

# **DITHRIDGE HOUSE**

# **QUICK REFERENCE MANUAL**

This manual has been written as an adjunct to the *Code of Regulations* and *House Rules*. Both of these documents were provided at the Closing when you purchased your condo.

The Manual has been designed as a quick reference; it does not cover topics in detail. It is important that owners familiarize themselves with the *Code of Regulations* and *House Rules*.

The manual also has some helpful tips and general information that may be helpful to new residents. These include descriptions of some protocols and informal practices that have evolved in the building over time. Please share the manual with your family members and employees and ask them to comply with the procedures.

This manual will be updated annually, in March. If you have suggestions for new topics or revisions, please submit it to the office administrator.

We hope you enjoy living at Dithridge House.

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## **Board of Directors**

Dithridge House has a Board of Directors with 7 members elected by unit owners. Each director serves for a term of 3 years and can serve for 2 consecutive terms.

The Board responsibilities include:

- Administer the affairs of the Association and the Property. This includes:
  - ⇒ Work with legal counsel.
  - ⇒ Address issues and concerns of owners.
  - ⇒ Oversee and monitor the management company.
  - ⇒ Assist the management company, as needed, with hiring and managing Dithridge House employees.
- Financial planning
  - ⇒ Annual operating budget
    - ◆ Approve the budget and determine the monthly assessment for the next fiscal year for each unit owner based on ownership interest.
  - ⇒ Capital planning and budget
  - ⇒ Special assessments for capital projects, acquisitions, improvements, maintenance, repairs, furniture fixtures, equipment, etc.
  - ⇒ Approve all contracts (except utilities and recycling).
- Operation of Dithridge House
  - ⇒ Enforce and, as necessary, create new rules for the use of the building and the common areas.
  - ⇒ Monitor and ensure the maintenance and repairs in the common areas are completed in a timely manner.
  - ⇒ Monitor and ensure the appearance of the common areas reflect the building standards and the expectations of the owners.

## **Cleaning and Maintenance**

Dithridge House has full-time janitorial staff that work 8 AM to 4 PM, 7 days a week. They have job descriptions and a schedule for cleaning most areas throughout the building. They inspect the inside and outside of the building everyday. The janitor walks the halls and inspects daily.

- **Cleaning Frequency**

- ⇒ First Floor

- ◆ Lobby
  - Furniture dusted daily.
  - Floors are dusted and washed daily.
  - Guard station dusted daily.
  - Lobby windows are washed every other day.
- ◆ Mailroom is dusted daily.
- ◆ Inside elevators, including threshold, are cleaned daily.
- ◆ Exercise room bathrooms are cleaned daily.
- ◆ Carpet is vacuumed daily.
- ◆ Glass door into pool area is washed weekly.
- ◆ Exercise room showers and saunas are cleaned weekly.
- ◆ Exercise rooms are cleaned weekly.
  - During the coronavirus the rooms are being cleaned and sanitized daily.
- ◆ Party room is cleaned as needed.
  - Always before and after an event.
- ◆ Meeting room is cleaned as needed.
- ◆ Storage room floors are cleaned as needed.
- ◆ Inside the pool area is cleaned as needed.

⇒ Upper Floors

- ◆ Recycling is removed twice a day.
- ◆ Carpets are vacuumed every Tuesday and Saturday and as needed.
  - Carpets are vacuumed more frequently if construction is taking place.
- ◆ Wall sconces are dusted every Tuesday and Saturday.
- ◆ Laundry rooms are dusted and floors cleaned daily.
- ◆ Stairs and stairwells are done weekly.

⇒ Outside and Garage

- ◆ Sweep/clean outside the front door daily.
- ◆ Garage floor, in front of elevator, is swept daily.
- ◆ Plants are watered as needed.

• **Maintenance Frequency**

⇒ Outside

- ◆ Patio is inspected daily and drains are cleaned/unclogged as needed.
- ◆ Outside lights and drains are checked daily and fixed as needed.
- ◆ Dumpsters are cleaned monthly
- ◆ Roof is inspected monthly.

