

# THOREAU PLACE UNIT OWNERS ASSOCIATION



## INFORMATION FOR NEW RESIDENTS

1951 SAGEWOOD LANE

RESTON, VA 20191-5410

(703) 620-0434

# **WELCOME TO THOREAU PLACE**

Office Hours: 8:30 a.m. - 5:30 p.m.

Phone: 703-620-0434

E-mail: [Thoreau\\_Place@Yahoo.com](mailto:Thoreau_Place@Yahoo.com)

Diana Henion.....Front Desk Coordinator

Randy Kasper.....Building Manager

Thao Van Nguyen.....Custodian

Millie Lyons.....Wellness Coordinator

Northern Virginia Management LLC

Property Manager, Tim Kirchner

Phone: 703-941-9002

Email: [nvm@northernvirginiamanagement.com](mailto:nvm@northernvirginiamanagement.com)

Thoreau Place Unit Owners' Association Board of Directors Monthly Meetings held the 2nd Wednesday of the month, 7:00 P.M. in Multi-Purpose Room

Thoreau Place Finance Committee Monthly Meetings held the 2<sup>nd</sup> Monday of the month, 6:30 P.M. in the Conference Room.

## **Enclosed In This Packet**

Copy of Thoreau Place Rules & Regulations

Guide for Emergency Procedure

Emergency Fire Instructions

Complaint Policy and Procedure

File of Life

In case of Power Failure

Wellness Nurse Information and various Forms

Residents Parking Instructions

Guideline for disposal of Trash & Recycling

Rules Regarding the Use of Tobacco Products (Smoking)

Courtyards and Flower Boxes

Thoreau Place Resident's Telephone Directory

Telephone Release Form

Lease Rider Form

Automated Draft Authorization Form

Authorization for entry to Unit(s) Form

Liability Release Form

Application for use of Multi-Purpose Room

Guest Parking Request Form and Guest Parking Permit

Notice of Absence Form (away from Thoreau Place)

Authorization to Hold Mail Form

Move in/out Instructions

Receipt of Welcome Packet

## **Helpful Information**

Wellness Coordinator.....Wellness Coordinator is here on Tuesday & Thursday.

Randy Kasper, Building Manager.....Is available to perform "in apartment work" for residents, at their own expense. This work will be done on his own time, after hours or on Saturday. Must complete a release form prior to having him do work.

Located on the Lower Court.....Two Large Washers & Dryers (coin operated)  
\*Exercise Room

Parking Level.....Bicycle Rack  
(bicycles must be registered with the office)  
Unit Storage Spaces  
\*Hobby Shop  
Dumpsters

Bus Service.....Bus pick up Sunday morning's from the lobby to St. John Neumann Catholic Church.

Public Bus Service.....Schedule pamphlets are located in the mailroom.

\*keys are required - check with the office.

Also, to attend the Exercise Class or use the Exercise Room an Exercise Form (obtained from the Wellness Coordinator) needs to be completed by your physician and returned to her.

## **We Encourage You To Become Involved**

Social Committee.....Monthly Birthday Parties  
Pot Luck Dinners  
Social Hour

Garden Committee.....Planting in the Court Yards

Entertainment.....Movies  
Musical Programs

ROMEOS.....1:00 PM every Thursday, Men's Luncheon out.

- Social Hour.....Last Wednesday of the month in Multi-Purpose Room. Bring your own beverage and finger food to share.
- Shopping.....2nd and 4th Friday of the month, a Fastran bus will leave at 10:30 a.m. from our parking lot and go to either Fair Oaks Mall or Wal-Mart.

## **Weekly Activities**

These activities are held in the Multi-Purpose Room.

- Exercise Classes.....Tuesday & Thursday, 9:00 a.m.  
To attend the Exercise Classes you must have proper forms (obtained from the Wellness Coordinator) filled out and returned to her.
- Games.....Bingo  
Texas Hold-em Poker
- Jigsaw Puzzles.....There is always a puzzle on a table to be completed.
- Book Club.....Meets the 1<sup>st</sup> Sunday of the month at 3:00 pm.

We encouraged you to become involved in the various committees' and to participate in all games and other activities.

We hope this packet of information has been helpful to you as you settle into your new home here at Thoreau Place.

**Thoreau Place Condominium**  
**Association**

# **RULES & REGULATIONS**

Revised: 2/10/2016

Approved by the Board of Directors: 2/10/2016

(Supersedes Rules & Regulations Dated 9/10/2014)

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## **I. GENERAL**

1. Thoreau Place Unit Owners Association ("Association,") acting through its Board of Directors, has adopted the following Rules and Regulations ("Regulations.") These Regulations may be amended by Resolution of The Board of Directors.

2. Thoreau Place is a community for persons 55 years of age and older. One person residing in the household must be 55 years of age or older. If the unit is leased, it is the age of the tenant, not the owners, that is considered.

3. Wherever, in these Regulations, reference is made to "Unit Owners," such term shall apply to the owner of a Unit, his or her agent, or such person acting on behalf of the owner. Wherever, in these Regulations, reference is made to the Association, such reference shall be the Board of Directors and/or the Management Agent when acting on behalf of the Association.

4. The Unit Owner and residents shall comply with all Regulations hereinafter set forth governing the building, common areas, and any other appurtenances.

5. The Association reserves the right to alter, amend, modify, repeal, or revoke these Regulations and consent or approval given here under at any time by resolution of the Board of Directors.

6. Owners and residents shall assume all responsibility for any damage to common elements and equipment including accident or injury. This responsibility of owners and residents extends to any of their guests causing damage, accident or injury.

7. Each unit is equipped with an emergency call system. The fire department is immediately dispatched when the system is activated. The resident is responsible for any charges related to the fire/ambulance responses.

8. Residents are responsible for making certain the building remains secure and are encouraged to report any breaches in security to the Front Desk Coordinator or to notify the police in the event of potential harm caused by an intruder.

9. Thoreau Place is managed by a professional property management company hired by the Association.



## II. CONDITIONS OF USE AND RESIDENCY

1. All areas of the Condominium, indoors and out, are reserved for housing, delivery of amenities, such as wellness services, recreational activities and social events. These areas may not be used for any other purpose.

2. Activities outside of those conducted by The Association must be approved and scheduled in advance through the Front Desk Coordinator. Some activities may require approval by the Association, and then only in compliance with all applicable laws and regulations.

3. Display of "For Sale, For Rent, or For Lease" signs or other window displays are not permitted on or about any part of the Condominium.

