



BROOKLINE HOUSING AUTHORITY

HIGH STREET VETERANS DEVELOPMENT

RESIDENT HANDBOOK

SPECIAL SECTION
HIGH STREET VETERANS DEVELOPMENT

MANAGEMENT

Your manager's office is located at the rear of 220 High Street (the entrance is actually on New Terrace Road). The manager can be reached at 617-232-2283. If the manager is unavailable at the time of your call, please leave a message on the answering machine. Office hours are posted on the office door. Your manager can also be reached through e-mail by typing in the first letter of his/her first name, his/her last name, the "at" sign (@), brooklinehousing.org (example: jsmith@brooklinehousing.org). Please understand that a significant portion of a manager's time is spent on business outside of his/her office.



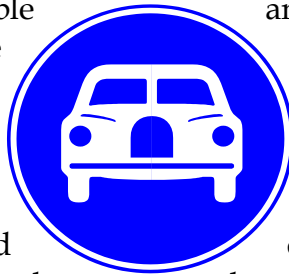
PARKING

The Management Department would like residents to pay special attention to the PARKING section in the General Section of this Handbook. In addition, residents of the Egmont Street Veterans Development are advised of the following regulations:

ORDER OF PRIORITY

Permanent Stickers: one (1) per household, will be issued for the vehicle registered to the head of household or their spouse, provided that at least one of them is a licensed driver. *Such sticker must be displayed at all times.*

In addition to the permanent sticker mentioned above, one (1) Temporary Permit may be issued, when space is available and on a month-to-month basis, to a tenant or a person on the lease with a second car. The resident must return the expired permit in order to obtain a renewal. Residents who fail to renew their monthly permits by the end of the month may lose their space. A vehicle with an expired permit will be towed at their owner's expense. Monthly permits will be issued only if there is space available at the parking lot where the leaseholder would park.



Temporary permits may be revoked at any time in order to provide a space for a resident with a higher priority.

LOSS OF PRIVILEGES

Residents who abuse the parking rules and regulations will have their parking privileges suspended or terminated.

SNOW PROCEDURES

The BHA may ask residents to move their cars after a snowfall so that the parking lot can be plowed. Residents should take care not to throw snow back into the parking lot or into their neighbor's parking space.

TOWING



Vehicles that do not have a permanent sticker or temporary permit clearly visible are subject to being towed 24 hours a day. Vehicles parked in a fire lane or other unauthorized space are subject to towing as well.

MAIL

No individuals other than those listed on the lease are allowed to receive mail at or to be listed on the mailbox of a BHA address.

LAUNDRY

Laundry facilities are open from 8:00 a.m. to 8:00 p.m., Monday through Friday; they are closed on weekends. Children under the age of 13 are not allowed in the laundry unless supervised by an adult. To insure the availability of the laundry facilities to all residents, no resident is allowed to use more than two washers and two dryers at one time. The laundry is located at the rear of 222 High Street.

TRASH DISPOSAL

See the Recycling Section of this Handbook for further information about disposal of trash. Please remember that garbage must not be left in the hallways, stairwells or on the stairs.

STORAGE AREAS

Storage space may be accessible to residents in designated basement space, when available and if specifically assigned by your manager. All stored items must be kept in sturdy containers (not trash bags) and should be placed at least 3-4 inches off the floor. (If flooding occurs, this will keep your belongings dry.) The BHA does not recommend storing valuables in these areas and the BHA is not liable for damages to personal belongings due to flooding, vandalism or theft. The storage of flammable or hazardous material in these areas is *not* permitted.

IMPORTANT ADDITIONAL RULES



All children six (6) years old and younger *must* have a parent or child care provider (over the age of 12 years) supervising them at all times.

Children seven (7) through (12) *must* have a parent or childcare provider available.

Children thirteen (13) and over are young adults and are expected to behave accordingly. Parents *must* be sure that these young adults have an emergency telephone number and/or neighbor available who can be contacted in case of an emergency.

Children/young adults are not permitted to ride bicycles, skateboards, roller blades, etc. down the sidewalk on the hill behind Chestnut Street. Nearby parks are to be used for these activities.

Residents and their guests should not play in the shrubbery areas or damage the trees and/or flowers.

Ball playing is not allowed in the landscaped area behind Chestnut Street. Nearby parks are to be used for this activity.

The Tot Lot next to 176 High Street is for children five years of age or younger. Older children politely, to leave.



to be used *only* by children five using this area should be asked,

The children's play area behind Chestnut Street is to be used *only* by children ages six through ten. Older children asked, politely, to leave.

Chestnut Street is to be used *only* children using this area should be

Both the Tot Lot next to 176 High Street and the children's play area are *off limits* after dusk. The Brookline Police have been notified that these areas are not to be used after dusk.



Disciplinary actions, which could include legal eviction proceedings, will be taken against residents and guests for behavior including, but not limited to, the following while on common areas of BHA property:

- possessing fire arms, knives, sling shots, num-chucks, etc.
- possessing illegal drugs
- fighting
- drinking alcoholic beverages
- swearing

All basketball playing and other outdoor games *must* end by 10:00 p.m. Radios, stereos and TVs *must* be turned down by 10:00 p.m. Be considerate of your neighbors; many must get up early for work and school.

No congregating or "hanging out" in common areas of BHA property is allowed. No firecrackers are allowed on BHA property at any time. They are dangerous, illegal and can frighten young children.

Roofs are off limits to everyone! Nobody is allowed to trespass on the roofs.