⇒ Lights in halls, stairwells, and wall sconces are inspected daily and changed as needed.

⇒ Pool chemicals are tested and adjusted 3 times a day.

⇒ Fire alarms

- ◆ Checked monthly.
- ◆ System is inspected annually.

- ⇒ Elevators
  - ◆ Checked monthly.
  - ◆ Outside threshold is cleaned quarterly.
  - ◆ System inspected every 3 to 5 years.
- ⇒ Inside doors are checked daily and squeaks are oiled as needed.
- ⇒ Individual unit doors and trim are inspected and painted as needed.
- ⇒ The horizontal underground drains from the garage to street are flushed and cleaned twice a year.
- ⇒ Compactor is cleaned once a year.
- ⇒ Snow Removal
  - ◆ Parking lots, driveways and sidewalks are shoveled as needed.
  - ◆ Heavy night-time snow will be removed between 6 am and 7 am.
  - ◆ If parking lots are icy, salt will be applied by 7 am.
  - ◆ Based on the weather report, salt may be spread at end of day shift in anticipation of snow during the night.

## **Committees and Their Responsibilities**

The Dithridge House Board has a combination of standing committees and ad hoc committees.

The standing committees are permanent and address ongoing and developing issues at Dithridge House. The committees are:

- **Communications**, which is responsible for:
  - ⇒ The quarterly newsletter.
  - ⇒ Ad hoc communications.
  - ⇒ Quick Reference Manual.

- Capital Planning, which is responsible for:
  - ⇒ Developing and maintaining a 5 year plan.
  - ⇒ Review of specifications and bid solicitation, vendor selection and project oversight.
- Landscaping, which is responsible for:
  - ⇒ Monitoring the maintenance crew and taking care of landscaping issues.
  - ⇒ Managing changes to the design of the landscape and vegetation as necessary.

Ad Hoc committees are formed to address specific building needs such as remodeling, decorating, social gatherings and the library.

## **Common Areas**

- **Swimming Pool**
  - ⇒ Hours of operation are 5 am to 11 pm
  - ⇒ For residents and their guests only
  - ⇒ Swim at your own risk
  - ⇒ Children under 12 must be accompanied by an adult
  - ⇒ No food or beverage
  - ⇒ Please shower before use
  - ⇒ No running or jumping
  - ⇒ When leaving the pool, you must be dry, wear a robe or cover up and footwear
  - ⇒ NO POOL PARTIES
- **Exercise Room**
  - ⇒ Hours of operations are 5 am to 11 pm
  - ⇒ Children under 12 must be accompanied by an adult
  - ⇒ Equipment must be wiped down after use



- **Patio**
  - ⇒ Use plastic ONLY
  - ⇒ Furniture cannot be removed
  - ⇒ No hours or rental fee for the patio unless you need the kitchen, then it's \$35.00
  
- **Common Areas**
  - ⇒ Must have on footwear
  - ⇒ Bathing suits must be covered up
  
- **Guest Rooms**
  - ⇒ Can only be used by a guest of a resident.
  - ⇒ Reservations and payments must be made with the Office Administrator.
  - ⇒ Per diem fee is \$60.
  - ⇒ Guest rooms reservations can be made 90 days in advance
  - ⇒ There is a guest room lottery for major holidays
  - ⇒ Guest rooms must be vacated by 12:00 pm or an additional day's fee will be charged
  
- **Party Room**
  - ⇒ May only be used by a resident and their guests.
  - ⇒ Reservations and payments must be made with the Office Administrator.
  - ⇒ Party room can be reserved 9 months in advance.
  - ⇒ Per diem fee is \$35; an additional \$20 fee if you also want the meeting room.
  - ⇒ The set-up and clean-up of the rooms are the responsibility of the renter.
  - ⇒ Renter may make arrangements with the janitorial staff for set up. The fee is negotiated with the janitor.
  - ⇒ The room must be cleaned of debris and personal property after use.

