

THE WOODLAND CONDOMINIUM ASSOCIATION



Resident Handbook

Version: November 1, 2022

The Woodland Condominium Association

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The Woodland House Condominium Association

CONTACT INFORMATION

Emergencies	911
Management Office	(860) 522-7225
Security Desk / Emergency	(860) 278-2715
Garage/Valet Parking	(860) 724-0049
Maintenance / Work Order Requests	(860) 522-7225
RM Bradley Home Office / Accounting	(860) 278-2040
Comcast/Xfinity Cable/Internet/WIFI <i>Say "Bulk Department"</i>	(800) 934-6489
Gas Leaks	(866) 924-5325

MANAGEMENT OFFICE

On-Site office hours are 8:30am – 2:00pm, Monday - Friday. The Management Office is on the Mezzanine level of the building. You may contact the Management Office by email, phone or visiting the office.

EMERGENCIES

For all true emergency situations, call 911 first and then inform the Security Desk by calling (860)278-2715 and tell them you called 911. Please refer to the [Quick Reference Guide](#) for other important phone numbers.

ADMINISTRATION - THE WOODLAND HOUSE CONDOMINIUM ASSOC., INC. (WHCA)

The WHCA is directed by a nine-member Board who serve three year terms. Announcements for Board meetings agendas are posted in common areas such as the elevator, glass cases outside the laundry room, mailroom and in the garage lobby near the elevators, as well as emailed. Homeowners wishing to bring matters to the Board's attention may email the Board at

info@thewoodlandcondos.com or speak publicly during the unit owner comment period at the end of the Board meeting.

HOMEOWNER ASSOCIATION (HOA) FEES

HOA fees are determined annually upon approval of the Association's budget by Unit Owners at the Annual Budget Meeting of the Association. The Management Company distributes the budget to Unit Owners.

- Payments are due on the first day of each month. Monthly statements are mailed to Unit Owners listing condo fees and other applicable charges. Payments may be dropped off at the onsite office or mailed to The Woodland Condo Association, c/o RM Bradley Management, 225 Asylum Ave., Floor 15, Hartford, CT 06103. Please remember to make all checks payable to "The Woodland Condominium Association" and to include your unit number on your check.
- Unit Owners may check their account balance and pay fees online at www.rmbradley.com and clicking the "PAYMENTS" button. Online payments may be made using a checking account number or credit card.
- Owners will be assessed a **late charge of 6% on fees paid after the 10th of the month.** Delinquent accounts (over 90 days) will be referred to an attorney.

USE OF UNITS

- No part of the Property shall be used for other than the purposes for which such part was designed. (See [Declaration Article IX, Section 9.1\(a\)](#))
- The Board of Directors, or its designated agent, retains a passkey to each Unit for use in emergency situations only. No Unit Owner or Resident may alter a lock or install a new lock on a door of their Unit. (See [Declaration Article VI, Section 6.4](#))
- Any damage resulting from the misuse or abuse of the property, appliances or fixtures within their Unit is the responsibility of the Owner.

USE OF THE COMMON ELEMENTS

1. Nothing shall be stored by a Resident in the Common Areas, such as hallways, staircase and compactor rooms in compliance with the Fire Code for the City of Hartford. Storage of personal property in assigned areas is at the sole risk of the Resident.
2. Unit Owners may not hang or display anything on the outside of windows or placed on the outside walls and doors of the building. There is an approved canopy for balconies. Call the Management Office for details.
3. Residents are required to keep their Units and any Limited Common Elements to which they have sole access (such as balconies) clean and in good repair.
4. No business involving customer traffic shall be conducted within the building. (See [Declaration Article IX, Section 9.1\(a\)](#))
5. The Woodland is a SMOKE FREE BUILDING. Smoking is only allowed in the grassy area beyond the pool and the gazebo. Violations can result in **fines for the unit owners and/or termination of rental agreements.** Unit Owners are responsible for the conduct of all members of their household, tenants and guests. (See **Condo Rules Document**)

RESIDENT BEHAVIOR

1. No one shall play any music, television set or radio at a volume that causes unreasonable disturbances to other Residents.
2. Unit Owners shall be held responsible for the actions of their children, guests, tenants and pets.
3. All pets must be approved **prior** to moving in or bringing a pet to live on the premises. Once approved, pets must be registered annually. **Please refer to the Pet Policy in Appendix II at the end of this document for more details.**
4. Unit Owners and occupants must comply with all applicable laws of the State of Connecticut and all bylaws, ordinances, rules and regulations of the City of Hartford and shall hold the Association and other Unit Owners and occupants harmless from all fines, penalties, costs, and prosecutions for violations.
5. Residents, their families and guests shall abide by the recreational area rules of behavior.
6. Propane use and storage are prohibited.

NOISE

Residents must confine noise making improvements and repairs to the hours of 8am – 5pm Monday through Saturday. The Board suggests residents contact their immediate neighbors in anticipation of any activity that may create noise.

Renovations by an outside contractor must be pre-approved by the Management Office. Any damage is the responsibility of the owner.

Call the Security Officer if you have a noise complaint when the Management Office is closed.

Please close unit doors, stairwell and other doors gently so as not to disturb your neighbors.

BICYCLES & KAYAKS

All bicycles and kayaks must be registered with the Onsite Management Office. Fill out a bike/kayak registration form from the Management Office and pay the annual fee. A dated registration sticker will be provided that must be displayed on your bike/kayak. Please give your lock combination to the Management Office.

FITNESS CENTER & SAUNA

The Fitness Center is open 24 hours a day. Instructions for the operation of the sauna and exercise equipment are posted. Please notify the Management Office if equipment needs repair.

COMMUNITY ROOM RENTAL

The Woodland Community Room is available for use by all residents. Use of this facility is governed by the rules listed below. Residents need to submit a reservation application available in the Management Office, at least two weeks prior to the event. A \$200 cash deposit is required, or, if by check it must clear prior to your event.