4. All leases must meet a minimum time requirement (see Addendum). They must contain such language whereas the tenant agrees to abide by the Rules and Regulations and Governing documents. Indication must be present on said lease to show the lessee has been provided with these documents. Owners must provide the office with a copy of the Lease Rider and proof that the tenant meets the age requirement of the Association.

5. Residents must be considerate of units surrounding them and keep noise at a minimal level regardless of its origin.

6. Freestanding grills shall not be used in any residence, balcony or common area. An exception to this rule is an organized board-sanctioned community event and then only in a common area.

7. The Condominium Manager must review any renovations to units and, if required by the By Laws, plans must be submitted to the Board of Directors for approval prior to the start of the project. Contractors or residents may perform renovations or repairs on their units between specific hours (see Addendum).

8. Complaints, regardless of their subject matter, must be submitted using the appropriate form, which is available from the Front Desk Coordinator.

9. Units must be maintained at a minimum and maximum temperature at all times (see Addendum). This applies whether the unit is occupied or unoccupied.

10. All units must be maintained in a clean and sanitary manner.

11. Residents are responsible for admitting their own guests. No person who is unknown to a resident shall be permitted in the building.

12. The number of persons residing in a unit is limited (see Addendum.)

13. Guests are allowed to reside in a unit for a maximum amount of time (see Addendum.)

14. Residents are responsible for all maintenance and repairs within their units.
15. It is not permissible to attach plants or decorative items to walls or columns outside of the unit, with the exception of current seasonal items on your door.
16. The Association is not responsible for damage of any type to items on the balconies, including enclosed balconies. Owners are not permitted to make permanent changes to the balconies (e.g., attaching objects to the ceiling or walls) without express permission of the Board of Directors.
17. Window treatments must be neutral when seen from outside the unit. This rule also applies to enclosed balconies; however, no window treatments of any type may be hung from the open balconies.
18. Holiday decorations may be displayed only in windows, on doors, or in alcoves on the courtyard side of unit during the holiday period. No lights are permitted outside the unit.
19. Open balconies cannot be used as a storage area. Closed-in balconies may be used for this purpose so long as stored items are not visible outside of the unit. Fire egress must be maintained from any balcony.
20. Furniture on open balconies should be limited to appropriate outdoor furniture designed for such use.
21. Furniture and plants placed in the alcove near each unit must be appropriate and not extend into the common walkway areas.
22. Residents are encouraged to plant flowers in the box provided in front of each unit. On the first floor and the Lower Court, residents are permitted to plant along the edges of the common gardens with the approval of the Landscaping Committee or Board of Directors. The addition of any decorative items must also be approved by the Landscaping Committee or Board of Directors.
23. Flags are permitted but must not hang over balconies or be attached to any common or limited common or area surfaces.
24. No unit shall be used for any unlawful purpose.
25. All units will be treated on a regular basis (see Addendum) for certain pests. A list of the pests to be treated will be maintained by the Front Desk coordinator.
26. Residents must allow all units to be inspected on a regular basis (see Addendum) by management for potential hazards, whether to their unit or another, e.g., water leaks, faulty appliances and other damages.

27. Owners are required to obtain renters' or homeowners' insurance to include liability and personal property. Renters are required to obtain renters insurance to include liability and personal property.

28. Keys and Fobs. The unit keys and fobs shall remain the property of the unit owners. As such, the keys and fobs shall be conveyed to new unit owners during closings. It shall be the responsibility of the unit owners to distribute the keys and fobs to their respective tenants, as necessary. A registry of the fobs shall be maintained by the front desk. If a fob becomes lost or inoperable, the front office will provide a new one at a cost listed in the addendum. The maximum number of active fobs issued per unit is listed in the Addendum.

Fobs are required for drive-through entry into the garage and for entry or exit through the back gate. Fobs or keys may be used for entry through the front door main entrance and from the garage into the elevator lobby. Keys for the front door or for entry from the garage into the elevator lobby may be purchased from the front desk at a cost listed in the Addendum.

The individual unit keys also allow entry into the secure storage areas, located on the garage level. Additional keys are the only means of entry into the exercise room and the hobby shop. Use of the exercise room also requires a doctor's approval. These keys may be purchased from the front desk at a cost listed in the Addendum.

The number of keys available to each individual is unlimited. However, from a security standpoint, it is to the benefit of all residents and owners that the number of keys distributed to non-residents are limited.

### **III. USE OF MULTI-PURPOSE ROOM**

1. The Multi-Purpose room may be scheduled for private resident functions based upon availability. The Board of Directors sets a fee and deposit for the use of the room at a cost listed in the addendum. Reservations will be made with the Front Desk Coordinator, who will report to the designated Board of Directors Liaison.

2. Non-resident functions are not permitted in any of the common areas, i.e. Multi-Purpose room, library, lobby, atrium or conference room.

3. The Multi-Purpose room is limited to a maximum of 96 persons by order of the Fire Marshal.

4. Residents are responsible for set up and returning the room to the manner in which they found it. It is the responsibility of the sponsoring resident to cleanup after the event.

5. Any damages to the room are the responsibility of the sponsoring resident.

### **IV. COMMON AREAS**

1. A Laundry Room is located on the LC Level. Residents use the machines at their own risk. Machines are coin operated.

2. A supervised Exercise Program may be available for resident participation. In addition, an unsupervised exercise room with equipment is located on the Lower Court level. A physician's approval is required for participation. Procedures and forms for participation are available from the Wellness Coordinator. A Key to the exercise room may be purchased from the Front Desk Coordinator (see Addendum.)

3. A Hobby Shop is available for short-term projects. Residents are responsible for supplying and using their own tools and equipment. A key to this area may be purchased from Front Desk Coordinator (see Addendum.)

4. Neither residents nor guests may use the common areas for recreational purposes with injury potential to the residents, such as skateboarding, riding bicycles, rollerblading, or playing in the fountain.

## **V. FIRE SAFETY IN COMMON AREAS AND RESIDENTIAL UNITS**

1. Preventive measures to preserve life and property in both common areas and residents' units are of the utmost importance here at Thoreau Place. Periodic inspections of units help assure safety of residents and property is maintained.

2. Assurance that the automatic self-closing door mechanism of the unit main entrance door is in working order. This mechanism will be examined by the Facility Engineer during the annual unit inspection.