- Meeting Room
  - ⇒ Primary use is for the Dithridge House Board
  - ⇒ Rental only with the approval of the Board
  - ⇒ Refreshments may be served only in conjunction with the Party Room
  - ⇒ The Library is in the meeting room. It may not be used when a meeting is in progress.
  - ⇒ The shredder, for residents use, is in the meeting room. It may not be used when a meeting is in progress.

## **Complaints and Issues**

DH management and Board of Directors is committed to addressing the concerns and issues of Dithridge House residents.

- All complaints and suggestions should be submitted in writing, or by email, to the Building Superintendent.
  - ⇒ You can drop off at the office to the Superintendent or the Office Administrator.
- Each submission will be added to a log and assigned to the appropriate person for resolution.
  - ⇒ The log is reviewed by Board members weekly.
- You will be notified of how the issue is being resolved and the date of resolution.
- You may appeal the decision by addressing the whole Board at a Board meeting or talking to the owners at a regularly scheduled owners meeting.

## **AED DEFIBRILLATOR**

### **CALL 911 FIRST!**

Defibrillators are a device that restores a normal heartbeat by sending an electric pulse or shock to the heart. They are used to prevent or correct an arrhythmia, a heartbeat that is uneven or that is too fast.

Defibrillators can also restore the heart's beating if the heart suddenly stops.

- The defibrillator at the Dithridge House is stored in the hall outside of the swimming pool.
- The defibrillator will talk you through the instructions as you use it. It repeats the instructions until the appropriate step has been taken. It then goes to the instructions for the next step.
- DO NOT use the AED Defibrillator if:
  - ⇒ The victim is wet or lying in water
  - ⇒ The victim has a medication patch or pacemaker
- It is recommended that residents familiarize themselves with the defibrillator.

## **Deliveries, Size and Pre-scheduling**

The valets in the garage accept and sign for packages delivered to the residents of Dithridge House. However, there are a few rules to take into consideration when ordering items for delivery:

- All deliveries must be made through the garage. All deliveries are logged in.
- Deliveries of 50 lbs., or less, will be delivered to your unit. Items weighing more than 50 lbs. will be held in the garage for you to pick up.

- If you are expecting a bulky or heavy (50+ lbs.) package, notify the garage, in advance, of the possible delivery dates. The garage will call you when it arrives. It must be picked up by end of the day.
- Furniture or appliances, will be permitted only if there are two or more delivery personnel making the delivery. The delivery personnel must take the item to your unit.
- No delivery person will be permitted upstairs without the unit owner's authorization.
- Dithridge House and its employees are not responsible for any lost, damaged, or stolen items.

## **DH Staff and their Roles and Responsibilities in Individual Units**

In general, the Dithridge House staff serves to provide for the cleanliness and upkeep of the building's common areas. However, they are permitted to perform some non-emergency minor service requests for unit owners during regular hours.

- The minor repairs must be completed within 45 minutes.
- The staff member must be comfortable with the task required and may refuse if they are uncomfortable.
- Owners will be responsible for the cost of parts and materials used for the repair.
- There is no charge for labor. Tipping for these services is at the owners discretion.
- If staff estimates the job will take longer than 45 minutes:
  - ⇒ The work **may not** be performed during staffs' working hours.
  - ⇒ Owner may contact a licensed contractor to perform the work.
  - ⇒ The staff member may perform the work after regular business hours, on their own time, at a cost agreed upon by the staff member and the unit owner.

- ⇒ **Unit owners must be aware that once an employee is performing a repair for an owner, after regular business hours, the staff member is now working as an independent contractor. They must carry the proper liability insurance coverage as any contractor would.**
- ⇒ **Should something be broken or damaged in an apartment, the Association's insurance will not cover the employee or pay for the damage.**
- ⇒ Staff members are not required to perform private work for unit owners on their personal time.
- The following is a list of some of the work that is authorized by Dithridge House. However, the job must take less than 45 minutes.
  - ⇒ Plumbing
    - ◆ Faucet repairs, commode repairs (not including replacement), caulking, clogged drains
  - ⇒ Electrical
    - ◆ Bulb replacement, light switches and plates, receptacle replacement, reset circuit breakers
  - ⇒ General
    - ◆ Re-install bi-fold doors, tighten doorknobs and handles, install or repair smoke alarms or replace batteries, change a furnace filter or air conditioning filter.

