third-Party Verification (if applicable)



- Task 5 of **BERDO How-To Report Guide** [linked here](#)
- Buildings that have not reported to BERDO between 2022 and 2024 are required to verify their data in 2025.
- Must be completed by credentialed professional not on staff of building owner or property management company

Preserve Records



Building Owners must retain the following records in printed or electronic format for 10 years:

1. Records necessary to demonstrate compliance with data reporting including any back-up information
 - Energy and water bill copies
 - Fuel delivery bill copies
 - Aggregate whole-building data received from the utility providers
2. Records confirming data submission through Portfolio Manager and the BERDO Reporting Form
3. Requests to tenants made for information needed for compliance
4. Third-Party Verification confirmations and contact information of the verifier uploaded to Portfolio Manager and the BERDO Reporting Form
5. Requests for extensions of reporting deadlines.
 - Email confirmation of approved extension request



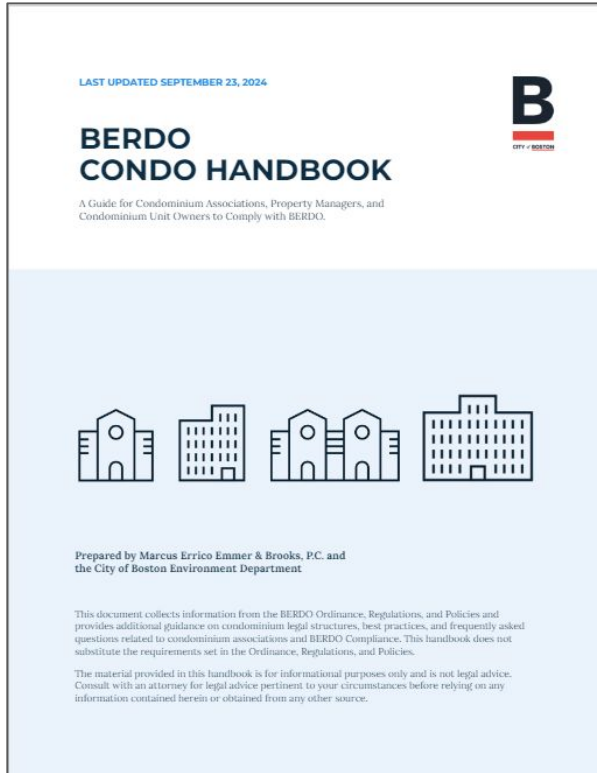
Questions?



BERDO compliance for Condo Associations



BERDO Condo Handbook



[BERDO Condo Handbook](#) can be found at boston.gov/berdo

Who is Responsible for Compliance with BERDO?

- **Data reporting, third-party verification, and emissions reductions requirements are the responsibility of the Condominium Associations or Board of Trustees**
 - Tiered Condominium Associations (i.e. Master and Sub-Condominiums) should contact the Environment Department to determine appropriate reporting party.
 - While duties may be designated to the Property Manager, the Condominium Association remains subject to fines and liability for noncompliance

Key Condominium Documents

Condominium Associations should be familiar with the following documents to plan for and implement BERDO compliance.

MASTER DEED

- Subjects the Condominium land and buildings to M.G.L. c. 183A
- Defines the physical boundaries of the Unit and distinguishes the Owner's individual property from the shared common area

DECLARATION OF TRUST OR BY-LAWS

- Creates the Condominium Association and the Board of Trustees

RULES AND REGULATIONS

- Places restrictions on and/or governs the use of common area

Planning for BERDO Compliance

- Condo Associations need to reduce the greenhouse gases emitted from both **individual units** *and* **common areas**.
- To proceed with any building upgrades and modifications, Condo Associations need to ask two key questions:
 - *Is the project in a unit or a common area?*
 - *If the project is in a common area, does it constitute a repair or improvement?*

*Is the project in a unit
or a common area?*



Unit v. Common Areas

- Responsibility for the building's upgrades and modifications depends upon where the work is taking place.
- **Common Areas** are any components of the Condominium that are located outside the boundaries of a Unit, as defined in the Master Deed.
- **Exclusive Use Areas (EUAs) and Limited Common Area (LCAs)** are considered part of the common area, but only specific Unit Owners are permitted to use and occupy the same.



KEY TAKEAWAY

All components at a condominium are either part of the unit, part of the common areas, or are EUAs/LCAs designated for the exclusive use of one unit.