3. The small transom/window above the unit's main entrance door should be kept closed, as a fire in the vicinity of one unit may cause fire or a large volume of toxic smoke to be sucked into another unit. All units on the fifth (5<sup>th</sup>) and sixth (6<sup>th</sup>) floors, where the walkways are enclosed, are at greater risk of fire or smoke being sucked into units. These windows will also be examined for proper closure by the Facility Engineer during the annual unit inspections.

4. Units with closed or multiple bedrooms should have a smoke detector in each bedroom in addition to the smoke detector(s) in hallways. Additional smoke detectors in bedrooms are the responsibility of each unit owner. However, the battery for each detector will be replaced annually by the Facility Engineer during the unit inspection.

## **V. PET RULES**

1. Only animals approved by Board of Directors are to be kept in units. These are typically cats, dogs, birds, and fish.

2. The number of pets per unit is limited to one dog, or one dog and one cat, or two cats.

3. Pets must weigh less than the maximum allowed (see Addendum.) They must be friendly, obedient and not cause a nuisance such as barking, scratching, or flea infestation.

4. All pets must meet the requirements of Fairfax County including, but not limited to vaccinations, rabies shots and license. (See – [www.fairfaxcounty.gov](http://www.fairfaxcounty.gov))

5. All pets must be registered with the Front Desk and provide documentation as noted in item 4 above.

6. Pets must remain on a leash when not in the owner's unit. No pet shall transit through the front lobby.

7. Before entering the elevator with a pet, ask permission of any occupants.

8. No pets are permitted in the courtyard except when in transit to the outside walkways. If a pet runs loose in the courtyard or in the corridors, the owner will be contacted. If necessary, Animal Control may be called to remove the pet.

## **VII. PARKING**

1. Overnight parking is available to residents without garage spaces, and their guests, on the main level of the building in the front and side parking lot.

2. Parking permits are required for all vehicles. Decals for residents are available by registering the automobile with the Front Desk Coordinator. Visitor permits are also available for overnight and short-term guests. See Addendum for limitations

3. Parking in the garage is restricted to owners of units that have a deeded garage space. Owners may permit other persons to use the space but must notify the Front Desk Coordinator.

4. No commercial vehicles may be parked in the garage. When making a delivery, the vehicle must use the designated space adjacent to the loading dock.

5. Contractors or service persons may park in the main parking area while servicing a condominium unit.

6. Residents may not park commercial trucks in the parking lot. Any vehicle marked with company logos, lettering, and or personal signage is considered a commercial vehicle.

7. Vehicles may be no longer than the parking space provided. In the garage the vehicle may not extend beyond the cement columns.

8. Residents' vehicles must be properly licensed. Any vehicle not displaying a proper license and inspection sticker shall be towed at the owner's expense.

9. Towing is enforced for vehicles that do not display a proper parking sticker, illegal parking, parking on grassy areas or sidewalks, parking in a handicap space without authorization, abandoned vehicles, and vehicles in disrepair that cannot otherwise be moved.

10. For Sale signs may not be displayed on vehicles.

11. Trucks, buses, recreational vehicles and such may not be parked or stored on the property.

12. Vehicles that leak oil or other fluids may not be parked in the common parking area or garage. Owners will be responsible for clean-up and repair of the parking surface.

### **VIII. SMOKING**

1. Smoking is not allowed in any common areas, including sidewalks, the Multi-Purpose room, elevators, lobbies, garage, and other areas used by all residents.

2. Smoking is permitted in your residence, near the fountain on the main level and the lower court, and outside the back gate.

3. Every precaution must be taken to restrict the smell of smoke into neighboring units. If necessary, a resident will be required to take measures to insulate the smoke, e. g. air purifier, caulking around all baseboards and wall protrusions, special dampers for exhaust fans, and rubber gaskets around outlet plates. Windows must be kept shut during smoking. Please consult the office for other solutions.

### **IX. MAIL SERVICES**

1. Mail service is provided by the U.S. Postal Services. Staff will accept only mail that will not fit in a resident mailbox or the package mailboxes located on the lobby level. In order to pick up mail held in the office, a resident should provide the pink delivery slip left by the mail person.

2. Federal Express, DHL, and UPS deliveries are delivered to your door. The front office will not sign for any packages. If your package requires a signature, you must be available.

3. Changes of address are the responsibility of the resident.

4. The U.S. Postal Service is responsible for the replacement of the mailbox locks. Requests for lock replacement must be made to the U.S. Postal Service.

### **X. STORAGE BINS (P LEVEL)**

1. Each unit has an assigned storage bin. Residents are responsible for securing their stored items. The Association assumes no responsibility for items stored and recommends that anything stored in this area be included in your homeowner's or renter's insurance policy.

2. Storage may not extend beyond the top of the bin. Any items stored in this manner will be removed by order of the Fire Marshal.

3. No hazardous or flammable substances may be stored in this area.

4. Entry into these units by management will be on an emergency basis only and the owner/resident will be notified of such an event.

## **XI. DISPOSAL OF TRASH AND RECYCLABLES**

1. Residents are responsible for the proper disposal of trash and recyclables. Each resident floor has a trash area located in the elevator lobby. This area is for the disposal of routine household trash and recyclables.

2. Food items should not be placed in the trash but, rather, disposed of through your garbage disposal.

3. Recyclables should be placed in the containers provided. For further information on recycling, please see [www.fairfaxcounty.gov](http://www.fairfaxcounty.gov). Please avoid recycling on weekends and holidays.

4. Trash should be placed in sealed garbage bags and placed in the trash chute. No trash should ever be left on the floor or put in a recycle container.

5. Do not place garden soil or cat litter in the trash chute. Soil, plant debris, and cat litter should be taken to the dumpster. If assistance is required, please call the Front Desk Coordinator.

6. Residents are not allowed to place furniture, appliances, remodeling debris, or tires in the dumpster area. Residents who need to dispose of large items may contact the Front Desk Coordinator for instructions.

7. Residents must dispose of their own chemicals, pesticides, paint, or any other hazardous materials. Residents who need help disposing these types of items should contact the Front Desk Coordinator for instructions.

## **XII. MOVE IN/OUT**

1. Moving in or moving out must be scheduled with the Front Desk Coordinator.

2. Moving may only take place during times and days as listed in the Addendum. No moving in or moving out is allowed on holidays and weekends.