## Dithridge House Staff Schedules

<b>DH Staff Schedules</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b><u>Superintendent</u></b>							
Guy Amato	7 to 3	7 to 3	7 to 3	7 to 3	7 to 3		
<b><u>Office Administrator</u></b>							
Ellie Silinski	9 to 1	9 to 1	9 to 1	9 to 1	9 to 1		
<b><u>Janitors</u></b>							
Christopher Svec							8 to 4
Brandon Wilson	8 to 4	8 to 4	8 to 4	8 to 4	8 to 4	8 to 4	
<b><u>Garage Attendants</u></b>							
William 'Bill' Gee	8 to 4	8 to 4	8 to 4	8 to 4	8 to 4		
Robert Taylor	12 to 8	12 to 8	12 to 8			12 to 8	12 to 8
Norman Seay		4 to 12	4 to 12	12 to 8	12 to 8		8 to 4
Harold Smith	4 to 12			4 to 12	4 to 12	4 to 12	4 to 12
Ray Terzich						8 to 4	
<b><u>Security Guards</u></b>							
Ralph Morton		4 to 12	4 to 12	4 to 12	4 to 12	4 to 12	
Jim Uffner						8 to 4	8 to 4
David Quest							4 to 12
Mark Elliot	4 to 12						

# Emergencies

## For medical emergencies and fire call 911.

- Fire
  - ⇒ Complete procedures were distributed with your new owner packet. Additional copies can be obtained from the office.
  - ⇒ Dithridge House has an advanced fire alarm system that notifies and summons the fire department.
  - ⇒ The fire alarm will also notify people in the building to exit.
    - Take your key and leave your door unlocked.
    - Take the stairs to the lobby.
    - Elevators are shut down when the alarm is triggered.
    - **If you are unable to use the stairs, make sure you are registered with the office administrator.**
    - **If you have an oxygen tank in your condo, make sure you are registered with the office administrator.**
  - ⇒ There is an emergency fire alarm box located on each floor by unit #05.
    - ⇒ Pull the handle in case of a fire.
  - ⇒ Fire extinguishers are located with the fire fighter's hoses on each floor by unit #04 and next to the laundry room.
  
- Medical Emergency
  - ⇒ After calling 911, if possible, notify building employees that an ambulance is on the way. This will expedite access by 1st responders.
  - ⇒ Office and security guard
    - ◆ 412-683-9004
  - ⇒ Garage Attendant
    - ◆ 412-683-9005
  - ⇒ 1st responders use the front entrance between 8 am and 11 pm, and the garage entrance between 11 pm and 8 am.

- Elevator
  - ⇒ If you are stuck on the elevator, press the alarm button. All Dithridge House staff have been instructed on how to get assistance.
  - ⇒ Dithridge House staff will contact Lins elevator company for assistance.
  - ⇒ If the wait is expected to exceed 10 minutes, staff will call 911 for extraction.
  - ⇒ Dithridge House staff has emergency numbers for Lins Elevator employees.
- Water Leak
  - ⇒ If you have a leak in your unit from your pipes or from another unit, call the garage immediately. The garage attendants have been trained on how to shut off the water supply to stacks and the whole building.  
Garage - 412-683-9005.

## **Employee Tipping**

- Tipping of the staff is neither expected, nor necessary.
- Residents of Dithridge House are invited to make an annual contribution to a Christmas gift fund to be distributed to the staff. The Condo Board manages the distribution of these gifts. Contributions to the gift fund are optional.

## **Garage Protocol**

- Please call for your car immediately before going down to the garage. We are having a problem with traffic backing up due to too many cars waiting to be driven out of the garage.
- Upon entering the garage, please exit your car as soon as possible so valet can park it and, therefore, remove it from the traffic lane.



- The valet's primary responsibility is parking and getting cars. If they have time they may help people unload their cars. This is a nice perk when they have the time.
- Please be patient and courteous.