1. The Community Room is for private parties. It may not be used for any commercial or "for profit" purposes. Guests may not be charged an admission fee.
2. The Community Room may not be used for religious services.
3. The maximum number of guests permitted is 50.
4. Prior to the party, the host or hostess must provide the Management Office with an external guest list. Security will require a photo I.D. prior to admission to the building.
5. External guest access is limited to the front parking area. Additional parking is available on Woodland Street across from our building.
6. The host/hostess must be in attendance at ALL times.
7. Noise levels that create a disturbance are not allowed.
8. Owners are responsible for any damage.
9. Parties/events must end by midnight. If the party host is unable to control the conduct of guests, Security has the right to stop the party.

The Board of Directors of The Woodland Condominium Association reserves the right to approve all requests for use of the Community Room.

DELIVERIES

1. Delivery of large items like furniture must be scheduled with the Management Office and come through the Mezzanine Level Loading Dock, Monday-Saturday 8 am - 4 pm.
2. Grocery deliveries must also come through the Mezzanine Level Loading Dock.
3. Smaller packages like take-out food deliveries and prescription medicine are permitted through the Front Lobby.
4. FedEx, UPS type packages are delivered to Security. You will be notified via text or email when your package is available for pickup.

GRILLS

Grills of any kind are not permitted at The Woodland in accordance with City Ordinances.

INSURANCE

The Woodland Condominium Association has in place a Master Insurance Policy that covers Common Areas. ([See Declaration Article VI](#)) The policy does not cover personal property or household furnishings:

1. Nothing shall be done or kept in any Unit or Common Elements that increases the rate of insurance of the building without the prior written consent of the Board of Directors.
2. Unit Owners and Occupants shall comply with the rules and regulations of the New England Fire Rating Association, or such similar association, as well as the City of Hartford.
3. Fire or accident damage affecting any Unit or Common Elements shall be reported to the Board of Directors and Management Office immediately following such occurrence.
4. All Unit Owners are required to maintain homeowners insurance ([See Declaration Article XVIII, Section 18.6](#)) and Renters are advised to carry Renters insurance.
5. Any work being done on units must only be done by licensed, insured contractors ([Declaration Article VI, Section 6.8](#)) (**See Appendix V at the end of this document for more details**)

KEYS

Information to obtain duplicate keys can be obtained thru the Management Office.

LAUNDRY FACILITIES

The Laundry Room is on the Mezzanine level. It is equipped with “smart card” (debit card) operated washers and dryers. You are responsible for retrieving your laundry in a timely manner. **Laundry machines are not permitted in the units.**

MAIL

The Mailroom is on the first floor opposite the elevators. Your mailbox has your unit number and has a lock. Please pick up your key at the Management Office. Outgoing mail may be left in the mail slot in the Mailroom or deposited in the mail chute on your floor. Make sure your mail includes your unit number:

Your Name
31 Woodland Street
Your Unit #
Hartford, CT 06105

Package delivery notices are sent to residents via text and/or email upon delivery of the package and can be picked up from the Security desk. Packages will not be delivered to your door.

MAINTENANCE

Unit Owners are responsible for maintenance, repair and replacement of your appliances. Work done by Management Office staff on your behalf will be invoiced to the Owner.

The following "common elements" are covered by your HOA fees and will be taken care of at no extra charge:

1. Leaking air conditioning/heating fan coil units, but not motor repair or replacement. During the air-conditioning season, please check units often for water to prevent damage to your floors. Management and the Association are not responsible for damage caused by a leaking fan coil.
2. Dripping faucets and faucet washers, but not the installation of new faucets and other faucet parts.
3. Clogged drains, unless the clogging is due to owner negligence.
4. Window leakage.
5. Exterminating services.

If you have a garbage disposal, before using the dishwasher, clear the sink drain by running the disposal with cold water.

For urgent repairs (i.e. major water leak) residents should immediately notify the Management Office or Security if the office is closed. Renters should also notify the Unit Owner for urgent repair matters.

Unit owners are responsible for maintenance and repairs within their unit. Any repairs conducted on your behalf by the Management Company will be invoiced to the Unit Owner. The charges are based on the cost of labor (subject to change) as well as the cost of any parts required to perform the work.

MOVING

1. To make your move into or out of The Woodland smooth, coordinate your move-in date as far in advance as possible with the Management Office. Only one move per day is allowed in the building.
2. Movers may only use the Loading Dock on the Mezzanine Level. Loading and unloading may only be done through the Loading Dock.
3. **Moves are only conducted on Monday through Saturday, 8 a.m. and 4 p.m, with prior permission.**
4. The Moving Fee is \$120 for up to three hours and \$50/hour each additional hour. You will have an elevator reserved for your move. Please notify Security when your move is completed so the elevator can be returned to normal operation.
5. If you have any furniture over 84" measured diagonally, it might not fit in the elevator. Notify the Management Office at least 48 hours prior to moving to arrange for help.

PARKING FOR RESIDENTS

The parking areas shall only be used to park operable, registered automobiles. Vehicles must not impede or prevent ready access to another parking space and may only be parked in designated parking areas. The parking at the front of the building is reserved for short-term guests of residents.

The Woodland offers both outside parking and underground valet garage parking. Parking fees are available at the Management Office. You must notify Management of your license plate number, and the make and model of your car and keep it current. A sticker will be issued and must be displayed on your rear driver's side window. Notify Management of any vehicle or license plate change. All complaints should be directed to the Management Office.

In an event of a snow storm residents parking outside will receive email notification from the Management Office as to when to move their cars to enable plowing.

The garage is operated by a professional valet parking service and attended 24 hours a day. Call (860) 724-0049 before leaving your unit so the car can be brought around in a timely manner. Please note parking in the garage is strictly by valet. You may also ask the service to wash your car for an additional fee.