3. A move-in fee applies to all move-ins, as listed in the Addendum.

4. Moving times may be extended if coordinated with the Front Desk, and at an additional fee, as stated in the Addendum.

## **Addendum to Thoreau Place Regulations**

### **Section I - General Rules:**

None

### **Section II - Conditions of Use of Residency:**

Paragraph 4: Lease minimum is six (6) months

Paragraph 7: Renovations allowed Monday-Friday, 9:00AM – 5:00PM

Paragraph 9: Minimum unit temperature is 55° F. Maximum unit temperature is 80° F

Paragraph 12: Residential occupancy limit: Efficiency and one-bedroom unit is two (2) persons-two-bedroom unit is four (4) persons

Paragraph 13: Guest visit limit is one (1) week

Paragraph 25: Pest inspection and treatment is quarterly

Paragraph 26: Hazard inspection is annually

Paragraph 28: Cost of a key fob is Ten Dollars (\$10.00)

Paragraph 28: Maximum number of fobs per unit is two (2)

Paragraph 28: Cost of a cylinder lock key for front door, exercise room, and hobby shop is

Ten Dollars (\$10.00) per key.

### **Section III - Use of Multi-Purpose Room:**

Paragraph 1: Fee for room use: \$50.00. Fee for kitchen use: \$50.00

### **Section IV - Common Areas:**

Paragraph 2: Cost of a cylinder lock key is Ten Dollars (\$10.00)

Paragraph 3: Cost of a cylinder lock key is Ten Dollars (\$10.00)

### **Section V - Fire Safety in Common Areas & Resident's Units:**

None



**Section VI- Pet Rules:**

Paragraph 3: Maximum pet weight is 40 lbs.

**Section VII - Parking:**

Paragraph 2: Maximum number of resident decals per unit is two (2)

Paragraph 2: Maximum number of visitor permits per unit is two (2)

**Section VIII - Smoking:**

None

**Section IX - Mail Services:**

None

**Section X - Storage Bins (P Level):**

None

**Section XI - Disposal of Trash and Recyclables**

None

**Section XII - Move In/Out**

Paragraph 2: Moving allowed Monday-Friday, 9:00 AM – 4:00PM

Paragraph 3: Moving fee is \$50.00 per day

Paragraph 4: Additional moving times may be purchased for \$50.00/hour or portion thereof

# NORTHERN VIRGINIA MANAGEMENT

## **Guide for Emergency Procedures**

*Your safety and the welfare of the community are of paramount importance to us. These procedures should be used to handle emergencies for your Association, Board of Directors, and unit owners/residents.*

**THE FIRST THING TO IN ANY PROPERTY DAMAGING EMERGENCY IS TO TAKE IMMEDIATE ACTION TO ALLEVIATE THE PROBLEM, AND KEEP THE DAMAGE TO A MINIMUM. THIS MEANS THAT THE FIRST EMERGENCY CALL SHOULD BE PLACED TO:**

- 911 (Fire, Medical Emergency, Major Water Leaks)
- Local Power Company (No Electricity)
- Local Water Utility (No Water)
- Plumber (for any water leaks or plumbing problems within your unit – remember to first turn off your water)  
*(Please consult your yellow/white pages for current telephone numbers for power/water companies, and plumbers.)*

Fire and severe or life threatening common area damages are the **ONLY** emergencies that require an after-hours call to Northern Virginia Management at (703) 941-9002 **AFTER** the Fire Department or other emergency response unit has been called. Please follow the emergency instructions given on the message.

### **HOW NORTHERN VIRGINIA MANAGEMENT CAN HELP:**

The role of the Property Management Company with regard to fire, flood and other unexpected emergencies is to secure contractors to repair damage to the Association's common elements AFTER the emergency, and to file pertinent insurance claims.

Once the emergency has been reported to/handle by emergency services, please call Northern Virginia Management during business hours at (703) 941-9002 the next business day, and report the incident. If you sustained any damage to the interior of your unit you must notify your insurance carrier immediately.

**The following is a partial listing of non-emergency calls that should NEVER be placed to the property management EMERGENCY service:**

1. Towing issues
2. Noise Complaints
3. No Water, Electricity, or Phone
4. Account Information

## **FREQUENTLY ASKED QUESTIONS REGARDING THOREAU PLACE CONDOMINIUM**

**1. What is the role of the management company?**

*The role of the management company is to assist the Board of Directors in the day-to-day operation of the condominium.*

**2. Does the management company handle maintenance issues specific to individual units (running toilets, appliances repairs, lights, or carpet?)**

*No. The management company only handles issue affecting the common element.*

**3. Why does the management company use an automated phone system?**

*Property management companies have a variety of condominiums, homeowners associations and office associations as clients, all of which have different governing rules and regulations. Many resident's inquiries require specific knowledge of procedures that require research and a call back. An automated system allows callers to get quick answers to general questions, and the Board of Directors requires that all other questions and issues be put in writing to be reviewed at their next schedule meeting. The quickest way to leave a message in the general mail box is to press "6" once the automatic message begins. You will then be asked to lea detailed message after the tone.*

**4. What authoritative powers does the management company have to make changes of decisions regarding the condominium?**

*The management company is not authorized to make any decisions regarding the association without prior approval from the Board. This includes decisions regarding removal of late/bounced check/violation assessments and maintenance requests. Requests for these items MUST be put in writing, and mailed or emailed to the management office for approval by the Board of Directors.*

**5. What is the response time for phone messages and emails t the management company?**

*NVM's office policy is to return all phone messages and emails received within 24 hours of receipt. Please note that in certain cases our first response may that we received the inquiry, but much get Board or third-party involvement that will require additional time. For true emergencies, NVM does have 24-hour emergency service that can be activated by calling the office number, and following the directions. You may also call the front desk and if it is after hours, you will receive instructions to contact the 24-hour emergency service.*

### **Procedures of Non-Emergencies**

Please note that all non-emergency requests for repairs, or other issues related to the association, must be put in writing to the management company. Owners will receive a written reply to all correspondence. Northern Virginia Management may not be able to provide answers on all matters via telephone. For your convenience, you may also leave your written request at the front desk.

Please address all correspondence to:

Northern Virginia Management

4306 Evergreen Lane, Suite 101

Annandale, VA 22003

Fax (703) 941-9005

[nvm@northernvirginiamanagement.com](mailto:nvm@northernvirginiamanagement.com)

(emails are welcome on most matters)

Northern Virginia Management and the Board of Directors of your Association appreciate your assistance in adhering to these guidelines.

Post in a visible place

## **FIRE EMERGENCY PROCEDURE**

**Reporting a fire - call 911**, if in a public area, pull the nearest PULL STATION

**Remain in your unit. Unlock your door.**

**In a public area - use the nearest fire door to exit the building. Come to the first floor and exit through one of the public areas. Move away from the doors so that the firemen can enter.**

**Wait for the Firemen** to evacuate you.

If you **smell smoke go to another Unit.** (Note: arrange ahead of time with other residents.)