## **Garbage**

- Dropping diapers down the trash chute is a biohazard. The bags holding them break in the compactor and the odor goes up the chute through the entire building. Take diapers, properly wrapped to the trash bin in the garage.
- Hangers also cause a block in the chute. Please return to your cleaners or carry down to the trash bin in the garage. They cannot be recycled.
- Take glass (bottles and jars) down to the gray glass bin near the office in the garage. All glass must be rinsed clean, and caps and lids removed and put in your trash. Do not put glass down the trash chute. Glass will cause the compactor to get jammed and the staff can get cut trying to clear it. Any other glass such as light bulbs, glass drinkware, cookware or bakeware, must be put in a bag and hand carried to the trash can near the garage office.

## **Garbage Disposals**

- To prevent kitchen drain problems caused by using your garbage disposal please follow these helpful tips. This will help to avoid sink backups.
  - ⇒ Run cold water during and after you use your disposal.
  - ⇒ Never put non-food items in your disposal: coffee, coffee filters, twist ties, bones, etc.
  - ⇒ Don't fill the disposal; process in small batches.

These Items Should <b>Not</b> Be Put Into Your Disposals			
Artichokes	Chard	Grease	Potato or peels
Asparagus	Cooking Oils- all types	Kale	Rhubarb
Banana peels	Corn cobs or husks	Lettuce	Rice
Beans	Dough	Onions or skins	Rinds-melon, pumpkin, squash
Carrots	Egg shells	Popcorn kernels	Shellfish shells
Celery	Fruit seeds or peels	Pasta	Stems- like peppers, pumpkins

## **Grills**

- Gas and charcoal grills are not permitted at Dithridge House.
- Residents who use gas grills or charcoal open flame grills are in violation of the International Fire Code.
- The city-enforced fine for this violation is \$1,000 per violation. The fine would be borne by the owner in violation.
- Electric grills are permitted.

## **Job Descriptions**

Dithridge House has several full-time employees and contracted security guards. The employees are managed by the Board and our representative from Rj Community Management.

- Superintendent is a working manager that has many responsibilities in the building as well as managing the other employees. Their responsibilities include:
  - ⇒ Maintaining the appearance and operations of the building.
  - ⇒ Inspecting inside and outside of the building to identify problems and ensure problems are corrected.
  - ⇒ Watering of plants.
  - ⇒ Snow removal.
  - ⇒ Hiring and managing personnel.

- Office Administrator is a part-time position Monday through Friday, 9 am to 1 pm. Their responsibilities include:
  - ⇒ Liaison between the owners and Dithridge House management and employees.
  - ⇒ Maintain official documents related to the building.
  - ⇒ Obtaining information and answering questions for residents, owners, realtors, etc.
  - ⇒ Documenting issues and concerns of residents, forwarding them to the Board, and maintaining the issues log.
  - ⇒ Provide occasional clerical support to Board members.
  
- Janitors work 7 days a week from 8 am to 4 pm. Their responsibilities include:
  - ⇒ Cleaning the building. This includes the lobby, hallways, stairwells, all floors, laundry rooms, exercise rooms, pool, and guest rooms.
    - ◆ A routine cleaning schedule is followed.
  - ⇒ Inspecting the building daily to identify any work that needs to be performed immediately.
  - ⇒ Delivering packages, within weight limitations.
  - ⇒ Assist manager.
  
- Garage Attendants are on duty in the garage 24/7. Their responsibilities include:
  - ⇒ Parking cars.
  - ⇒ As a courtesy, if time permits, assist resident to remove packages from their cars.
  - ⇒ Cleaning the office and bathrooms (in the garage).
  - ⇒ Cleaning the pedestrian areas.
    - ◆ In front of elevators
    - ◆ Inside and outside doors.
  - ⇒ Cleaning the area around the dumpsters.
  - ⇒ Putting out the trash.
  - ⇒ Assist with snow removal.