Release:

Neither the Association nor the operator of the parking garage is responsible for any loss or damage to any vehicle, its accessories or contents, while it is being cleaned, washed or waxed by parking attendants.

PARKING REVOCATION

1. If the payment of HOA and/or parking fees is 30 days or more late, parking privileges will be revoked.
2. Vehicles remaining on the property when privileges have been suspended *will be towed*.
3. Parking privileges will be reinstated upon payment of late fees, on a *first come, first serve* basis.

PARKING FOR VISITORS

Limited short-term visitor parking is provided at the front of the building. Visitors may park in the rear lot beginning at 8:00 am, provided such visitors remove their cars before 5:00 pm to accommodate resident parking.

Overnight guests who park on the property must obtain a visitor's pass from Security. The overnight parking fee will be added to the Unit Owners monthly statement.

RESIDENT NOTICES

Residents may post flyers on the bulletin board in the Mailroom and in the Laundry Room. They may not place bulletins, flyers or notices under the unit doors or anywhere else in the building.

SECURITY

For your protection, the Association contracts with a professional company to provide security services 24 hours a day. Grounds and parking areas are monitored by cameras. Residents must also take precautions for their own and others safety:

1. All visitors must sign in at the Security Desk.
2. Security announces all visitors. Use your peephole to identify visitors before opening your door.
3. Do not prop open doors of the building and be sure all doors close and lock behind you.
4. **For everyone's safety, do not hold doors open for strangers.**
5. Leave a key with a written "permission to enter" note with Security if you are expecting a service person when you are not at home.
6. If you see or hear anything unusual, call Security at (860) 278-2715 and request a security check.

SHOPPING CARTS

A limited number of shopping carts are provided in the Garage and Loading Dock entrance for your convenience. It is important to return carts promptly after use.

STORAGE AREAS

Assigned storage spaces are provided and your key fob grants access to the area. Please contact the Management Office for your assigned storage bin.

SWIMMING POOL

1. There are no lifeguards on duty at any time. Swimmers swim at their own risk. Pool rules are posted by the pool and are handed out annually with your pool passes.
2. You must remain with your guests in the pool area *at all times*. An adult must be in the pool with any child under 10 years old. Additionally children under 14 years old must be supervised by an adult.
3. Each unit will receive 1 pool pass, provided annually by The Management Office, which allows a total of 4 people. No additional passes will be issued.
4. Pool Hours are 6:00 am-10:30 pm weekdays and 6:00 am to midnight weekends.
5. **Refer to Appendix III** at the end of this document for detailed Pool Rules

Banned from the pool area:

1. Glass containers
2. Swimmers with communicable diseases
3. Smoking except beyond the grassy areas and gazebo
4. Alcoholic beverages and illegal substances
5. Excessive noise
6. Electronic devices that disturb others
7. Running and ball playing on the pool deck
8. Pets that are not service animals.

TV, CABLE AND INTERNET

Basic Cable TV and Internet services are provided by Xfinity/Comcast and included in your HOA monthly billing. You need to call (800) 266-2278 to activate service for your unit and ask for Bulk Department.

Do not disconnect the cable when moving out of your unit. If you have expanded services including pay channels like HBO, Cinema Max, Showtime, etc., discontinue those only by contacting Xfinity/Comcast. You do need to return modems and cable boxes to Xfinity/Comcast or you will be charged for them. New residents need to order new equipment.

TRASH AND RECYCLING

Trash rooms are located on each floor. **Please place non-recyclable trash in the chute in plastic trash bags for the safety of our attendants.** Make sure the trash drops completely down the chute.

The Woodland is committed to environmentally-responsible waste disposal. Each Trash/Compactor room includes a recycling bin. Cardboard recycling, deposit bottle/can and composting bins are all located in the Garage. (See Appendix IV, Trash Talk, at the end of this document for details).

VENDING MACHINES

For your convenience, there are vending machines located outside of the Laundry Room.

APPENDIX

- I. Fire Emergencies and Emergency Evacuation Plan
- II. Pet Policy
- III. Pool Rules
- IV. Trash Talk
- V. Renovation Guidelines

APPENDIX I

FIRE EMERGENCIES AND EVACUATION PLAN

The purpose of the fire alarm system is to help detect and notify all occupants of a potential fire emergency in the building. The fire alarm system was updated in 2015 is a state of the art, fully addressable system that includes hard-wired smoke detectors, horns, and strobe lights in every unit, as well as additional devices throughout the building common areas. In addition, the building elevators are tied directly into the fire alarm system and are programmed to automatically proceed to a lower floor if an elevator lobby smoke detector is in alarm.

The Fire Alarm System is called “addressable” so that alarm activation in the building can be identified and located from the panels in the main lobby areas by the Fire Department. Further, the system is designed to only set off a unit alarm horn if smoke is detected inside that unit. However, if a smoke detector in the common area such as hallways are triggered, then the entire building system will go into alarm mode.

The building is also equipped with fire alarm “pull stations” in the common areas, generally located at or near the emergency stairwell doors. If you detect a smoke or fire emergency, and it is safe to do so, please proceed to the nearest “pull station” and activate the alarm. The entire building system will then go into “alarm mode”. **The fire alarm system is designed to automatically call the Hartford Fire Department in the event of an alarm.**

IF YOU SMELL SMOKE AND IT IS NOT COMING FROM YOUR UNIT:

- Pull the Fire Alarm to alert the Fire Department.
- Leave the building immediately.
- Call 911 as soon as possible.

IF YOU HEAR THE FIRE ALARM - DO NOT PANIC:

The Association’s fire alarm system automatically dispatches the Hartford Fire Department. You live in a city with a professional fire department that can and will respond in approximately three minutes from receipt of alarm. DO NOT call the Management office or the Security Guard. Evacuate the building making sure to shut all doors behind you.

Please refer to the EMERGENCY EVACUATION PLAN BELOW for complete evacuation instructions and building diagrams.

