

THE TATE CONDOMINIUM

MASTER GUIDE

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WELCOME TO THE TATE!

We want this User Guide to help you feel at home. It supplements our website, which you can find at <http://thetateeugene.com/>. By providing details, this guide will help you navigate the ins and outs of our building and community. We hope it conveys the spirit of mutual respect that enables us to share this lovely space so successfully.

While there are several rules and practices that we follow, it's most important at the outset of your residence here that you and your visitors take notice of these:

1. The Tate is a totally NON-SMOKING building and building site. This includes all apartments and their patio/balcony areas, as well as all resident parking and communal outdoor terraces and gardens.
2. The building driveway is a NO PARKING zone, and neither residents nor visitors (including workers) should park there except for very short-term (less than 30-minute) situations, and even then, only in the designated space between the two yellow striped No Parking zones. The driveway also contains a specifically designated loading zone near the vestibule, which is intended for individuals with mobility issues, and vehicles must never be left unattended there. For information about temporary parking for moving vans, see the Moving In (Or Out) section in this User Guide.

One more thing: our condominium is professionally managed by Bennett Management Company (BMC). You'll find the folks there to be responsive and helpful. You should contact BMC (541-485-6991 or bmcinfo@bmc-llc.com) when you need keys or fobs but otherwise bring your needs to the Board Chair of The Tate Condominiums Homeowners' Association (the HOA).

OUR COMMUNITY

The Tate was developed in 2006 by six women who envisioned the benefits of urban living within an attractive building. All unit owners are members of the HOA, and they work together through a committee structure to facilitate building activities and needs. Coordinating all is the HOA Board of Directors, which runs things smoothly and collaboratively.

Board and committee members are dedicated to helping you resolve any concerns. The Board holds monthly meetings.

OUR WEBSITE AND BUILDING DIRECTORY

The Tate website contains, among other things:

- information about how to join the building listserv (The Tate Google Group)
- a directory of residents and their contact information
- a photo directory of residents
- governing documents such as Bylaws and Rules and Regulations
- HOA meeting minutes and budgets
- names of HOA Board members and officers
- a list of committees, their chairs, and their responsibilities
- a history of The Tate

MOVING IN (OR OUT)

We want your move to be as stress free as possible. To accomplish that, make sure to do these three things:

1. In advance of your move, discuss your plans with the Board Chair or Building Committee Chair. Among the discussion topics should be (1) adding your directory information to The Tate website; (2) getting an elevator key and learning how to use it; (3) ensuring you have a trusted person at the south exterior door through which your things will be moved, because exterior doors may not be left propped open unattended; and (4) gaining permission for temporary parking for your moving van. Typically, we permit moving vans to park temporarily in the south side of the driveway while they are being actively unloaded and loaded through the south door, but parking must not block access to the garage, the Trash/Recycle Room, the individuals' loading zone, or the yellow striped No Parking zones.

2. At least a week in advance, schedule the date and time of your move with BMC so that the folks there can arrange protective coverings for the floors, elevators, and walls. BMC assesses a \$250 non-refundable move-in

fee (but not a move-out fee) to cover the costs of protecting the building and repairing any wear and tear.

3. Talk with movers about the parking plan and our no smoking policy.

KEEPING YOURSELF AND YOUR NEIGHBORS SAFE

Personal Security Precautions

For your safety, when entering and leaving the building, please be alert and make sure that doors are shut and locked behind you. In the garage, try to be aware of anyone entering behind you, and make sure that gates are completely shut before you leave. If you do not recognize individuals gaining access to secured building areas, ask whom they are visiting if you feel safe doing so. If you see individuals in the entrance about whom you're concerned, use another entrance and contact others in the building if you need assistance.

Keys, Fobs, and Gate Transmitters

Residents should have four distinct keys, plus a building access fob and a gate transmitter, as follows:

- Four Distinct Keys:

1. Apartment door key. This high-security key cannot readily be duplicated and displays a stamped identifying number. The key unlocks the apartment's handset lock and deadbolt, as well as the deadbolt on each unit's deeded storage closet. Additionally, it provides access to Storage Closet #13, which is available to all residents and holds various tools and supplies such as HVAC filters (see below for more information). Apartment keys also unlock two exterior pedestrian gates -- one located at the northwest end of the North Garden and the other located at the southeast end next to the garage rolling gate. Finally, apartment keys can use the lock mechanism on the wall to the left of the middle bay of the garage to open the garage rolling gate.

