

HHCA – RULES AND REGULATIONS

OUTSIDE DOORS

1. Residents should instruct all visitors and delivery people on the use of the intercom at the front door. In the event that the resident will not be at home, the Superintendent should be contacted by dialing the 016 code. If that doesn't find him, try 727-501-6753. Requests to receive deliveries or admit visitors should be given to David before the expected arrival, giving him as much notice as possible.
2. Visitors should be positively identified before being given access. In the absence of such identification, the owner should not buzz them in but should meet the visitors at the outside door.
3. Keys and garage door openers should be given only to family members and/or close friends who need to enter the building.
4. Keys are not to be given to workers under any circumstances.
5. Residents should assume liability for all consequences of improper distribution of keys, including the cost of replacing all building locks, the value of lost or stolen property, damage, injury, or any other consequence that might occur.
6. No solicitations of any kind are permitted within the building.
7. Any suspicious activities should be reported immediately to the Superintendent (501-6753), to 911 if it is an emergency, or to the Police at the non-emergency number, 893-7780.

FRONT DOOR OPERATING INSTRUCTIONS

Once your telephone number has been coded into our entry system, when a visitor comes to see you they will look for your code to dial your unit as it is published in the Directory at the front door. You may unlock this door for them using a land-line* telephone in your unit. Only local telephone numbers may be coded into our system. There is not room to add an area code. **Note: To view the front door tune to either channel 96 on your TV or 732 on HDTV**

1. Answer the telephone and identify the visitor who wants to enter.
2. Press 9 on your telephone.

3. Listen for a tone indicating the door has been unlocked.
4. On some telephones there may be a pulse or short tone. In this case, press 9 twice and listen for the door-open noise.
5. After hearing that sound, you may hang up.

*We are successful with some cell phone numbers and not with others, so we will test the system when entering your number.

PLEASE REMEMBER: Never let anyone into the building you do not know or are actually expecting. It may seem rude or uncomfortable to tell people at the door that they must use the telephone to call the party they are visiting, but this makes our security system more successful. Why let them in if the party they wish to see is not here? Delivery people know that they should call the Superintendent.

GARAGE SPACES AND DRIVEWAYS

1. No parking of unattended cars is permitted on driveways.
2. Garage spaces may be rented to residents only.
3. Lock your bicycles.
4. Parking spaces are assigned to specific units. Use of a space other than the one assigned to your unit requires permission of the owner of that space.
5. When entering or exiting the garage, please STOP AND WAIT for the gate to come down before going on your way. This is a security measure and only takes 16 seconds. Never follow another car in or out. Wait until the gate comes down and then activate the gate so you enter or exit on your own clicker.

ELEVATORS, HALLS AND LOBBY

1. The front elevator is for passengers and small items only. The rear elevator should be used for freight (groceries, furniture, and the like). The exception is for the 9th Floor residents, since the back elevator only goes to the 8th Floor.
2. When the elevators are to be used for moving, notify the Superintendent prior to the moving date so they can be padded and residents notified of possible delays.
3. No smoking in elevators, hallways, lobby or common areas. Smoking is permitted on the Sundeck, off of the Harbour Room on the 9th Floor.
4. The bulletin board in the mail room is for Harbour Hill business and other authorized uses. There is a bulletin board in the library for all unofficial notices and neighborhood happenings.

HARBOUR ROOM

1. Reservations for the use of the Harbour Room should be made through the Social Committee Chair and recorded on the bulletin board calendar in the mail room.
2. Use of the Harbour Room is free to residents. It is their responsibility to leave the room in the same condition it was found. Any damage, repair or excess cleaning needed will be the financial responsibility of the last person using the room.
3. Guidelines for use of the room have been prepared by the Social Committee and are posted in the Kitchen.

LAUNDRY ROOMS

1. Hours of operation are 7:00am to 11:00pm daily. Loads should be planned so that no machine is running between 11pm and 7am.
2. Machine operating instructions are posted in each laundry room.
3. Each unit is entitled to sign up for one block of time – either morning 7am-noon, afternoon noon-5pm, or evening 5pm-11pm.
4. Unassigned times are available to anyone on a first come, first serves basis. Residents are encouraged to communicate about special needs.

TRASH DISPOSAL

1. All garbage and trash should be tied or bagged securely before being placed down the chute. Use chute between 7 AM and 11 PM only.
2. No cardboard, newspaper, or any trash should be placed in the hallways or stairwells. PLEASE, do not put large pizza boxes down the trash chute. It is too easy for them to open up, get stuck and clog up the chute. Place pizza boxes directly in alley dumpster.
3. Corrugated cardboard boxes should be flattened and taken directly to alley dumpster. **For other than moving or furniture/appliance boxes, you may alternatively break down boxes and place in Superintendent's shop or contact Superintendent to pick up broken down boxes from your unit.**
4. Styrofoam should be bagged and placed in the chute. When unable to fit it in the chute take directly to alley dumpster.
5. Be careful of storage of hazardous or flammable items. If you need to dispose of such items, contact the Superintendent.
6. Wrap any cigarette ashes and/or smoking materials in a wet paper towel, wrap this in a plastic bag, and tie tightly before sending this down the trash chute.
7. When using the Harbour Room recycle all items as indicated below and take sealed bagged "trash" to alley dumpster
8. For larger household debris, which will not fit in trash chute, please take directly to alley dumpster. **Alternatively, place in Superintendent's shop or contact Superintendent to pick up from your unit.**

RECYCLING

1. **Newspapers, office paper, phone books, junk mail, catalogs, magazines, and shredded paper** can be placed in the designated green gallon container at the far end of the 1st floor garage near North exit gate. Be sure to close lid securely.
2. Magazines may be brought to the library for others to enjoy. Later they are sent to nursing homes, libraries, and other service organizations.
3. Corrugated cardboard and Styrofoam currently CANNOT be recycled. See above procedure under TRASH DISPOSAL.

4. **Glass, plastic, aluminum and steel containers** can be co-mingled in the designated green gallon container at the far end of the 1st floor garage near North exit gate. Be sure to close the lid.
5. **Batteries** can be placed in designated small black container on the wall adjacent to the Recycle Center at the far end of the 1st floor garage.
6. **Fluorescent bulbs** can be placed in the designated small black container on the wall adjacent to the Recycle Center at the far end of the 1st floor garage.
7. Styrofoam, cellophane, and dirty pizza boxes CANNOT be recycled.

OUTSIDE MAINTENANCE

1. Care should be taken that no water, dirt, or other residue be transferred from one balcony to another.
2. Laundry may not be dried on balconies.
3. Only electric grills are allowed on balconies, not gas. However, you are welcome to use the gas grill in the Alley Garden which you enter through the 1st Floor garage.
4. No items should be added to or removed from the landscaping without approval from the Grounds Committee.
5. Please do not toss cigarettes/cigars into the landscape.