IMPORTANT:

- The sound of the fire alarm may cease. This does NOT mean the fire is extinguished. There is no “all clear” signal that will tell you that there is no fire danger in the building.
- When evacuating, choose the stairway nearest your unit as your primary exit. **DO NOT USE THE ELEVATORS.** The diagrams also show the gathering points for those people using that stairway. Go to the gathering point and stay there.
- If the door and doorknob are completely cool, you may leave your unit. **BE SURE YOU HAVE YOUR KEYS WITH YOU.**

- CHECK FOR SMOKE. If there is smoke in the corridor, stay in your unit.
- DO NOT USE THE ELEVATORS. The elevators must be kept free for the firemen. Aside from this very important fact, there is also the possibility that the elevator will stop at the floor of the fire -- opening onto a corridor filled with heat and smoke.
- Take the closest stairwell. If the stairwell is filled with smoke, try the opposite stairwell. If all stairwells are smoke-filled, RETURN TO YOUR UNIT. Should you encounter smoke during your descent, leave the stairwell and enter any clear corridor. If necessary, knock on someone's door and stay inside their unit.

IF THERE IS A FIRE IN YOUR UNIT, YOUR SMOKE DETECTOR WILL SOUND AN ALARM.

If you awake during the night and your bedroom is filled with smoke or fire, slide out of bed and GET TO THE FLOOR AND CRAWL. (DO NOT TRY TO STAND UP.) Remember that heat and smoke rise -- if you keep your face approximately 24" from the floor, it will be much easier to breathe.

If the smoke is too thick for you to see, crawl to a wall and feel along the wall until you have found the doorway. Once you get through the bedroom doorway, SHUT THE DOOR BEHIND YOU. This will contain the fire to the room of origin.

**The Woodland Condominium Association, Inc.
31 Woodland Street, Hartford, CT 06105**

Emergency Evacuation Plan 2013

Date of the plan. This plan was adopted by the WHCA Board of Directors in May 2013, and revised and clarified in May 2014.

Purpose of the plan. This plan has been prepared to assist staff and occupants of The Woodland in minimizing threats to life and/or property in the event of a fire or other emergency requiring building evacuation. It is designed to provide awareness of some of the issues associated with a building-wide evacuation, as well as guidelines for residents and other building occupants in responding to such emergencies. However, it must be kept in mind that every emergency is unique and that there cannot be a single uniform response to all possible emergencies.

Preparation of the plan. This plan was prepared as a result of discussions among the WHCA Safety Committee (Chair Stephen Thal), White & Katzman (Vice President Michael Katzman, former Property Management provider), and Murphy Security (Bob Begley, former Security Services provider).

Updating of the plan. This plan will be updated annually by the WHCA Emergency Coordinator in consultation with the WHCA Safety Committee, the Hartford Fire Department, and the current Security Services provider.

Promulgation of the plan. This plan will be circulated annually to all unit owners and residents, Management Company personnel, Security personnel, and the Hartford Fire Department. Additional copies will be available in the Management Office.

Responsibility for the plan.

1. Emergency Coordinator, with responsibility for preparation, updating, and promulgation of the plan: **Property Management Company**
2. WHCA Board President
3. WHCA Board Vice President

The Woodland residents, Management personnel, and Security personnel are responsible for familiarizing themselves with the plan.

OUTLINE OF PLAN

- | | |
|------------|--|
| Section 1. | Building evacuation guidelines |
| Section 2. | Residents requesting evacuation assistance |
| Section 3. | Preparedness training |
| Section 4. | Property safety inspections |

Section 1. Building evacuation guidelines

Evacuation routes:

- Floors 2-12: Primary: Nearest stairwell at extreme east, west, or south end of floor.
Secondary: Next nearest east, west, or south stairwell.
- Floor 1: Primary: Nearest stairwell at extreme east, west, or south end of floor.
Secondary: Main lobby entrance.
- Mezzanine: Primary: West stairwell.
Secondary: North driveway door.
- Garage: Primary: West door to back parking lot, west door to pool area.
Secondary: Garage door to north driveway.

Designated gathering places: The designated gathering places are away from the building to the front public sidewalk or to the dog area at the far end of the back parking lot.

Protection in place: Residents who cannot exit the building on their own should call **911** and then gather in a unit as close to a stairwell as possible, seal unit doors with wet towels or tape, and hang something out of a window or balcony to alert emergency responders to their presence in the unit.

Evacuation procedure:

1. Leave your Unit if it is safe to do so.
2. If it can be safely reached, proceed to primary/secondary exit, as appropriate.
3. Be sure to take unit key and to close unit door after exiting unit. **Never use an elevator.**
4. Pull fire alarm at stairwell door at extreme end of hallway.
5. As residents exit, they may knock on other unit doors or otherwise try to alert neighbors to emergency.
6. Call 911 as soon as possible.
7. Proceed down stairs to designated gathering place and await further instructions from the Hartford Fire Department.
8. Do not re-enter the building until permitted by Hartford Fire Department.

Fire precautions:

- Small fires can be extinguished only if you are trained to use a fire extinguisher.
- All fires, even those that have been extinguished, must be reported to the fire department by dialing **911** immediately.
- Never enter a room that is filled with smoke. Where there is smoke, keep low to the floor.
- Never enter an area if the door is warm to the touch.

Safety monitors: The WHCA Board of Directors will solicit residents who will volunteer as safety monitors in emergency preparedness drills. The safety monitors may help guide residents to

appropriate exit routes during drills and provide head counts to the Hartford Fire Department once the drill has been completed.

Medical problems: The Hartford Fire Department or emergency medical technicians (EMTs) will conduct all rescue and medical duties. Do not move an injured person; rather, keep the person lying down, covered and warm if possible.