2. Sliding door key. This key unlocks the handle latch in the sliding door(s) to each unit's balcony or terrace patio. This handle latch is operated manually from inside the apartment and with the key from the outside. Because it is possible to accidentally lock yourself out on your patio or deck, you might want to place this key in safe place on your patio/balcony. Be aware that there is also a locking mechanism at the base of the sliding door that is operated manually from inside the apartment. Make sure to adjust this mechanism to the "open" position when going onto your balcony or terrace.
 3. Main Trash/Recycle Room key. This key, stamped TD, unlocks the door to the Main Trash/Recycle Room, which is located on the ground floor under the portico at the south side of the building
 4. Mailbox key. This key unlocks a unit's mailbox, which is found in the Mailroom.
- Building Access Fob. This fob opens each of the eight locked pedestrian entrances to the building proper. These are the two entrances into the vestibule, the entry from the garage into the Mailroom lobby, exterior entries to the north and south stairwells, north and south exterior entries to the garage, and entry from the garage to the north stairwell. Your smart phone also can provide access to these entrances (see below for more information about smart phone access). You may give temporary use of a fob to guests, family members, or friends whom you trust, but when your fob recipient no longer needs it, you should retrieve it.
 - Gate transmitter. Each unit is assigned a remote-control transmitter that opens the garage rolling gate and one of the portcullis gates. The transmitter has two active buttons. The larger button opens the horizontal rolling gate, which also opens automatically when a vehicle approaches it from the inside. The smaller button opens the portcullis that closes off the bay closest to your parking space. Each portcullis can also be operated manually from the inside, using the button panel at the left. To keep the portcullis open for a prolonged period, open it partially with the manual button and then push the "Stop" button. Please do not forget to close the portcullis once you have completed your task. In the event of a power failure, the chain to the left of each portcullis will release the motor clutch so that it can be lifted or lowered manually. If your transmitter is not operating, contact BMC, which may be able to

reset it remotely. While your transmitter is not operating, you can use your apartment key to open the rolling gate by inserting it into the lock mechanism on the wall to the left of the middle bay of the garage.

Duplicate keys, fobs, and gate transmitters are available for a fee from BMC. Contact BMC if you have any access problems. If you are locked out of your apartment, you may also contact the Board Chair or a member of the Building Committee.

If your key, fob, or gate transmitter is lost or stolen, report the loss immediately to BMC. Fobs and gate transmitters can be deactivated immediately and easily reactivated if found.

Entry Via Telephone via Smart Phones

Users of relatively recent smart phones (both Android and iPhone) can gain access to the building and grant access to visitors through your telephone. You must first download and install the "My2N" app, enter a PIN number supplied by our service provider, and connect your phone to the system via Bluetooth. Contact a member of the Building Committee to arrange for installation of the app and for instruction on its use. If such a member is unavailable, you may contact BMC for assistance. Once your app is live, your phone will automatically unlock either of the two vestibule doors as you approach it. Your phone also will unlock the other entries when you place a finger on their sensors.

To permit visitor access via your smart phone, contact a member of the Building Committee to have your name added to the 2N directories, which are located at the two vestibule doors. Your entry in the directories will appear as your last name, followed by a comma and the first initial of your first name. Visitors can scroll through a directory by swiping over the screen.

When a visitor selects your name to request entry, the system will open the My2N app. To talk to the visitor, press the green "phone" icon. To identify the visitor on video, press the dark blue "eye" icon. To unlock the door after identifying the visitor, press the yellow "unlock" icon.

You also can use the My2N app to speak with visitors and permit them access without having them use the directories. When they indicate their presence by calling your cell phone or otherwise, open the app manually and use the buttons described above to verify their identity and unlock the vestibule door.