**Do not call the office.** Staff will be busy helping the firemen and checking with persons who are blind or deaf.  
Call 911 if you are in danger.

Be aware of your neighbors and let the firemen know if they have any special needs.

Fire drills will be unannounced. Treat them as though they are a fire. During a fire drill, staff will check to make certain that you are practicing the above procedures.

Only the firemen can reset the fire alarm. Thus, remain in your unit until the fire alarm no longer sounds. This applies to drills as well.

**DO NOT USE ELEVATORS - UNLESS DIRECTED TO DO SO BY THE FIREMEN.**

Disaster Preparedness, Effective 5/17/07

## Thoreau Place Condominium Association Complaint Policy and Procedure

Subject: Issues or Complaints

Dear Thoreau Place Owner or Tenant:

The purpose of this communication is to assist unit owners and tenants at Thoreau Place Condominium Association in understanding how best to communicate their non-emergency issues or complaints directly to the Board of Directors and Northern Virginia Management, LLC.

The Front Desk Coordinator has been instructed by the Board of Directors to give you this information. This process is necessary to help expedite this type of communication directly to the Board of Directors and not take time away from the Front Desk Coordinator's primary work responsibilities.

Certainly, you as an owner or a tenant have the right to express your views, issues or complaints but please remember the Front Desk Coordinator is not employed to handle discussions pertaining to issues or complaints.

As part of this memorandum you are being given the Thoreau Place Condominium Unit Owner Association Complaint Form. Please complete the form as soon as you can and either hand it to the Front Desk Coordinator who will deliver copies to the President of Thoreau Place Condominium Association and Northern Virginia Management, LLC. Or, you can mail copies directly to the President and Northern Virginia Management, LLC. You can expect a prompt reply either in writing or by telephone.

For tenants residing at Thoreau Place, the Board of Directors asks that you direct your issues or complaints to the owner(s) of your unit and ask them to follow the above communication process, including completing the attached Complaint Form.

Thank you for your assistance regarding this matter,

Thoreau Place Condominium Board of Directors

Approved by Board of Directors February 11, 2015

**Exhibit A**

**THOREAU PLACE CONDOMINIUM UNIT OWNERS ASSOCIATION**

**COMPLAINT FORM**

**(To comply with Section 55-530 of the Virginia Code)**

**You must use this form to file a complaint. Please complete, sign and date this form and mail, or fax it to the Association’s common interest community manager at the address below:**

**Thoreau Place Condominium Unit Owners Association**

c/o Northern Virginia Management, LLC

4306 Evergreen Lane, #101

Annandale, VA 22003

Fax (703) 941-9005

**Name of Complainant(s) (anonymous complaints will not be accepted):**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_

**(Mobile)** \_\_\_\_\_ **(Email)** \_\_\_\_\_

**Preferred method of communication:** \_\_\_\_\_ **Certified Mail** \_\_\_\_\_ **E-mail**

**Please describe the nature of your complaint, including relevant times, dates and locations, and the specific provision of state law and/or regulations that you believe has been violated (please attach all documents and communications supporting your complaint – you may use additional pages):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name and address of persons who are the subject of complaint:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Explain what you want the Association to do in response to your complaint:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Once you have received a Notice of Final Determination, you have the right to contact the Office of the Common Interest Community Ombudsman.**

**You may give notice to the Common Interest Community Board (“CCIB”) of any final adverse decision which your Association may make regarding your complaint.**

**You must file the notice within 30 days the final adverse decision. Your notice must be in writing on forms prescribed by the CICB, shall include copies of all records pertinent to the decision, and shall be accompanied by a filing fee. The CICB may, for good cause shown, waive or refund the filing fee upon a finding that payment of the filing fee will cause you undue financial hardship.**

**For more information or to submit a complaint to the Common Interest Community Ombudsman, please contact the Office of the Common Interest Community Ombudsman at:**

Virginia Common Interest Community Ombudsman

9960 Mayland Drive, Suite 400

Richmond, Virginia 23233-1463

Phone: (804) 367-2941

Email: [cicombudsman@dpor.virginia.gov](mailto:cicombudsman@dpor.virginia.gov)

**You must date and sign this form. Anonymous complaints will not be accepted.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Association will maintain a record of your complaint for one year from the date upon which it takes action to resolve your complaint.**

***To be completed by Association representative only***  
**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# FILE OF LIFE INSTRUCTIONS

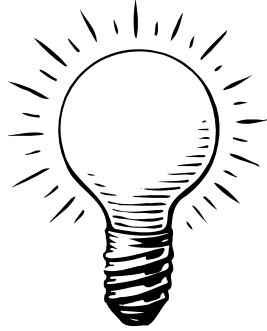
- Keep all information current. Please use a pencil to fill out the inserts so the medical information can be kept updated.
- Put the File of Life Magnet on the most visible side of your refrigerator. The Pocket File of Life should be kept with your ID and taken with you to doctor appointments.
- Copies of other medical information can be kept with the file of life magnet on the refrigerator.
- Replacement insert information sheets can be found and printed from the Fire and Rescue Department's website: <http://www.fairfaxcounty.gov/fr/educate/fileoflife.pdf>

Calling 911 can be stressful having the File of Life filled out ahead of time helps the Fire Department to treat you quickly in a time of emergency.

The Fairfax County Fire & Rescue Department Public Affairs and Life Safety Education staff educates the adult community on safety. For further information, please call (703) 246-3801.



# **IN CASE OF POWER FAILURE**



**Thoreau Place has a generator which keeps power on for the following.**

- 1. One (1) ELEVATOR**
- 2. GARAGE DOORS, the FRONT DOOR, and the GATE.**
- 3. EXIT LIGHTS.**
- 4. EMERGENCY LIGHTS in the WALKWAYS, the LOBBY, and HALLS.**

7/2014

## ROLE OF THE WELLNESS NURSE

I am a Registered Nurse and am here at Thoreau Place every Tuesday and Thursday from 11 - 3. Residents are encouraged to come by for blood pressure checks, medical questions, or other sharing. A record of blood pressure checks is kept and can be given to residents to their physicians.

I visit residents in their homes after an illness, hospitalization, or surgery. Sometimes a family member will request that I visit a resident on an ongoing basis, usually to take blood pressures.

Presentations on pertinent medical topics are given every 2 months in the multipurpose room.

