

Welcome to the Algonquin House

The Board of Directors and the Staff of the Algonquin House welcome you to the Association. Residents should have a copy of the Rules and Regulations. If you do not have a copy, please ask for one. This is an informal document which may assist you with the day to day operations of the community.

1. **Staff.** The staff can help answer general questions. Please contact the Manager for all other questions.
2. **Front Door.** The doormen are there to assist you and your guests into and out of your vehicle and to load/unload luggage and groceries. Grocery carts and luggage carts are available to move luggage and groceries to and from your vehicle and the unit. Please do not take the carts/racks into the parking lot. **When you have unloaded groceries/luggage at your unit please return the cart to the elevator and press "1" so that it can be picked up on the main floor.** After hours and on the weekends, please return the cart to the first floor.

Please do not leave vehicles unattended or for the doormen to "watch it." Please load or unload, and then move your vehicle so that your neighbors can have access to the front door entrance area.

The front door is locked from 8:00 PM to 7:00 AM. Owners must use their FOB after 8:00 PM and on Sundays from 7:30 AM until 7:00 AM on Monday.

3. **Front desk.** Please ask your guests to check in with the front desk staff, and sign the registration book. The Association and staff require notice about entrance and need to be informed for building general security reasons and in an emergency. If a package is delivered for you, the front desk will notify you. Please pick up packages promptly - there isn't a lot of space in the front office for storage.
4. **North entrance.** Deliverymen and workmen cannot gain entrance to use the front door, but will be directed to the North entrance. **No deliveries are allowed, except on an emergency basis, and no work is allowed to be done on your unit, before 8:30 a.m. or after 5:30 p.m., and not on Sundays or holidays. Renovations, structural work, plumbing, or electrical work cannot be performed without the prior written approval of the Board and all contractors must be licensed and insured. If you have workmen or deliveries scheduled, please notify the front desk a day in advance so that protective padding can be put on the "service" elevator, and it can be reserved, if necessary.** Make sure that workmen/deliverymen park near the north entrance, and use visitors' parking spaces, only if they are not in commercial vehicles, trucks, or vans.
5. **Moving in or out.** Moves must be scheduled with the front desk, and may take place Monday through Saturday, 8:30 a.m.-5:30 p.m. only. The larger "service" elevator will be reserved for your use. Items may not be "staged" in the receiving room, the lobby, or the

hallway. Everything must come off the truck into the elevator, and from the elevator into your unit address.

6. **Laundry.** The laundry room is shared with all residents on your floor of 2-12. **Please observe the times of use, (8:00 a.m. to 10:00 p.m.)** The laundry room is right next to the "L" unit bedroom, and the noise from the machines or the door opening and closing can disturb their sleep. Set a timer so that you can move your clothing from the washer to the dryer in a timely manner. Keep the laundry room neat, and don't "borrow" supplies without permission. You may store your supplies in the cabinet in the laundry room. Please remember, only powdered bleach is allowed. No liquid chlorine bleach please.

7. **Pool.** The pool is a lovely location for family and guests to enjoy. Food and drinks are permitted, but observe a few common-sense rules: No glass bottles or breakable tableware. Dispose of food scraps, diapers, etc. by wrapping them in a plastic bag. The pool trash can is only emptied once a week. There is no lifeguard. Please remember that using the pool is at your own risk. Supervise your youthful guests. You must actually be in the pool with children under age 8. Enjoy the "noodles" and pool toys, and please return them to the pool house. Your guests must enter through the main doors and sign in at the front desk. If you hear thunder, you may be asked to leave the pool. If you see lightning, leave the pool immediately.

8. **Reserving areas.** You can reserve the Algonquin Room, the Pocahontas Room (library), and one-half of the pool deck for private parties. One-half of the pool must remain available for residents. The tables at the patio by the grills cannot be "reserved." Using a reasonable number of tables is permissible. Please turn off the grill gas, and set a timer to return and re-cover the grills after they've cooled. Clean up any trash. Extra gas bottles are stored in the auxiliary generator enclosure.

9. **Trash.** Please make sure that all trash is properly bagged so that the bag won't break on the way down through the chute. Do not put boxes or heavy objects down the trash chute (they will block and/or damage the chute). Don't force anything into the trash chute. If you have to force it, it is too large! If you have a big bag of trash, or are concerned that the bag might break, please hand-carry it to the trash room. Please observe the times of use (8 a.m. to 10 p.m.)

10. **Security.** The parking lot is lit in evenings and monitored by cameras, but is not patrolled. The doorman cannot leave his post and monitor the parking lot. Please lock your auto doors and place valuables out of sight. Report any suspicious activity directly to the Police, and remember to also inform the front desk after informing the Police.

11. **Getting Involved.** The Association has many activities and lots of opportunities to become involved. Attend social functions. Volunteer for a Committee (or two or three)! Attend

the Board meetings (and the Homeowners Forum immediately before and after). Meet your neighbors. Make this your new neighborhood!

12. **Happy Hour.** The Association has a TGIF Happy Hour in the Algonquin Room on the third Friday of the month, from 5:30-7:30 p.m. Set-ups, which will include all types of soft drinks are provided. Please bring an appetizer or dessert to share. Attire informal. Great way to meet your new neighbors.

13. **More info.** If you have questions, or need more information, your manager or assistant manager should be able to provide it. If you need more specific assistance which cannot be handled by the management team, please contact one of the Directors. Please be respectful of their time and privacy. Phone calls after 9:00p.m. or before 9:00a.m. are discouraged and please do not arrive unannounced for visits. It's always helpful if you can put your question in writing.