- ◆ Security Guards at Dithridge House are contracted with AM Guards. They work Monday through Sunday 4 pm to 12 am; and, Saturday and Sunday from 8 am to 4 pm. Their primary role is as an onsite deterrent to keep unauthorized person(s) out of the building. They also:
  - ⇒ Answer questions and assist guests with the directory and the lobby phone.
  - ⇒ Provide assistance to owners and guests.
    - ◆ Provide assistance to people in wheelchairs, and using walkers.
    - ◆ They are not responsible for removing packages from vehicles, or delivering packages to your condo.
  - ⇒ Direct deliveries and service personnel to the rear of the building - Chesney Way.
  - ⇒ Assist First Responders to enter the building and provide any additional assistance as needed.
    - ◆ Have access to an Elevator key for Fire Department
  - ⇒ Lock doors to common areas at 11 pm.
    - ◆ Hallway to Pool and Party Room.
    - ◆ Pool and Party Room to patio.
    - ◆ Exercise Rooms
    - ◆ Meeting Room

## **Keys- New and Replacement**

- A main entry fob, and an exercise room/ swimming pool key, will be given to each permanent owner.
- A storage locker key and a mailbox key are given to each condo.
- A garage entry remote is given to each condo.
- If a second garage parking space is purchased, a second remote is provided.
- Keys, fobs, and garage remotes must be returned to the office administrator upon moving out of the building.

- Cost for replacements, if lost are:
  - ⇒ Fob \$100.00
  - ⇒ Weight room/  
swimming pool key \$50.00
  - ⇒ Storage locker key \$20.00
  - ⇒ Mailbox key \$15.00
  - ⇒ Garage remote \$35.00

## **Laundry Rooms**

- A Smart Card is necessary in order to use all the washers and dryers in the building.
- Mounted on the wall in storage room (A) is a Smart Card machine. This machine has two purposes:
  - ⇒ To purchase a card, which is \$5.00
  - ⇒ To add money to an existing card
- The cost of one wash cycle is \$1.50
- The cost of one dry cycle (1 hr) is \$1.50
  - ⇒ If you reinsert your card before the dryer stops the dryer will take 25 cents and give you 15 minutes more time.
- Please be courteous when using the washer & dryer
  - ⇒ Leave washer door open after use
  - ⇒ Clean out dryer lint filter after use
  - ⇒ Wipe up spills
- A large capacity washer and dryer are located in storage room **A**, the cost is \$2.00 per wash cycle and, .25 for each 15 minutes of a dryer cycle.

## **Lost And Found**

- If you have lost an item, please advise the office with a description of the item.
- If you find an item please take it to the office. All items are kept for 30 days. Items that are not claimed are either donated to a local charity or disposed of, as applicable.

## **Management of Dithridge House**

Dithridge House contracts with a Management Company, Rj Community Management, to assist with the maintenance and management of the building, operations and staff. RjCM provides guidance but final decisions remain with the Board and owners.

Their responsibilities include:

- Financials
  - ⇒ Collecting monthly fees and assessments
  - ⇒ Prepare the budget
    - ◆ With Board review and approval.
  - ⇒ Annual and monthly reporting of income and expenses.
  - ⇒ Invoice processing and disbursement
  - ⇒ Reserve investment
  - ⇒ Tax preparation
- Site Management
  - ⇒ Inspection of the building
  - ⇒ Vendor research and recommendations
  - ⇒ Hiring and management of employees
  - ⇒ Contract Bidding and management

- Professional Services
  - ⇒ Policy Development
  - ⇒ Unit Transition Services
    - ◆ Work with realtors
    - ◆ Provide required paper work
    - ◆ Records Transfer
  - ⇒ Legal Coordination & Participation
  - ⇒ Insurance Administration

## **Moving- Times and Pre-Scheduling**

- Moving into or out of a unit can only be done Monday through Friday, 8:00 am - 5:00 pm.
- Date & time of the move must be arranged in advance with the office administrator.
- The move can only be through the garage area.
- Walls of elevator #1 must be padded and the ceiling plates removed by staff.
- Residents moving in or out of the building will be liable for any and all damage to the common areas.
- Residents moving their own furniture must follow the rules above
- A non-refundable fee of \$200.00 is payable to the Dithridge House Escrow Account prior to the move.
- If damage occurs in excess of \$200.00 the resident is responsible for the cost.
- The moving company will submit a certificate of insurance showing they have liability insurance of at least \$300,000.