Finally, you may gain access, or opt to provide access to others, via an individual PIN that may be typed into the keypad for entry. These PINs will only work at the two front door entry panels of the building. Contact the Building Committee (or, if a member of that committee is unavailable, BMC) to set up an individual PIN. You may request PINs for trusted guests, friends, family members, caregivers, or housekeepers, and there is no limit on the number of PINs that a resident may request. **However, each specific PIN may be used by only one person, who must be instructed not to share the PIN with anyone else.** The PIN helps to identify who has accessed the building if there's ever an issue. Sharing of PINs increases the security risk for all residents. Before requesting a PIN for someone, you must have known that person for a reasonable amount of time. In the case of caregivers and housekeepers, you may grant permission for access to the building during the following days and times:

- To caregivers 24/7 (seven days a week, 24 hours a day)
- To housekeepers seven days a week from 7am to 5pm

When a recipient of a PIN no longer needs it, you must notify the Building Committee to have the PIN cancelled.

Granting Entry Via Landline or Older Cell Phone

Residents who do not have smart phones compatible with the 2N system may use their landlines or older cell phones to grant access to visitors. Make sure that your name is entered in the directory (contact a member of the Building Committee for help). When a visitor selects your name to request entry, the system will call your landline or older cell phone. You will be able to talk to the visitor to identify the person, but you will not be able to identify the person visually. After identifying the person orally, press 99* (that's 99 and the star symbol) to unlock the vestibule door.

GETTING MAIL AND DELIVERIES

Each apartment has an assigned mailbox in the portion of the entry lobby referred to as the Mailroom. The Mailroom also contains larger mailboxes that USPS uses for larger deliveries. If you have trouble accessing your mailbox, notify USPS for assistance. You can send envelopes (but not packages) by putting them through the Mailroom's outgoing mail slot, found near the bulletin board.

Package delivery services (such as UPS and FedEx) sometimes will bring packages directly to your door and sometimes will leave them on the Mailroom table.

WHAT ABOUT ANIMALS?

Pets are allowed at The Tate. We do impose reasonable restrictions. For example, pets are limited to "domestic household pets", such as dogs and cats, and fish. Pets may not run at large in the building and must be leashed or carried in common spaces. Aquariums are permitted, but their total capacity in any one unit is limited to 50 gallons. The Board has discretion to require the removal of any animal that unreasonably disturbs others. Pet waste should be bagged and disposed of in the main Trash/Recycling Room, rather than left in waste bins in common spaces.

USING COMMON SPACES

Laurel Fisher Gallery

The Laurel Fisher Gallery is our community living room. It is located on the first floor, adjacent to the main entrance foyer and lobby. Residents use it to greet visitors, host gatherings and invited public get-togethers and receptions, play games, and hold HOA meetings. Exhibits of work by Oregon local artists are organized by The Tate Art Committee, and these exhibits change regularly. The gallery is an agreeable and hospitable place given its natural light and view to a landscaped exterior garden. A lending library of books is available from bookshelves on the west wall. There is a unisex restroom that may be used by visitors and residents alike. Additionally, an efficiency kitchen with serving bar, coupled with a gas

fireplace, offer convenience and comfort. The fireplace is operated manually by a switch to right of the fireplace. This should be kept off when the room is unoccupied. The Gallery enjoys wireless internet access with the password <1375Olive@Tate>.

You are welcome to reserve the Gallery using the signup sheet posted on the bulletin board in the Mailroom. Please be considerate of the amount of time you reserve.

Second Floor Terrace

This terrace comprises a major communal asset along the building's second-floor, westside edge. The common space is available for picnics, receptions, and general enjoyment. Landscaping is maintained and refreshed by the Landscape Committee and BMC, and members of the community maintain a variety of herbs and vegetables that are available for harvest by all residents.

The Second Floor Terrace abuts Apartments 203, 205, 207, and 209. Residents of these units maintain their own terraces, which are separated from the common space by metal gates. When using the Second Floor Terrace, please be mindful the privacy of those apartments and of the building's no smoking policy.

North Garden

This is a lovely, cool, summer meeting place for gatherings with family and friends. Lightweight chairs and tables are available to use for your comfort there. You'll find additional chairs and tables in the north stairwell. If you'd like to hold an event in the North Garden, you may reserve it using the calendar posted on the Mailroom bulletin board.

