



BROOKLINE HOUSING AUTHORITY

WALNUT STREET APARTMENTS

RESIDENT HANDBOOK

SPECIAL SECTION
WALNUT STREET APARTMENTS

MANAGEMENT

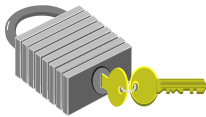
Your manager's office is located on the first floor of 22 High Street. The Manager can be reached at 617-734-6348. If the Manager is unavailable at the time of your call, please leave a message on the answering machine. Office hours are posted on the office door. Your manager can also be reached through e-mail by typing in the first letter of his/her first name, his/her last name, the "at" sign (@), [brooklinehousing.org](mailto:jsmith@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.



Some of the rules below are in addition to the General Rules and some are reprinted for emphasis.

INTERIOR AND COMMON AREAS

SECURITY



Residents should always use the intercom and TV surveillance systems to identify visitors. The TV surveillance system (available only in the 22 High Street building) allows you to view from a television in your apartment any person entering the building. This feature is free of charge. Please see your manager with any questions.

Residents should open lobby entrance doors only for their own visitors - not for the visitors of other residents.

Under no circumstances should exterior doors be propped open.

Newspaper deliveries will not be permitted in elevator buildings.

OTHER

No loitering, excessive noise or playing is permitted in hallways, stairwells, elevators, lobbies or other common areas.

Emergency exits at the bottom of the stairwells should *never* be used as routine exits.

No articles such as toys, bicycles or furniture may be left in stairwells, hallways or lobbies. Such articles must be stored inside apartments or in private yards.

Notices, announcements, brochures, etc. must be placed in designated areas *only*. Approval by the manager is also necessary.

Management will be responsible for adding or changing nametags on mailboxes and intercom directories. In order to ensure a neat appearance, nametags not provided by management will be removed. Furthermore, 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.

Permission for use of the Community Room at 22 High Street must be given by the manager.

Children unsupervised by adults are not permitted in the Community Room at any time.

Please respect the rights of your neighbors to peace and quiet. Avoid loud, disruptive noises, especially between the hours of 10:00 p.m. and 8:00 a.m.

ELEVATORS

Two elevators are maintained in the building. These are self-operated. Do not overload the cars. If you are moving heavy articles, you must notify your manager so that special arrangements can be made.

Moving in or out is prohibited after 4:30 p.m. Make sure that you contract your manager before you schedule your move. Only one elevator can be used during your move to guarantee others have access to the elevator and to prevent schedule conflicts. A charge may be assessed if your move occurs on a weekend in order to cover staff time necessary to prepare the elevator for your use.

HALLS

Residents are responsible for keeping the hallways in the front of their apartments clean and free of objects. Cooperation is needed from all residents.

LAUNDRY ROOM ON THE 1ST FLOOR OF 22 HIGH STREET

The laundry room hours for this facility are from 8:15 a.m. to 10:00 p.m., seven days a week (closed on major holidays). 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 at 22 High Street, no resident is allowed to use more than two washers and two dryers at one time.

LAUNDRY ROOM AT THE REAR BASEMENT AREA OF 22 HIGH STREET

This facility is for the elder residents who live in the two-story town houses and for the families who live in the four-bedroom apartments opposite the courtyard. The door to this facility is locked 24 hours a day. Only the residents mentioned above have keys to this laundry room.

TRASH CHUTE AT 22 HIGH STREET

There is a trash chute on every floor. Only drained, wrapped and non-hazardous garbage should be put into this chute. Garbage should be in bundles that are small

enough to go through the opening easily. Do not put linoleum, metal, wood, rubber, glass, aerosol cans of any kind or any dangerous or combustible material in the chute.

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.

OUTSIDE DUMPSTER FOR RESIDENTS IN THE ELDER AND 4-BEDROOM TOWN HOUSES



See the Recycling Section of this Handbook for further information about disposal of trash and garbage.

Please remember that garbage must not be left in the hallways, stairwells or on the stairs.

STORAGE BINS FOR RESIDENTS OF THE 22 HIGH STREET BUILDING

A storage bin number and key will be assigned to you at move-in time. The bins are located in a locked closet, usually in the hall where your apartment is. Your manager will show you where your bin is located.

To have access to your storage bin you must make arrangements in advance with your manager or maintenance staff so that they may unlock the closet door.

EXTERIOR COMMON AREAS

TOWN HOUSES

Town house residents are responsible for maintaining their front and rear yards in an attractive and orderly condition.

Town house residents are responsible for snow removal from their front sidewalks to the common sidewalk and on their back sidewalk.

OTHER

Parents are responsible for the conduct of their children at all times. The Town-owned Juniper Park, as well as areas in the Walnut Street Apartments' courtyard, are available to children for supervised play activities. Play activities that endanger children, damage the sidewalks or interfere with people walking or driving are prohibited.



Use walkways; do not take shortcuts across the lawns. No resident, adult or child should engage in activities that damage the grounds.

ELDERLY SITTING AREAS

The recreation area outside the elderly buildings is for the use of elderly residents. Residents are responsible for supervising their children and not allowing them to play there.

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 Walnut Street Apartments 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.

IMPORTANT ADDITIONAL RULES

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

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



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

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 otherwise trespass on the roofs.