GO Kit: Residents are encouraged to assemble a “GO kit” of items that they might need during a post-evacuation period. For a list of suggested items, see the Red Cross website, at:

<http://www.redcross.org/prepare/location/home-family/get-kit>

Section 2. Occupants requiring evacuation assistance

Residents who feel that they may need assistance during a building evacuation should contact the Management Office during business hours (mezzanine, (860) 522-7225) to make sure that their names are listed on the **Registry**, a list of residents requesting assistance during building emergencies. Emergency personnel will have immediate access to the Registry and will attempt to reach such persons as soon as possible.

The Hartford Fire Department recommends that persons who remain in their units during a building evacuation hang something out of a window to alert emergency responders to their presence in a unit. Transporting of disabled individuals via stairwells should be avoided until emergency personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area, relocation of any individual should be limited to a safe area on the same floor, in close proximity to a stairwell.

Section 3. Preparedness training

Training of staff is required by OSHA 29 CFR 1910.38. The Management Company will maintain records of all staff training and fire drills, including after-action reports. In the case of training and fire drills for residents, similar records will be maintained.

Staff training: The Emergency Coordinator will make arrangements with the Hartford Fire Department for annual training of Management/Security staff in safe building evacuation procedures. The training will include use of property maps which clearly show emergency evacuation routes.

Although the Hartford Fire Department will assume control of any building and its evacuation, the Management Company will maintain updated lists of appropriate personnel and their responsibilities in order to enable the Hartford Fire Department to acquire additional information about a fire or hazardous condition incident.

Resident training: The Emergency Coordinator will arrange with the Hartford Fire Department for at least one emergency training presentation and one fire drill annually for all residents. The Emergency Coordinator will also meet with the Hartford Fire Department, Management staff, WHCA Safety Committee, and safety monitors to prepare an after-action report of what went right and what went wrong, as well as recommendations for improving the building evacuation process.

Section 4. Property safety inspections

The Hartford Fire Department will assume control of the property during an emergency. Management staff and Security personnel will stand by to assist as requested by the Fire Department.

The following equipment will be inspected on a regular basis. These inspections will be carried out by assigned Management staff (or by subcontractors).

- Annual testing: unit air filters and smoke/CO detectors, pilot lights, door sill gaps, absence of propane tanks, balconies; building fire alarms (Simplex), HVAC systems (NE Mechanical Services), elevators (Schindler), emergency lighting/signs (high test)
- Quarterly testing: building sprinklers (Simplex)
- Monthly testing: building fire extinguishers, emergency lighting/signs (low test)

The Hartford Fire Department will inspect the standpipe, hoses, etc.

Records of these inspections will be maintained in the office for review by the Hartford Fire Department and WHCA insurance companies.

Section 5. Resources

Fire / Medical / Police Emergency	911
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Emergency Coordinator	RM Bradley Management Corporation	(860) 278-2040
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Security	WHCA front desk	(860) 278-2715
Management Office	WHCA mezzanine	(860) 522-7225
Garage	WHCA lower level	(860) 724-0049

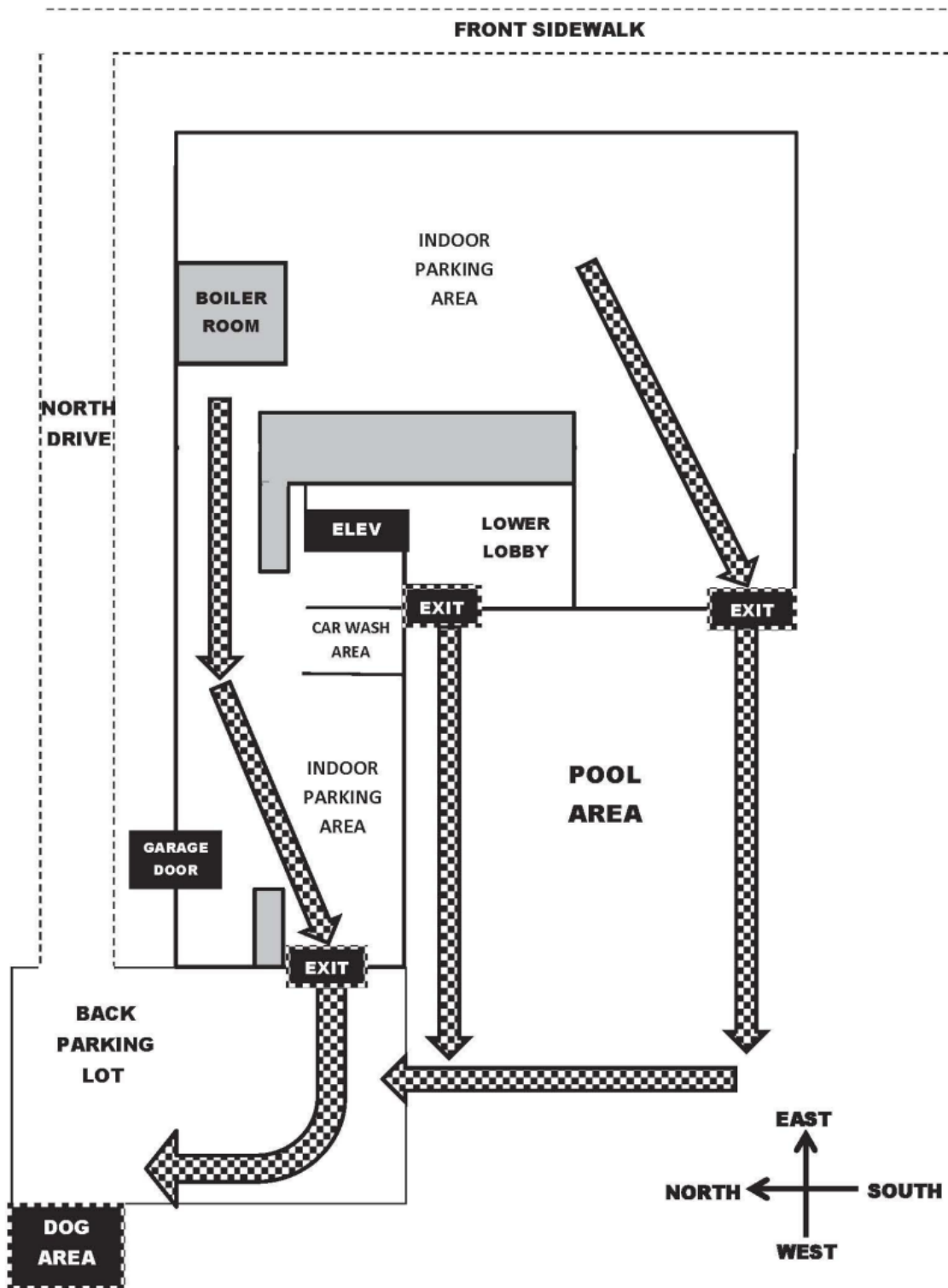
Residents may wish to sign up online for a free statewide alert system which provides state residents with telephone (cell/landline) notices about local emergencies, at:

www.ctalert.gov

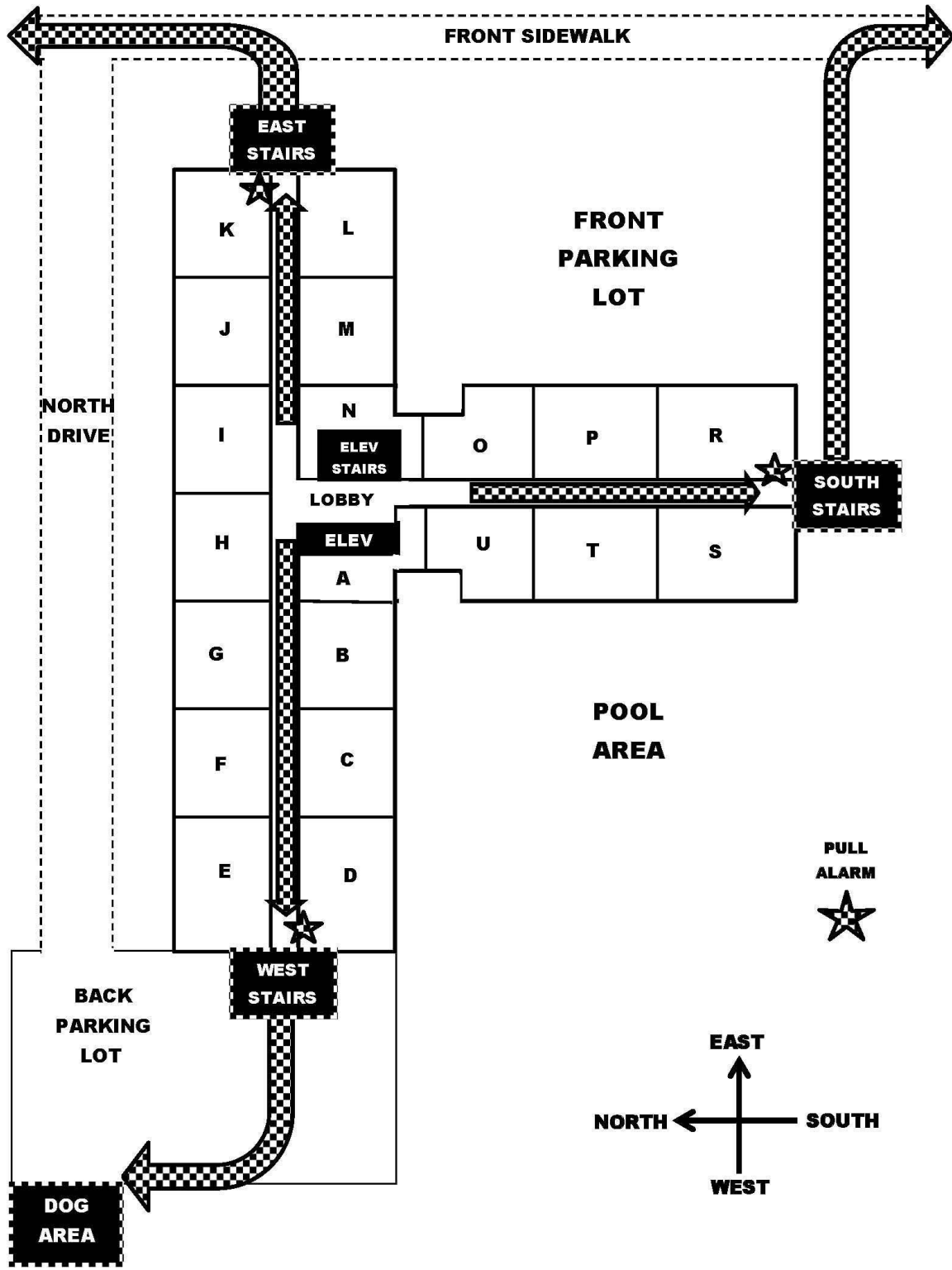
Section 6. Maps

- Building evacuation exit maps will be posted in the elevator area on each floor.
- Residents are encouraged to post a map on the back of their unit entry doors.
- The following pages contain evacuation exit maps for various parts of the building.