Lobbies and Hallways

BMC maintains our lobby and hallway spaces, but residents may cooperate with others on their floors to hang art or place furnishings in the halls. Decisions of this sort should be made collaboratively, with explicit consent of all fellow floor-mates. Also, these hallway and lobby objects should be placed with maintenance and fire code requirements in mind.

Elevators

Our elevators are beautifully paneled, and we are careful to avoid leaning or scraping hard or sharp objects (such as shopping carts or baggage) against their walls. Whenever you move furniture or other large objects into or out of your apartment, please use protective pads on the elevator walls. You'll find these pads in Storage Closet #13. You may hang and remove these pads on your own or, if you prefer, you can arrange to have BMC install pads for a fee. Please use the east elevator when padding. Because residents may need the elevator's railings to safely enter and exit, you should plan to have the pads taken down at the end of the day.

If you need extended use of an elevator when moving large objects, you may convert the operation of the elevator to "Service Mode," which allows elevator doors to remain open until manually closed. Please consult BMC or the Board Chair or a member of the Building Committee for instructions.

If you are temporarily trapped in the elevator, use the elevator's emergency call button to connect to a monitoring service. There is an intercom system located only on the first floor between the two elevators which will allow communication with individuals inside the elevator.

Stairwells

There are stairwells at the north and south ends of The Tate. You may use them to get to and from any floor. Both stairwells serve as fire exits and areas of rescue, and they should be kept clear of objects.

The north stairwell has a ground level fob-keyed door from the North Garden and another door that opens directly into the garage storage closet area.

The south stairwell has two ground level entry points -- one giving secure access from the exterior through a fob-keyed door and the other giving easy passage to and from the main entrance and Mailroom. The south stairwell also provides access to the rooftop through a manually operated hatch that is kept closed and locked. Access to the rooftop is limited to

construction, maintenance, and service activity authorized by BMC, the Board Chair, or a member of the Building Committee.

HOA Storage Closets

The HOA maintains three storage closets. Two are for use of the HOA. The third -- Storage Closet #13, in the garage near the Mailroom door -- contains things you can use and can be opened with your apartment key. Items in this closet include an emergency kit, a small ladder, various tools, three elevator protective pads, replacement air filters for individual HVAC units, paint for ceilings and hallways, and an emergency water spill kit comprised of a wet/dry vacuum and dams to place around water spills.

Secure Bicycle Racks

You'll find bicycle racks in the garage's south bay, in parking space 26. These are available to all residents regardless of the location of their deeded parking spaces. Even though the garage is a secure place, it's good practice to lock your bikes.

Residential and Business Parking

Homeowners own at least one deeded parking space located within the secure rolling gate. Depending upon your apartment number, your space is located either under the outside canopy or in one of the three gated bays in the garage.

Commercial parking spaces both inside and outside the rolling gate are clearly marked and reserved during working hours for the commercial properties located on the ground floor.

Do not park in the following zones:

- Either of the two yellow-striped areas labeled "no parking";
- The loading zone for picking up or dropping off residents with mobility issues -- you may stop briefly in this area to load passengers but may not leave your vehicle unattended; and

- Except on evenings and weekends as noted on signage, the commercial spaces marked “reserved” and allocated to the ground-floor business owners and their employees and guests.

Handicap Parking and Assisted Ambulatory Access

The Tate has two designated handicap parking spaces. One, in the garage near the Mailroom, is reserved for residents. If you need to use this handicap parking space for an extended period, please contact the Board Chair. The other is located at the south end of the gated uncovered parking zone and is reserved for the ground-floor business owners and their guests.

To ensure accessibility, the main entrance door can be operated electronically, as can the door between the garage and Mailroom and the door to the Second Floor Terrace.

The Driveway

Go slowly on the driveway. Try to avoid driving over the two steel plates on the driveway that are close to the street. When rolled over with some speed, these emit a "whoomph" sound that can disturb folks in the south-facing units. Other drain coverings on the driveway make noise as well, and the most considerate way to dampen all this driveway noise is to drive slowly.