## **Notify the Office**

- If you are unable to use the stairs, register with the office administrator. This allows us to inform 'first responders' where assistance will be needed, in emergency situations.
- If you have an oxygen tank in your condo, register with the office administrator. This allows us to inform 'first responders' where a potential hazard exists, in emergency situations.
- When you are going to be spending time away from the building, you should submit a travel form to the office administrator. This applies for one night or many months.
  - ⇒ A travel form can be obtained from the office administrator.
  - ⇒ The travel form is what instructs the staff to hold your mail, to start your car weekly, to check your condo weekly while you are gone.
    - ◆ Checking your condo includes dripping the water, as appropriate, in the winter months.
- When your emergency contact info changes advise the office administrator. It is important that the office knows who to contact, in an emergency situation, if you are not available.
  - ◆ The office administrator will issue an annual request for updates in January.
- When any of your personal contact info changes advise the office administrator, so that your contact info record can be kept up to date.



## **Parking**

Dithridge House has 3 areas for parking. Each area is designated for specific people or functions:

- Indoor garage:
  - ⇒ Is for owners.
  - ⇒ Since there are more cars than spaces, Dithridge House has valet parking.
  - ⇒ People may not park or remove their own cars.
  - ⇒ Each unit is sold with 1 parking space.
  - ⇒ If spaces are available, owners may rent a second space.
  - ⇒ If the owner opts not to rent a second space, you must make other arrangements.
    - ◆ You cannot park in the front or rear lot or spaces.
  - ⇒ An identifying tag will be placed on the back of the rear view mirror in your car by garage staff.
  - ⇒ Spaces in the garage are for automobiles only.
  
- Front Parking lot:
  - ⇒ Is designated for guests of Dithridge House residents.
  - ⇒ Guests renting the Guest Suites.
  - ⇒ Residents are allowed to park in the front for no more than 1 hour.
  - ⇒ Health Care Workers working overnight (arriving at night) may park in the front lot.

- Rear Parking
  - ⇒ People working for owners must not park in the front lot of the building. This includes:
    - ◆ House cleaners
    - ◆ Care givers.
    - ◆ Healthcare workers
    - ◆ Contractors
    - ◆ Service people, such as electrician and plumbers.
  - ⇒ There are 5 spaces available for use behind the building and additional spaces in the Dithridge House gravel lot next to the building.
  - ⇒ Dithridge House can and will have violators ticketed and towed.

## **Recycling**

- All recycling should be taken to the garage and placed in the designated area near the attendant's office.
- These are the items we can recycle at Dithridge House.
  - ⇒ Clean paper, newspaper and magazines (**no** used tissues or paper towels, etc.)
  - ⇒ Cardboard (non-coated) flattened, per city recycling standards. This helps us reduce space needed in the garage, and the bins in the driveway.
  - ⇒ Tin, metal and aluminum cans (empty and rinsed out)
  - ⇒ Plastic containers, #1 and #2 only (empty and rinsed out, no lids or caps)

- ⇒ If you can't completely clean out a can or plastic container, put it in the trash.
- For residents, or care workers, who can't physically take their recycling to the garage, they may put it in the blue recycling can in the laundry room. Do not put plastic bags in the blue can.

## **Remodeling**

Dithridge House has established rules and guidelines for remodeling individual units. Certain rules apply to all renovations and some are specific to the size and type of remodeling project.

Before starting a project the owner should read about when the Pittsburgh Department of Permits, Licenses and Inspections requires a permit. See this link <https://pittsburghpa.gov/pli/commercial-permits>. Note that a condo is under commercial regulations.

