

Welcome to the Algonquin House

The Board of Directors and the Staff of the Algonquin House welcome you. You should have already been given a copy of the Rules & Regulations by your landlord. If you do not have a copy, please ask for one. This is intended as an informal document which may help get you acclimated more quickly:

1. **Staff.** Please feel free to call the staff by their first names, and to ask questions. The staff you'll encounter are:

Manager: Susan Rodriguez

Doormen: Frank Bruton
Clinton Joyner
James Wilson
Steve Wilson

Front Desk: Sally Money
Karen Davenport
Ann Webb
Yvonne Whitmire
Norma Urquhart
Ryan Jackson

Night Desk: Eula Williams
Top Guard Security Co. personnel (Fridays and Saturdays)

Maintenance: Rudy Barnes
Anthony Smith

Housekeepers: Lynda White
Miriam Alicea

2. **Front Door.** The doormen are there to help you (and your guests) into and out of your vehicle, and help you to load/unload luggage and groceries. Grocery carts and luggage carts are available to move luggage and groceries to and from your vehicle and unit. Please do not take the carts/racks into the parking lot (they pick up dirt and rocks, and damage

carpets). **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 at the main floor.** (After hours and on the weekends, please return the cart yourself to the first floor.)

Do not leave your vehicle unattended, or expect the doormen to “watch” it for you. Please load or unload, and then move your vehicle so that your neighbors can have access to the front door.

The front door is locked from 11:30 p.m. to 6:00 a.m. A doorbell to the right of the front doors will bring someone from the front desk. If you are arriving home after 11:30 p.m., please call the front desk, 423-5151, when you are a couple of minutes away and the night desk duty person will be there to greet you with the doors unlocked.

3. Front desk. The front desk is manned 24 hours a day. Please ask your guests to check in with the front desk staff, and sign the registration. (We’re not being nosy, but we need to know who is in the building for general security, and in the case of 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 there.

4. North entrance. Deliverymen and workmen are not allowed to use the front door, but will be directed to the North entrance. **No deliveries are allowed, 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. (Remember, no renovations, structural work, plumbing, or electrical work can be done 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.

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

6. **Laundry.** You share the laundry room on your floor with ten other units. **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.

7. **Pool.** The pool is our “jewel.” We love to see it used by you, and your family and guests. Food and drinks are permitted, but observe a few common sense rules: No glass bottles or breakable tableware. Clean up (we don’t want any bugs.) Dispose of food scraps, diapers, etc. by wrapping them in a plastic bag (the pool trash can is only emptied once a week.) You use the pool at your own risk (there is no lifeguard.) Supervise your grandkids or other 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. 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 big! 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. **Recycling.** Use the recycling tubs in the trash rooms on each floor. Separate your recyclables. Rinse cans and glass before disposal (you don’t

want to stink up the trash rooms). Break down (flatten) **all** boxes, and **don't put boxes down the trash chute. None. Ever. No matter how light or small. We all know this from experience. Please don't insist on learning the hard way.**

11. **Security.** The parking lot is lighted, and monitored by cameras, but is not patrolled (the doorman cannot leave his post and monitor the parking lot.) We have had some cars broken into, and cars have been stolen. Please make sure your car is locked, and valuables are out of sight. Report any suspicious activity directly to the police, and remember to also inform the front desk.

12. **Getting Involved.** We have lots of activities, and lots of opportunity to get 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!

13. **Happy Hour.** We have a TGIF Happy Hour in the Algonquin Room on the third Friday of the month, from 5:30-7:30 p.m. Set-ups (soft drinks) are provided; if you want wine, beer, or other liquor, please BYOB. Please also bring an appetizer or dessert to share. Attire informal. Great way to meet your new neighbors.

14. **More info.** If you have questions, or need more information, our manager, Susan, should be able to provide it. If you need more, please contact one of the Directors (but please be respectful of our time and privacy too). Please no phone calls after 9:00 p.m., or before 9:00 a.m., and no unannounced visits. It's always helpful if you can put your question in writing.

Ellie Marasco, President, Unit 12K, phone

Sid Roberts, Vice President, Unit 5D, phone 961-0872

Norman Goldwasser, Treasurer, Unit 4J, phone 489-0770

Don Hammer, Secretary, Unit 3K, phone 351-2806

Margaret Magnussen, at large, Unit 4B, phone 489-2636