HOW TO DISPOSE OF GARBAGE, TRASH, AND RECYCLING

Trash/Recycling Rooms on Each Floor

On each floor, at the southeast corner of the elevator lobby, there is a trash/recycling room with a garbage chute leading to a refuse bin on the ground floor. Each of these rooms has a bin for co-mingled recycling, a bag for glass recycling, and a bag for beverage containers that have a deposit refund value. Each room also has a ladder: a 6-footer for floors 2 through 5 and an 8-footer for the 6th floor, which has higher ceilings.

Garbage should be enclosed securely in a plastic garbage bag before being put down the garbage chute. Please do not put loose garbage or loose lightweight packing material into the chute.

To unlock the chute hatch, press the black button above the hatch as you turn the handle. When the hatch is open, a red signal light illuminates, and the hatches on all other floors automatically lock. After disposing of your trash, please be certain to shut the hatch door firmly until the illuminated red light is extinguished; this will enable chute doors on all other floors to become accessible. If you do not close the trash door properly it will lock all trash doors on all floors, and someone will have to go to every floor to find the problem.

Janitorial staff takes care of materials in the co-mingled recycling bin and the other two bags. Posted notices describe items that can be put in each. Currently, these are:

Co-mingled recycling: the co-mingled recycling bin can accept emptied and rinsed plastic containers in the shape of bottles, jugs, or jars, so long as they are larger than a tennis ball and are labeled #1 or #2. (Plastic tubs and lids from the local brands Nancy's and Toby's can be recycled in the main Trash/Recycling Room only.) The co-mingled recycling bin on each floor also can accept flattened cardboard boxes, egg cartons, and pizza boxes, so long as these are clean. Do not place frozen food containers, gable-topped cartons, or waxed cardboard into this bin. Instead, these go into the trash. Emptied and rinsed food cans can go into the co-mingled bin, but lids must go into the trash. Finally, the co-mingled bin can accept clean paper, including newspaper, magazines, junk mail, office paper, and paper scrap. Please know that it's very important to avoid contaminating co-mingled recycling with items that are not accepted, because those items may break recycling machines or cause an entire load to go into the landfill. When in doubt, throw it out.

Glass recycling: most unbroken glass bottles and jars (no lightbulbs!) qualify for recycling. These must be rinsed out. Lids go in the trash.

Beverage containers that have a deposit refund value: the easiest way to determine if your container qualifies is to check its label. Under Oregon law, after 2021, all qualifying containers must have "OR 10 ¢" on their labels. In general, Oregon's Bottle Bill applies to beverages in cans or

bottles made from metal, glass or plastic, including water and flavored water, beer or other malt beverages, canned wine, carbonated soft drinks, kombucha, some coconut water, and hard seltzer. Items excluded from the Bottle Bill include distilled spirits, milk and plant-based milk, infant formula, flavoring and condiments not normally drunk without mixing (such as lemon and lime juices), concentrates and syrups, and meal replacements. When in doubt check the label.

Please put materials for recycling in the appropriate containers and make sure to break down and flatten all cardboard. If you have large items or large amounts of material to be recycled (large cardboard cartons, packing material, large numbers of wine bottles, heavy collections of newspapers or printed material, etc.), please bring them directly to the main Trash/Recycling Room.

Main Trash/Recycling Room

The main Trash/Recycling Room contains a large dumpster for garbage, a smaller dumpster for co-mingled recycling, a bin for yard/kitchen waste, and a collection area for plastic tubs and lids from the local brands Nancy's and Toby's.

The Tate contracts with a waste management service to empty its dumpsters. Occasionally, especially over holiday weekends, dumpsters may become full to overflowing. If you have very large amounts of garbage or cardboard, consider taking it directly to a Lane County Transfer Station. The one nearest The Tate is the [Glenwood Transfer Station](#).

A yard/kitchen waste bin is available in the main Trash/Recycling room during cooler months and inside the parking entrance rolling gate during warmer months. Residents may use this bin to dispose of plant debris and kitchen scraps, including bones and meat. The bin is emptied twice monthly and may be used only for organic matter -- do not use it for soil, plastic, or pet waste, or for large plants that will consume much of the bin's interior.