Unit v. Common Areas

Examples of key building appliances and systems

UNIT	COMMON AREA	EUAs & LCAs
<ul style="list-style-type: none">• Appliances contained within and serving a Unit exclusively<ul style="list-style-type: none">◦ Oven/Stove◦ Fridge◦ In-Unit Washer & Dryer• Heating systems contained with and serving a Unit exclusively<ul style="list-style-type: none">◦ Furnaces◦ Boilers	<ul style="list-style-type: none">• Windows• Building exterior & roof• Pipes, wires, and other equipment serving appliances and utility systems that are located outside the boundaries of the Unit or that serve multiple Units	<ul style="list-style-type: none">• Air conditioning condensers and related equipment that exclusively serve a particular Unit

Unit v. Common Areas

Typical breakdown of responsibilities. Review your maintenance and repair provisions before proceeding with any work.

UNIT	COMMON AREA	EUAs & LCAs
<p>The Unit Owner is responsible for the replacement, modification and/or upgrade to the same, at its sole cost and expense.</p> <p>The Board of the Condo Association can request the unit owner to undertake any needed replacement, modification and/or upgrade.</p>	<p>The Board of the Condo Association is responsible for the replacement, modification and/or upgrade to the same.</p> <p>The board may undertake such work as a common expense to be assessed to all unit owners in the condominium.</p>	<p>The Board of the Condo Association can either replace, modify or upgrade the component or system on the unit owner's behalf and assess the cost back to the Unit; or require the unit owner to replace, modify or upgrade the component or system at their sole cost and expense.</p>

If the project is in a common area, does it constitute a repair or improvement?



Repair v. Improvement

- The difference between common area repairs/replacement and improvements is significant, and can determine whether a building upgrade or modification requires approval from unit owners.
- **Repairs** substitute damaged or worn-out equipment with new equipment
- **Improvements** add new elements, features, and/or facilities that did not previously exist



KEY TAKEAWAY

The board can **maintain, repair, and/or replace** the common areas, without approval from unit owners. However, the board requires the approval from unit owners to make an **improvement** to the common areas.

Repair v. Improvement

Examples of building repairs and improvements

REPAIRS

- Replacement of Common Area Windows
 - Replacing the Condominium's older windows with newer windows equipped with better thermal performance. Substituting older windows for a superior product is **not** an improvement
- Repair and Insulate Exterior Building Envelope or Roof
 - Repairing cracks in the building's exterior or filling gaps in the envelope will cause the Condominium's heating systems to operate more efficiently.

IMPROVEMENTS

- Solar Panels
- Electrical Vehicle Charging Stations
- Covert boiler heating system into electrical heating system with new electrical service

Unit Owner Voting Requirements

- The Board of the Condo Association does not need unit owner consent to maintain, repair, and/or replace the common areas, even if the repairs or replacements are extensive and expensive.
- The Board of the Condo Association cannot make improvements to the common area without Unit Owner vote and consent
 - M.G.L. c. 183A § 18:
 - If 75% of the Unit Owners vote in favor of the improvement, the cost is assessed to all Unit Owners as a common expense
 - If 50% but less than 75% of the Unit Owners vote against the improvement, the cost is assessed to all Unit Owners so agreeing
 - If less than 50% of the Unit Owners vote against the improvement, the Board may not proceed with the work

Paying for Repairs and Improvements

- Repairs, replacements, and/or improvements are paid for using **Condo Association funds**.
- Options:
 - **Special or Supplement Assessments**
 - The Board may levy special or supplemental assessments to be in addition to monthly common expenses
 - Paid by Unit Owners via one lump sum payment or monthly installments
 - **Condominium Loans**
 - The Board may secure financing on behalf of the Condominium Association
 - Unit Owners are assigned a portion of the loan to be paid via one lump sum payment or monthly installments

Key Takeaways

Step by Step Guide for Handling a Possible Building Upgrade or Modification

1. Review the governing Condominium Documents
2. Determine whether the building component or system is part of the Unit or Common Area or EUA/LCA
3. If it is part of the Unit or EUA/LCA:
 - The Board should request that the Unit Owner make the necessary upgrade or modification and cite the relevant provisions in the Condominium Documents.
4. If it is part of the Common Area, the Board needs to determine whether or not the upgrade/modification constitutes a repair or improvement.
5. If it is a repair, the Board may perform the work without a vote of the Owners
 - Secure multiple quotes
 - Connect with Mass Save if there are energy efficiency components to the project
 - Determine payment plan or whether financing is necessary
6. If it is an improvement, a vote of the Owners is required before the work may be performed on Condominium Property



Questions?



It's 2025. Now what?

It's 2025, What Does that Mean for Emissions Compliance?