- All Remodeling
  - ⇒ Notify the office of planned renovations and deliveries.
    - ◆ Remodeling projects should be submitted at least a month before starting; longer if approval is needed.
    - ◆ The office will provide a packet of information explaining the requirements process and any forms that need to be completed.
    - ◆ Deliveries of appliances, furniture or equipment need to be scheduled a day in advance - Friday for Monday deliveries.
  - ⇒ Work and deliveries may be scheduled from 8 am thru 5 pm, Monday through Friday.
  - ⇒ Water and electricity shut off must be scheduled at least 24 hours in advance so other residents may prepare.
  - ⇒ Electrical and plumbing work must be performed by a licensed tradesperson.
  - ⇒ Damage to Common Areas and to other units: the repair and/or cleanup are the responsibility of the owner and contractors.

- ⇒ Workers:
  - ◆ Must park in the rear of the building, preferably in the gravel lot.
  - ◆ Must enter and exit through the garage.
  - ◆ Must sign in and out every day.
  - ◆ Must use elevator #1.
- Balconies
  - ⇒ Balcony floors **cannot** be covered with tile or carpet.
  - ⇒ Balconies for the units in the 01 stack may be enclosed.
    - ◆ The plans for enclosure must be reviewed and approved by management and the Board prior to any work.

### Specific Projects by Size and Type

- Small - these projects do not need prior approval.
  - ⇒ The general rules may apply.
  - ⇒ Some examples are:
    - ◆ Installing a new kitchen appliance
    - ◆ Replace interior doors
    - ◆ Replace Air Conditioner condenser or furnace filter
    - ◆ Installing carpeting
    - ◆ Painting
- Medium - these projects need to be reported to management and may need Board approval.
  - ⇒ Some examples are:
    - ◆ Floors that are not carpet. The sound proofing must be approved by the Board.
    - ◆ Windows must match all other windows in the building and be approved by the Board.
    - ◆ Electrical and plumbing work
    - ◆ Projects that create noise and dust.

- Large - these projects represent major renovations to the unit and need to be reported to management and may need Board approval.
- ⇒ Some examples are:
  - ◆ Removing a wall.
  - ◆ Modifying a wall.
  - ◆ Adding a laundry:
    - Information on indoor dryer venting will be part of renovation packet.

Dithridge House management is available to answer any questions and to work with owners in planning remodeling projects.

## **Shopping Carts**

- Shopping Carts are available in the garage for you to use to assist you in taking your purchases from your car to your condo.
- Please return your cart to the garage once you have unloaded it, so it is available for other residents.
- When you return your empty cart it is a convenient way to take your recycling and glass to the garage.

## **Vacation Services**

The Dithridge House Staff are available to help when a condo owner goes on vacation/trip for a few days or longer.

- They can hold your mail
- The garage staff can start your car weekly.
- They can check condo if/ when needed.
- ⇒ They can drip water through the pipes if/when needed.

## **Window Washing**

Dithridge House does not wash windows, inside or outside, in individual units. Each owner is responsible for their own windows. You can obtain the names of a few local window washers from the office administrator.

## **Winter Maintenance Tips**

These tips help us to prevent water damage, due to bursting water pipes throughout cold winter months.

- When the temperature drops below 20 degrees, keep one or two faucets, preferably the farthest from the external walls, always trickling slowly. Water running through the system will prevent the line from freezing.
- Keep the cabinet under the kitchen sink open so warm air can flow around the pipes.
- Call the garage, immediately, if you suspect a pipe has frozen for further instructions.
- Maintain the temperature in your condo at a minimum of 65 degrees. Never shut off the furnace if you are leaving home for a period of time.

If you have any questions, call the Dithridge House office.

## **WORKERS (resident employed) signing in/out**

- Workers must enter and exit the building through the garage with their material and equipment.
- Worker's vehicle is to be parked at the rear of the building.
- Worker's material, equipment, and tools MAY NOT be in the hallways or common areas.
- Workers upon entering will register in the book.
  - ⇒ Worker's Name
  - ⇒ Company name
  - ⇒ Owner's name & unit
  - ⇒ Date & time
  - ⇒ Sign it again when exiting the building with the time
- Garage attendant will call the unit resident upon arrival of regular household workers.
- Household workers must sign in the register book time & date of arrival & departure.
- Workers except for household workers, health care workers, & caterers are limited to Monday through Friday, between 8:00 am - 5:00 pm.