

Quick Guide to Harbour Hill Building Procedures

Owners should provide this quick guide to their guests. It covers many of the procedures that we and our guests need to keep in mind during daily activities.

- ✓ If someone is going to be occupying the unit without the owner present, to avoid complications, notify the superintendent Justin (hhcasuper@gmail.com).
- ✓ Building keys/fobs should only be given to family members or close friends. Do not give them to workers under any circumstances.
- ✓ Don't let strangers into the building. Visitors and delivery people should be positively identified before giving them access.
- ✓ Don't hold the elevator open with your hand. That can cause the door to get stuck in the open position. Use the hold button marked DH instead.
- ✓ When exiting the garage, wait until the door closes behind you before driving off.
- ✓ No pets allowed in the building (except approved service or therapy animals).
- ✓ After using the dryers in the laundry room, you should clean out the lint and leave the laundry room tidy.
- ✓ All garbage and trash should be tied and bagged securely before being placed down the garbage chute. Do not put pizza boxes or other bulky items down the chute. If something won't fit, you can take it to the alley dumpster. The chute should only be used between 7am and 11pm.
- ✓ Boxes should be broken down flat before placing them in the alley dumpster.
- ✓ Recycle bins are located in the 1st floor garage near the north gate.
- ✓ No grocery carts or bikes allowed in the lobby. Use rear elevator instead.
- ✓ Laundry may not be dried on the balconies.
- ✓ Care should be taken so that no water, dirt, or other residue transfers from one balcony to another.
- ✓ When there is a hurricane watch, you are responsible for clearing the balcony.
- ✓ Smoking is not allowed in any of the common areas, except for the sundeck, which is on the 9th floor. Do not toss cigarettes, cigars, etc. into the landscape.

Thank you for respecting these procedures and keeping Harbour Hill safe and friendly!