2025 EMISSIONS COMPLIANCE STATUS IS DETERMINED IN 2026*

- You'll report your 2025 (Jan - Dec) energy usage **by May 15, 2026**

JANUARY - DECEMBER 2025

- This is the time to assess your options, [check your emissions projections](#)
- Take steps towards reducing building emissions and plan for compliance

FEBRUARY - MAY 2026

- Request and Report your building's 2025 energy and water data
- Purchase eligible renewable energy or make Alternative Compliance Payments if you are above your emissions limit

**For residential buildings with 35+ units and non-residential buildings that are 35,000+ Sq Ft.*

Start Taking Action on Emissions Reduction

Plan for energy saving improvements and building electrification



UNDERSTAND YOUR BUILDING'S EMISSIONS

↗ Visit the [BERDO Calculator](#) to view your emissions projections and identify your source of emissions



GET A MASS SAVE ENERGY AUDIT

↗ [Commercial and Industrial Facilities](#)

↗ [Residential](#)

↗ [Eligible Income Based Assistance](#)



ASSESS YOUR BUILDING'S ENERGY PERFORMANCE

↗ Seek the assistance of a [building professional](#) to create a plan over time (Zero-Over-Time Plan)

↗ Take account of your capital budget, equipment age, and condition and consider upgrading and electrifying your building energy systems over time

An aerial view of a city, rendered in white line art on a dark blue background. The map shows various building footprints, streets, and a river or canal winding through the center. A semi-transparent blue horizontal band is overlaid across the middle of the image, containing the title text.

Reminders and Resources

Reminder: BERDO Reporting Deadline



May 15, 2025 is the deadline to submit your 2024 data.



Building owners should complete energy and water data reporting in **Energy Star Portfolio Manager** as soon as their complete 2024 data is available.



Building owners should complete the **BERDO reporting form**, which has been released with new updates for 2025.

Reminder: Application Deadlines for Flexibility Measures

FLEXIBILITY MEASURE	DEADLINE	HOW TO APPLY
Short-Term HCP for 2025	Rolling Basis*	<ol style="list-style-type: none">1. Review the corresponding Hardship Compliance Plan application guide.2. Email your application packet to BerdoReviewBoard@boston.gov.
Short-Term HCP for 2026	October 1, 2025	
Long-Term HCP for 2027 and later	April 1, 2026	
Building Portfolios and Individual Compliance Schedules	September 1, 2025	Submit an application form via the BERDO Application Page .

**For owners with unforeseen circumstances in 2025*

BERDO Webinar Series

All webinars are available at boston.gov/berdo#events (Registration required)



BERDO WEBINAR TITLE	DATE AND TIME	PAGE LINK
Hardship Compliance Plans for 2025 and 2026	Wednesday, March 5 2 - 3:30 pm	Recording available online
Launch of 2025 BERDO Reporting and Emissions Compliance	Wednesday, March 12 2 - 3:30 pm	Recording available online
Renewable Energy	Wednesday, April 2 2 - 3:30 pm	Recording available online
Condo Associations and BERDO Compliance	Tuesday, April 8 6 - 7:30pm	TODAY
Building Portfolios and Individual Compliance Schedules for 2026	Wednesday, May 21 2 - 3:30pm	Register here

Check out these BERDO Resources



1. **Project your building's emissions**
 - [Use the BERDO Emissions Calculator](#)
2. **Meet with a BERDO team member about emissions compliance**
 - [Schedule a one-on-one BERDO Building Consultation](#)
 - Sign up for BERDO Office hours on [Zoom](#)
3. **Apply for free BERDO reporting assistance***
 - [Apply for free reporting services and third-party verification](#)
4. **Apply to receive free decarbonization planning assistance***
 - [Application for cohort 2 open now!](#)
5. **Join one of our in-person BERDO Workshops!**



**subject to eligibility requirements*

Upcoming Event: BERDO In-Person Workshop



April 16, 2025, 3:00 - 7:00 PM

Bruce C. Bolling Municipal Building
2300 Washington St, Roxbury, MA 02119

Attend the event and:

- Find out if you are eligible for **free reporting and verification services**
- Get a consultation with BERDO staff to:
 - *Complete annual reporting*
 - *Understand emissions projections + compliance options*
 - *Review flexibility measures*

[RSVP HERE](#)



More BERDO Resources!

Quick Guides

- [BERDO 101](#)
- [Emissions Compliance](#)
- [Renewable Energy](#)
- [BERDO Flexibility Measures](#)
- [BERDO Review Board](#)
- [Building Decarbonization](#)

In Depth Guides

- [BERDO Compliance Guide](#)
- [BERDO Condo Handbook](#)
- [BERDO Solar Reporting Guide](#)
- [BERDO Emissions Factors List](#)



Helpful Links



BERDO Websites

- boston.gov/berdo
- boston.gov/retrofithub
- boston.gov/berdo-review-board

Mass Save: No-cost Mass Save energy audits, engineering studies, rebates and incentives:

- Non-residential: MassSave.com/Business
- Residential: MassSave.com/Multi-Family
- Rebates: MassSave.com/Rebates



Questions?