Early Fall there will be notices posted about Flu shots and the date they will be given here.

I am a resource for you. My goal is to keep you safe and as independent as possible in this setting.

Millie Lyons RN

6-3-14

**PHYSICIANS' RELEASE**  
for THOREAU PLACE **EXERCISE PROGRAM**  
and **EXERCISE ROOM**

Dear Dr. \_\_\_\_\_

Your patient: \_\_\_\_\_ has expressed an interest in participating in the Thoreau Place Condominium exercise programs. The focus of one program called "Body & Soul" is led by an instructor who encourages each participant to exercise at his/her own level. When appropriate, the exercises can be adapted to a chair.

Secondly, the Thoreau Place Exercise Room has the following equipment:

- \_\_\_\_\_ **Schwinn Airdyne Bike** (utilizes upper and lower extremities)
- \_\_\_\_\_ **Treadmill**
- \_\_\_\_\_ **Stationary Bikes**
- \_\_\_\_\_ **Weslo Recumbent Bicycle**

Please indicate whether he/she may participate and note any precautions you recommend.

Precautions:          
--

**Physician's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for your cooperation and assistance. If you have any questions, please contact Thoreau Place at (703) 620-0434.

Sincerely,

\_\_\_\_\_

Director of Wellness  
Thoreau Place Condominiums

## PERSONAL EXERCISE PROGRAMS PARTICIPATION

I, \_\_\_\_\_, have discussed my participation in the exercise programs with my physician. Attached is a letter from my physician indicating I may participate in the exercise program.

I hereby assume all risks associated with participating in the exercise programs at Thoreau Place Condominium. I understand that the exercise program is an activity that could result in injury to the participant. I hereby indemnify and agree to hold harmless Thoreau Place Condominium, its Board of Directors, employees, agents, and/or contractors from any and all injuries, damages, causes of action, claims, or obligations, consequential and/or incidental damages and .or costs including attorney's fees of defense arising out of or related to any injuries incurred by me while participating in the exercise program of Thoreau Place Condominium facilities.

I agree to and do hereby fully release from any medical or legal liability or responsibility that may arise, directly or indirectly all persons having involvement in the program including the exercise leader, Thoreau Place Condominium Unit Owners Association (the "Association") and its staff.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Approved: January 31, 2008

## Exercise Room Key

I \_\_\_\_\_ am in receipt of the key to the exercise room.

I understand and agree that I am not to permit entry to anyone other than myself. At such time that I am not able to use the room I agree to return the key to the office.

THIS KEY IS NOT TRANSFERABLE.

_____	_____
Signature	Date
Unit # _____	



All resident vehicles parked in the garage and outdoor parking areas must display a parking sticker and be registered at the front office. Please stop by to make sure your information is up-to-date.

We are also updating our records on parking space availability in the garage. If you have a space available for rent, or if you want to be put on the waiting list for a space, please stop by at the front office.

Thank you

Date \_\_\_\_\_

Name \_\_\_\_\_ Unit # \_\_\_\_\_

Make, Model, Year, Color \_\_\_\_\_

License # \_\_\_\_\_ Sticker # \_\_\_\_\_

Parking space # (if applicable) \_\_\_\_\_

4/2013

## **GUIDELINES FOR DISPOSAL OF TRASH**

All trash is to be placed in the trash chute or taken to the dumpster.

Wet trash is to be double bagged and then placed in the trash chute.

Plants and such must be taken down to the dumpster.

Furniture disposal is the responsibility of the resident - The Association is charged \$100.00 each time furniture is picked up.

## **GUIDELINES FOR RECYCLING**

Please review posted guidelines on trash room doors.

Recyclables should be empty and washed out.

Newspapers, cardboard, phone books, cereal boxes and junk mail are to be placed in the blue containers.

Cans, bottles, metal food containers, non prescription bottles, and containers with the recycle symbol are to be placed in the gray containers.

Styrofoam, aluminum foil trays, plastic food trays, plastic bags, yogurt containers, and hard covered books are not recyclable (bag and place in chute).

4/2013



## Residential Curbside Recycling In Fairfax County

The same materials will now be collected at the curb by all solid waste companies in Fairfax County.

Recyclables should be empty and clean; no food or soiled materials.

Yard Waste should be in paper bags, clear bags, or a reusable container.

<h3>Recycling YES </h3>	<h3> Recycling NO</h3>															
<h4>IN THE BIN</h4> <table border="0"><tr><td> Plastic bottles &amp; jugs ONLY: Check for the neck!</td><td> Metal food containers</td><td> Pill bottles</td></tr><tr><td> Glass bottles and jars</td><td> Soda bottles &amp; cans</td><td></td></tr></table>	 Plastic bottles & jugs ONLY: Check for the neck!	 Metal food containers	 Pill bottles	 Glass bottles and jars	 Soda bottles & cans		<table border="0"><tr><td> Yogurt, dairy tubs</td><td> Plastic bags</td><td> Styrofoam packaging</td></tr><tr><td> Plastic food boxes or trays</td><td> Aluminum foil &amp; trays</td><td> Foam take-out containers</td></tr></table>	 Yogurt, dairy tubs	 Plastic bags	 Styrofoam packaging	 Plastic food boxes or trays	 Aluminum foil & trays	 Foam take-out containers			
 Plastic bottles & jugs ONLY: Check for the neck!	 Metal food containers	 Pill bottles														
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<h4>IN BIN, BAG OR CONTAINER</h4> <table border="0"><tr><td> Junk mail, magazines, mixed paper and catalogs</td><td> Flattened cardboard</td><td></td></tr><tr><td> Newspapers</td><td> Phone books</td><td> Cereal and cracker boxes</td></tr></table>	 Junk mail, magazines, mixed paper and catalogs	 Flattened cardboard		 Newspapers	 Phone books	 Cereal and cracker boxes	<table border="0"><tr><td> Pizza boxes</td><td> Hard back books</td><td> Paper plates &amp; napkins</td></tr><tr><td> Lids, caps, tops</td><td> Ceramics</td><td> Lightbulbs</td></tr><tr><td> Prescription vials</td><td> Pots &amp; pans</td><td> Alkaline batteries</td></tr></table>	 Pizza boxes	 Hard back books	 Paper plates & napkins	 Lids, caps, tops	 Ceramics	 Lightbulbs	 Prescription vials	 Pots & pans	 Alkaline batteries
 Junk mail, magazines, mixed paper and catalogs	 Flattened cardboard															
 Newspapers	 Phone books	 Cereal and cracker boxes														
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 Lids, caps, tops	 Ceramics	 Lightbulbs														
 Prescription vials	 Pots & pans	 Alkaline batteries														
<h4>YES AT THE CURB</h4> <table border="0"><tr><td> Grass</td><td> Leaves</td><td> Brush</td></tr></table>	 Grass	 Leaves	 Brush	<h4>NO AT THE CURB</h4> <table border="0"><tr><td> Propane Tanks</td><td> Rocks</td><td> Bricks</td><td> Logs over 6 inches</td></tr></table>	 Propane Tanks	 Rocks	 Bricks	 Logs over 6 inches								
 Grass	 Leaves	 Brush														
 Propane Tanks	 Rocks	 Bricks	 Logs over 6 inches													