The main Trash/Recycling Room also houses tools, gardening supplies, dollies, and a wheeled wagon. These are available to all residents, who should return them promptly in immaculate condition.

ENJOYING YOUR PRIVATE DWELLING

Condominium owners enjoy a unique form of ownership -- each owns the space inside their unit ("from the studs in") as well as an undivided interest in the common elements of the building. Each owner automatically becomes a member of the HOA when purchasing a unit.

HOA Fees

Your monthly HOA fees cover water (hot and cold), common area utilities, elevator maintenance, garbage and recycling removal, basic internet service, HOA insurance, routine cleaning and maintenance, and a long-term "Replacement Reserve Fund."

HVAC

The heating and air conditioning (HVAC) system installed in each apartment comprises multiple elements that require routine attention and service.

The condensing units for apartments 201 through 310 are in the garage. All other apartment condensing units are located on the rooftop. Within each apartment, the fan coil unit and condensate drip-pan with reservoir pump are in a ceiling cavity (usually above a bathroom or the laundry room) accessed through a hatch. Ducting is housed in the ceiling cavity above all rooms. The return-air duct grill is usually located in the ceiling above the apartment's entry hall. This grill may be manually opened to replace the system's air filter. These air filters should be replaced regularly.

You'll find a supply of appropriately sized filters Storage Closet #13. The cost of these basic filters is covered by your HOA dues, and you may retrieve replacement filters, as needed, from the closet. Each apartment has a touch screen programable thermostat mounted on a wall near your return-air grill. This thermostat is hardwired to the system but also requires that you regularly replace its batteries.

Internet and Telephones

Each apartment has access to The Tate Condominium's business high-speed internet, which is faster than residential service. Each unit also can access basic cable through a co-axial cable connection. The costs of these services are included in your monthly HOA fee.

Internet access is provided through one or more ethernet jacks found in each apartment. You can connect your ethernet jack directly to your home computer or indirectly to multiple devices through a wireless router. Your unit may have come with a router. If not, a member of the Building Committee can help you decide which to purchase.

In addition to the wired service in your unit, you can access a wireless internet connection in the Laurel Fisher Gallery using the password <1375Olive@Tate>.

Land-line telephone service can be obtained through a VOIP (voice over internet protocol) system that permits your land-line phone to send signals through our high-speed network. Alternatively, some service providers (notably Comcast) offer modems that connect to cable jacks. Others (such as Verizon and AT&T) can port your land line number to a wireless receiver (Verizon calls this "Home Phone Connect") that connects to a phone jack.

Utilities in General

Northwest Natural and EWEB are our utility providers. You are responsible for contacting these utility companies to initiate your services. The total cost of your apartment's hot and cold-water service is covered by the monthly HOA fee. Each apartment has its own gas and electric meter for lighting, heating, and appliances. These will be read monthly, and the utility companies will bill you directly for your usage.

Water and Drains

In a multi-dwelling building, water spills can be a disaster for everyone. Please be attentive to the possibility of water spills within your apartment. Possible sources of such spills include connections to your refrigerator's ice

maker and the plumbing connections to your other kitchen and laundry appliances.

If a spill happens within your unit, it's important to clean it up before the damages your property or seeps into other areas. Dams should be placed around large spills and the water vacuumed out. You'll find dams and a wet/dry vacuum in Storage Closet #13.

All water to sinks and toilets can be turned off with a key/wrench provided in all apartments. If you are unable to locate your key/wrench, contact a member of the Building Committee. Ideally, the key/wrench should be stored in proximity to the controls. The shut-off valve for the water to your refrigerator is located behind the refrigerator (along with the refrigerator's individually circuited receptacle). The water supply to your appliances can also be turned off at a manifold that can be accessed through the metal ceiling hatch usually found in one of the bathrooms or your utility room.

We recommend that you run water through your sink, shower, and tub drains on a weekly basis to avoid the build-up of odors.

Garbage Disposal

Most apartments are equipped with a garbage disposal. Please consult the manufacturer's instructions for your device to ensure ideal immediate and long-term performance. We suggest you follow these guidelines to prevent plumbing problems in your apartment and the building:

DO run water down the drain while operating the disposal, which works in tandem with your plumbing system to get rid of food scraps. If you don't run water down the drain while you run your garbage disposal, there's nothing to help move those ground-up food scraps along through the pipes. Instead, the food will accumulate and potentially form a clog.