Call your hauling company for more information. For County information: <http://www.fairfaxcounty.gov/dpwes/recycling>



Thoreau Place Condominium Owners Association

Board of Directors Resolution

Policy Resolution No. 07-03

Rules Regarding the Use of Tobacco Products (Smoking)

**WHEREAS**, Article 3, Section 3.1 (f) provide the Board of Directors with all the powers and duties necessary for the administration of the affairs of the condominium including the power to adopt any rules and regulations deemed necessary for the enjoyment of the condominium; and

**WHEREAS**, Article 5, Section 5.8 (a) 3, imposes restriction on the use of the property when the use is offensive to residents/owners.

**WHEREAS**, the Board of Directors has determined that it is in the best interest of the Association to enact rules to assure that Residents/Owners comply with the provisions of the Declaration, the By-Laws and the rules and regulations of the Condominium (“Legal Documents”).

- I. Smoking Restrictions
  - a. The use of tobacco products shall be limited to the interior of the resident’s unit and to the courtyards located on the 1<sup>st</sup> floor and lower court.
  - b. There shall be no smoking in any common areas to include but not be limited to walkways in front of each unit, main lobby, common room, elevator lobbies, front and rear entrances, kitchen, laundry room, hobby shop, garage or roof top patios.
- II. Actions for Smokers
  - a. When smoking keep doors and windows closed that face the walkway.
  - b. If smoking in your unit bleeds through to other units take measures to reduce the smoke, i.e. using an ionizer and caulking may be necessary.
- III. Enforcement
  - a. Any Resident/Owner who fails to comply with the provisions of this Resolution shall be subject to the imposition of monetary sanctions pursuant to Article 9, Section 9.1 (g).

This Resolution was approved and adopted by the Board of the Unit Owners Association of Thoreau Place Condominium on this 20<sup>th</sup> day of June 2007.

The effective date of this policy will be July 31, 2007.

# **GUIDELINES FOR PLANTING IN COURTYARDS AND FLOWER BOXES**

## **COURTYARDS:**

Residents are encouraged to plant and care for plants in the garden space allotted to each unit.

If your space has mostly shade try Impatiens and Begonias. For more sun you can use: Pansies, Coleus, Marigold, Salvia. You can also use small perennials, such as Aster, Coreopsis, Verbena, Dianthus, and Mexican Heather.

Some perennial plants can be used. Bulbs planted in the fall and bloom in the spring adds beauty to our courtyards.

Herbs and mints are invasive and should be planted in containers which can be sunk into the ground.

Trees, woody shrubs, and vegetables are not permitted.

## **UPPER FLOORS WITH WALKWAY FLOWER BOXES:**

Your unit box is your work of art to plant, tend, and remove plants at the end of season.

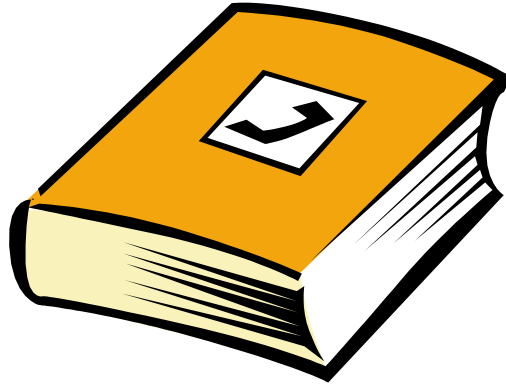
Plants should be less than 18 inches tall, but trailing plants, such as Sweet Potato vine and Vinca, can be used.

New Guinea Impatiens, Geraniums, Portulaca, Coleus, Periwinkle. Begonias, Petunias, Sweet Alyssum, may be tried. There are small Hostas that will do well in flower boxes. Also, non-flowering plants such as Dusty Miller and Lamb's Ears.

Herbs, such as Basal, are also suitable for flower boxes. No vegetables please

Large containers and statuary should not obstruct the walk ways.

1/2014



## TELEPHONE RELEASE FORM

I \_\_\_\_\_ give my permission for my name and number to be published in the Thoreau Place telephone directory. I understand that the directory may be distributed to owners and residents of Thoreau Place.

Telephone # \_\_\_\_\_ Unit# \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

4/2013

## Automated Draft Authorization

Unit Address: \_\_\_\_\_

Association: \_\_\_\_\_

As a convenience to me, I authorize Northern Virginia Management, LLC, to debit my bank checking account described below for the amount of my monthly assessment. Credit this amount to the operating account.

The rights in respect to such transfer shall be the same as if the transaction was a personal check. I understand that if the transfer is dishonored due to insufficient funds, a late fee will be assessed.

Checking Account Number: \_\_\_\_\_

Bank Routing (ABA#): \_\_\_\_\_

Bank Name: \_\_\_\_\_

Amount to be charged: \_\_\_\_\_

Starting Month and Year: \_\_\_\_\_

Transaction Date: \_\_\_\_\_

This agreement may be cancelled or changed upon written notice to Northern Virginia Management, LLC.

Printed Name	Signature	Date
--------------	-----------	------

Please include a "blank and voided" check for bank verification  
MAIL OR FAX TO:

Northern Virginia Management  
4306 Evergreen Lane, Suite 101  
Annandale, VA 22003  
FAX (703) 941-9005

**\_\_\_\_\_ check here if you are making changes to your current account information, i.e. you are closing your account and wish to change the account your fees are withdrawn from.**

4/2013

UNIT # \_\_\_\_\_

THOREAU PLACE CONDOMINIUM ASSOCIATION

AUTHORIZATION FOR ENTRY TO UNIT(S)

TODAY'S DATE: \_\_\_\_\_

I, \_\_\_\_\_ authorize \_\_\_\_\_ to enter unit number \_\_\_\_\_

At Thoreau Place.

Effective date: \_\_\_\_\_ to \_\_\_\_\_

I authorize / do not the above named entrant to take the key to my unit.  
(Circle one)

It is understood that the resident assumes sole responsibility concerning any admission granted under this authorization.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Front Desk Coordinator

\*\*\*\*\*

ENTRANT INFORMATION

Time of Arrival \_\_\_\_\_

Time of Departure \_\_\_\_\_

Date Entered \_\_\_\_\_

Key Returned \_\_\_\_\_

\_\_\_\_\_  
Entrant Signature

\_\_\_\_\_  
Front Desk Coordinator

4/2013

# LIABILITY RELEASE FORM

I/WE \_\_\_\_\_ hold Thoreau Place Unit Owners Association and/or Northern Virginia Management Association harmless of any liability due to work performed by Randy Kasper deemed “side work” within his own time (while not being paid by Thoreau Place Unit Owners Association).

Any and all work performed by Randy Kasper during this side work shall not be guaranteed or warranted by Thoreau Place Unit Owners Association and/or Northern Virginia Management Association.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Unit #

\_\_\_\_\_

Phone #

**THOREAU PLACE**  
**APPLICATION FOR USE OF MULTI-PURPOSE ROOM**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
(Owner or Resident of Record)

UNIT # \_\_\_\_\_ DATE ROOM DESIRED: \_\_\_\_\_

HOURS OF USE FROM \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm

Number of guests expected to attend the event \_\_\_\_\_

Relationship of guest to owner/resident of record, i.e., friends, relatives, work associates, etc.  
\_\_\_\_\_

Purpose for which room is to be used. Please be specific, i.e. birthday party, wedding reception, cards, etc.  
\_\_\_\_\_

Will the event be outside catered? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you plan to use the kitchen for preparation of food? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you plan to serve food but not use the kitchen or our equipment? Yes \_\_\_\_\_ No \_\_\_\_\_

Will there be music at this event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type? Check one: Live, \_\_\_\_\_ Tape Player \_\_\_\_\_ or Phonograph \_\_\_\_\_

What special furniture or equipment will you bring in?  
\_\_\_\_\_

I agree there will be NO SMOKING.

I agree to greet my guests at the lobby door for entrance security.

I agree to restrict my guests to the party room.

\_\_\_\_\_  
Signature of Owner/Resident of Record

**4/2013**

# Guest Parking Permit Request Form

**Today's Date:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**License No.** \_\_\_\_\_ **State** \_\_\_\_\_

**Guest of:** \_\_\_\_\_ **Unit No.** \_\_\_\_\_

**This form remains in the office and will be exchanged for a  
Temporary Guest Parking Permit**

4/2013

## Thoreau Place

### Guest's Temporary Parking Permit

**License No.** \_\_\_\_\_ **State** \_\_\_\_\_

**Arrival Date** \_\_\_\_\_

**Departure Date** \_\_\_\_\_

**Unit #** \_\_\_\_\_

**Date Permit issued** \_\_\_\_\_

4/2013



**Notice of Absence**

(Away from Thoreau Place)

**Name:** \_\_\_\_\_

**Unit No.** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**I will be gone From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**I can be reached in an Emergency at:** \_\_\_\_\_

**Locally, you may Contact:** \_\_\_\_\_

\_\_\_\_\_

**Returned:** \_\_\_\_\_

**3/13/2013**

# Move In -What You Need To Know

**KEYS:** It is your responsibility to get all keys from the previous owner . Mail box keys cost **\$35.00** because the lock set will need to be replaced.

**Move-In Fee:** A \$50.00 move in fee is required prior to moving into your unit.

**RESERVE THE ELEVATOR:** Please call the office and reserve the elevator. Movers may access the building from 9:00 AM to 4:00 PM Monday-Friday. No movers will be scheduled on the week-end. Office Telephone Number (703.620.0434).

**PARKING PASSES:** Thoreau Place requires that your automobile is registered with the office. Please pick up a parking pass within the first 48 hours of your move in.

**TELEPHONE:** Please provide your telephone number to the management office. We use this to activate the entry system and to contact you as necessary. Note: The telephone room is located in the basement and may access from 9:00 AM to 4:00 PM Monday-Friday

**GUESTS:** Your guest will need to use the call system in the foyer to call your unit and gain entrance to the building. On your telephone dial 9 and the # sign. This releases the door for them to enter.

**CABLE INSTALLATION:** Your unit is pre-wired for cable. Somewhere near your unit and on the wall of the exterior hallway is a "cable box." Please let your installer know that they do not have to go anywhere but on your particular floor.

**STORAGE UNITS:** Storage units are located on the "P" level. These are assigned units and your unit key will open the access door.

**DISPOSAL OF FURNITURE, MATTRESS, AND LARGE ITEMS:** Residents are responsible for disposing of these items. They may not be placed in the dumpster area.

2/2015

# MOVE OUT INSTRUCTIONS

- COORDINATE THE TRANSFER OF UTILITIES WITH THE OWNER OR IN THE CASE OF A SALE THE FUTURE OWNER.
- DO NOT SHUT OFF THE HEAT OR AIR CONDITIONING. THE THOREAU PLACE RULES REQUIRE THE TEMPERATURE TO BE SET NO LOWER THAN 55 DEGREES IN THE WINTER.
- MAKE CERTAIN THERE ARE NO LEAKS IN YOUR UNIT. ARRANGE FOR ANY PLUMBING PROBLEMS TO BE REPAIRED IMMEDIATELY.
- SCHEDULE YOUR MOVE OUT WITH THE ADMINISTRATIVE OFFICE. MOVES MAY ONLY TAKE PLACE MONDAY-FRIDAY BETWEEN 9:00 A.M. AND 4:00 P.M.
- REMEMBER TO CLEAN OUT YOUR STORAGE LOCKER.
- ALL ITEMS MUST BE MOVED OUT ON THE GARAGE LEVEL. PLEASE DO NOT CARRY THINGS THROUGH THE LOBBY.
- DISPOSAL OF LARGE QUANTITIES OF TRASH, FURNITURE, AND BEDDING ARE THE RESPONSIBILITY OF THE RESIDENT. PLEASE DO NOT PLACE THEM IN THE DUMPSTER OR SURROUNDING AREA.

# **Thoreau Place Welcome Packet Receipt**

Name \_\_\_\_\_

Unit # \_\_\_\_\_

Owner \_\_\_\_\_ Renter \_\_\_\_\_

Date Received \_\_\_\_\_

Signature \_\_\_\_\_

4/2013