DON'T feed your garbage disposal anything stringy and particularly fibrous, such as long celery stalks. The stringiness of the material can cause it to tangle and cause a jam. Also, foods like dough and potatoes form a paste that can jam or cause a clog in the drain line.

The best approach to food waste is to collect it and deposit it in the collective kitchen/yard waste bin that is described above.

Electric Circuit Panel

You'll find your unit's electric circuit panel in your laundry room or hallway. There is no main breaker, but all original circuits were clearly labeled. The circuits are specifically tailored to the original appliance, receptacle, and lighting demands. If you want to make changes or additions to the original appliances, lighting, and other electrical connections, please first talk with BMC to determine the limitations of the existing electrical supply.

Gas Connections

All Tate apartments are served with natural gas for fireplaces and kitchen cooking appliances. Each gas connection within the apartment has its own shut-off valve at the site of the appliance. Unit meters and shutoffs are located on the roof of the building.

USING YOUR BALCONY OR TERRACE

Individual owners do not own their balconies or terraces; instead, these are property of The Tate, and the HOA engages in periodic maintenance of these areas. Your use of them has some limits -- for example, you cannot store things there, except for outdoor propane or gas barbecue grills, patio furniture, and plants. You also must take care not to overload balconies and terraces (see below), and you cannot compromise the structure of the exterior walls by puncturing them with nails or other hanging devices.

Evaluating Weight of Things on Your Balcony

When planning to place planters and furnishings on your balcony, keep in mind the weight limitations inherent in the building's design. The Tate's balconies and terraces were designed to support a load of 60 pounds per square foot (PSF). Most balconies have 98 square feet and thus can support 5880 pounds distributed over their entire surfaces. Balconies on the south end of the building are larger (about 198 square feet) and can support 11,880 distributed pounds.

You should pay attention not only to the total weight limitation but also to the load limit of smaller areas within your balcony. To calculate the load limit of a particular space within your balcony, multiply 60 PSF by the area to be occupied by an object. For example, a large planter with a 12-inch footprint would need to weigh less than 60 pounds to stay within the balcony's load capacity.

Using Water

When you water your plants or clean your balcony and terrace surfaces, please keep in mind that water and debris must not fall on your downstairs neighbors' balconies or accumulate on your own. Consider your balcony to be an "inside space" – where you would not over-water to the extent that water would drip onto the floor.

Homeowners' Additions to Balconies & Terraces

Beyond the stated load limitations, residents may not hang items from balcony/terrace railings or walls without permission of the Board.

ALTERING OR RENOVATING YOUR UNIT

We care about maintaining The Tate's architectural and aesthetic values, and there are Bylaws and Rules and Regulations that govern your alterations. As a result, although owners are free to select interior paint colors without Board approval, all additions, deconstructions, or other modifications must be pre-approved by the Board.

Before you begin a home improvement project, you must obtain Board approval by applying and answering any questions from the Board. Major renovation projects (such as bathroom or kitchen remodels) might require detailed plans as well as a presentation by the contractor or architect. Moreover, if you gain approval but then make changes to your project, you'll need new Board approval, and as a result you should carefully consider all aspects of the project before applying.

Employ only licensed and bonded contractors and subcontractors for repairs, modifications, or additions that require changes to the building's framed structure, plumbing, and electrical service and fixtures. You should make every effort to oversee the work personally.

The Tate was constructed using concrete floors through which steel cables were strung and tightened. The integrity of these cables is essential to each floor's strength. As you can imagine, severing the cables could cause catastrophic failure. Under no circumstances should you cut or drill into the concrete floor and chance cutting through the steel cables. Notify your workers about this rule.

HOW TO MANAGE FIRE AND SMOKE ALARMS AND INCIDENTS

Two Alarm Systems

1. Apartment alarm system. Within your apartment, there are white smoke detectors on the ceiling near the kitchen and in each bedroom. All the smoke detectors within your apartment will sound if any one of them is activated. If these alarms sound, you can determine which smoke alarm is activated by looking at their red LEDs. The activated alarm will show a continuously illuminated red light. These alarms do NOT activate the building alarms and are not detected by the remote building system monitoring service unless the smoke from your apartment escapes into the hallway or a fire exists in your apartment which has activated one of the sprinklers. Periodically, you should check the batteries on your smoke detectors.

2. Building alarm system. There are also smoke detectors in the common spaces (lobbies, hallways, the Laurel Fisher Gallery, garage, etc.). Alarms (the red boxes in the hallways and the white device labeled FIRE in each unit) sound when these sensors detect smoke or when water flows from one of the building's sprinklers. This alarm signal is passed to a remote monitoring service that alerts the fire department to confirm or cancel the emergency.

What To Do When An Alarm Sounds

What should you do when you hear an alarm? Determine its source!

- If the alarm is coming from your apartment's smoke alarms, you can silence them by fanning any smoke or steam away from the device. Alternatively, you can silence the alarms by pressing their buttons (each button is a depression about the size of the end of a broom handle -- in fact, you might use a broom handle or similar device to reach the button!). Silencing the activated detector will silence all the smoke detectors in your apartment.

If you notice smoke in your apartment, open your windows but try not to open your hall door, because that might activate the general building alarms. Obviously, if you've got a genuine emergency, alert your neighbors and call 911.

- If the alarm signal is generated by the building alarm system, look out into the hallway to see if there is evidence of smoke or fire. Even if there is no evidence of smoke or fire, to be on the safe side, you should still evacuate the building and assemble near the entrance so that everyone can be accounted for. If you choose to take the risk of remaining in your apartment, please notify one of your neighbors so that you can be accounted for.

HOW TO PREPARE FOR EMERGENCIES

The Tate has an Emergency Preparedness Brochure in progress.

There is an emergency evacuation chair in the south stairwell on the 3rd floor stair landing. Additionally, there is an emergency defibrillator attached to the wall in the elevator lobby on the 4th floor.

Storage Closet #13 houses a grey emergency kit containing tools and instructions for gas, electric, and water main shut-off valves. It includes a schematic to show you where these are in the building; i.e., gas shut-off at the north side of the building, electric shut-off in the ground floor mechanical room, water shut-off in the ground floor trash/recycle room.

CAN I LEASE MY UNIT?

Yes, owners can lease their units. If you do so, you must enter a written lease with your tenants, and you must provide the Board with a copy of the lease as well as the names and contact information of the tenants. In addition, give your tenants a copy of this User Guide.

KNOW YOUR HOMEOWNERS' ASSOCIATION

The Tate HOA is governed by an elected Board of Directors, which sets policy and manages the Association according to our Bylaws and Rules and Regulations.

Board of Directors

Directors must be owners. They serve two-year terms and have term limits of two consecutive terms. They may stand for election again after a two-year break.

Meetings and Minutes

Board meetings typically are held on the third Thursday of every month and take place in the Laurel Fisher Gallery (and/or virtually). All owners may attend. Meetings and agendas are shared in advance to The Tate Google Group, and meeting minutes are posted to The Tate website.

TAKE ADVANTAGE OF COMMITTEES

Eight committees assist with building integrity and with our community's ongoing activities. If you'd like to volunteer, the website lists committee chairs, and your involvement will be welcomed. The committees are:

- The Art Committee supports local artists by coordinating art exhibits in the Laurel Fisher Gallery.
- The Asset Investment Committee ensures the prudent investment of monthly reserve funds collected from residents.

- The Budget Committee drafts the HOA's operational budget.
- The Building Committee oversees the maintenance and improvement of the building's physical structure.
- The Insurance Committee reviews The Tate's insurance policies and monitors premium increases.
- The Landscape Committee plans and implements The Tate's horticultural plantings.
- Reserve Replacement Committee tracks and manages expenditures for repairs and replacement projects.
- The Social Committee plans and oversees social gatherings and special events for residents.

THE TATE'S INSURANCE POLICIES

The Tate maintains fire and liability insurance for the building. Residents must supplement this insurance with policies for their personal property and liability, and they must verify that they have this individual coverage for their units.