GARAGE LEVEL

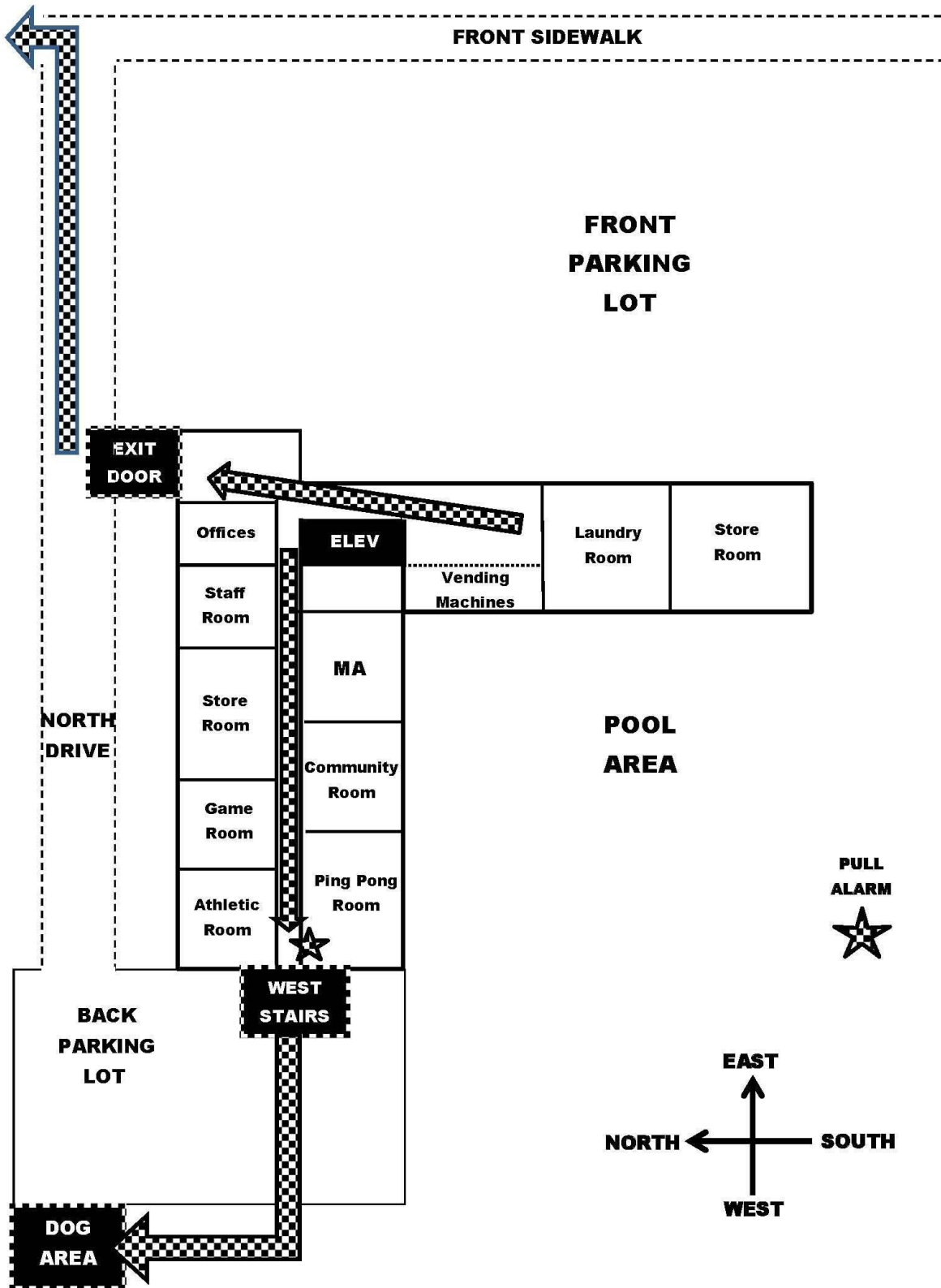


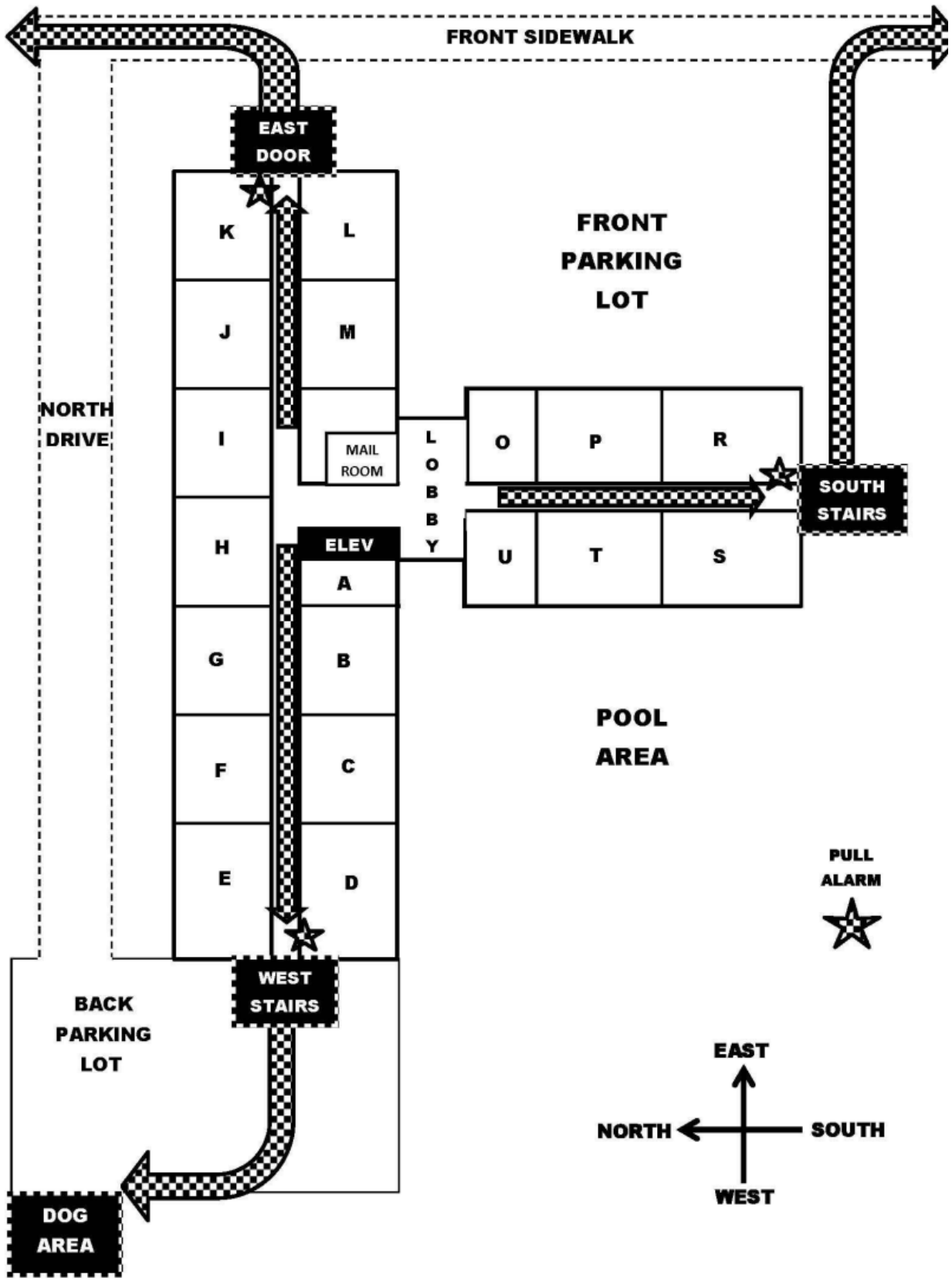
FLOOR 1 - LOBBY LEVEL



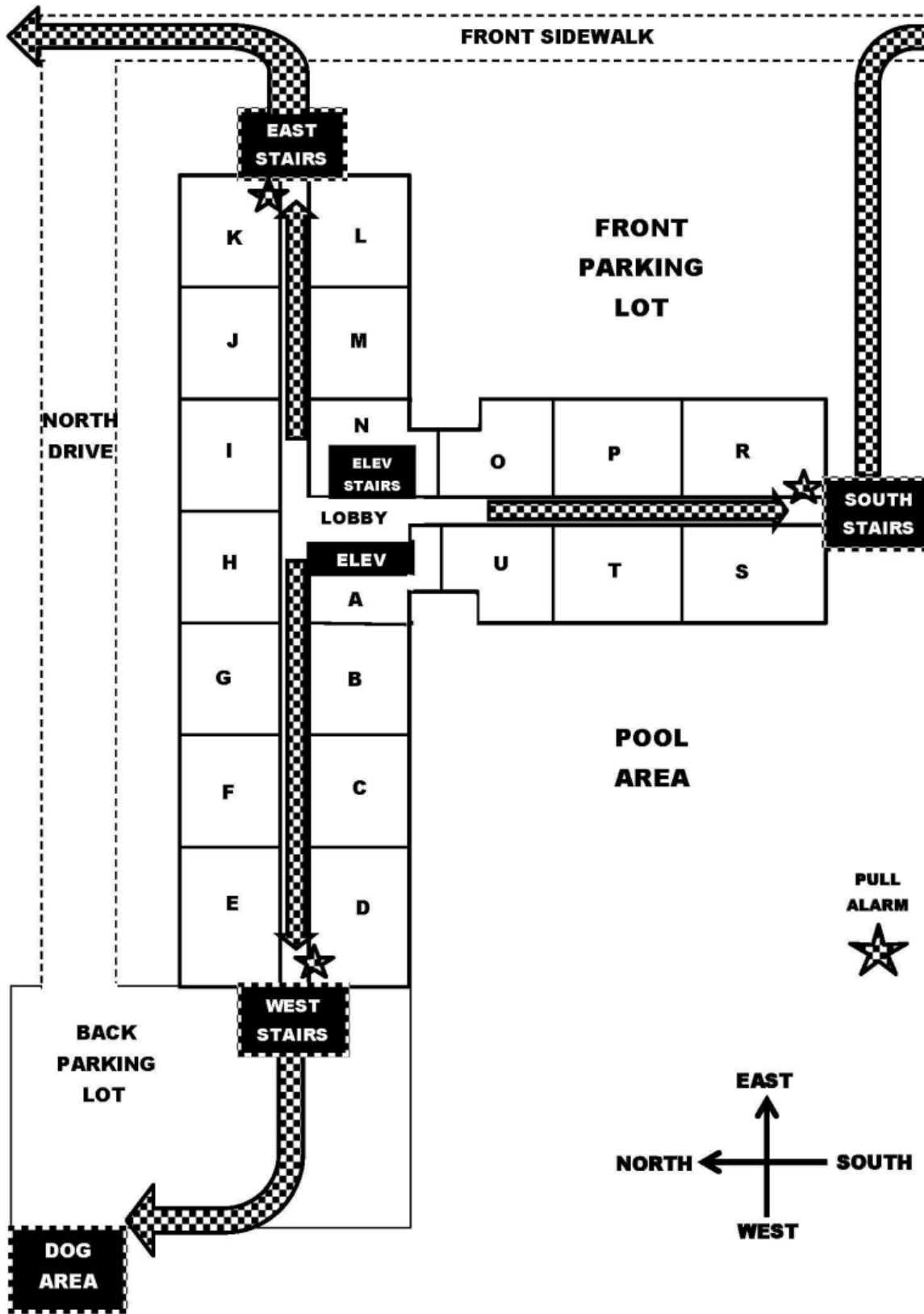
MEZZANINE

FLOOR 1 - LOBBY LEVEL





FLOORS 2-12



APPENDIX II

PET POLICY

Pet lovers are welcome at The Woodland, but as with other aspects of aggregate living, there are special considerations to protect the safety and enjoyment of other residents. The Pet Policy is detailed in the Declarations Section 9.1.i and Rules and restated in Regulations Paragraph III.3 (revised 1/26/2021). Some rules are necessary to comply with City of Hartford Ordinances.

Two weeks prior to bringing a pet onto the premises, you must fill out a pet application from The Management Office and your application must be accepted. Your pet must be re-registered every January and applicable fees paid, \$100 for dogs. This includes service animals.

Not Permitted (this list is not all inclusive):

1. Dangerous animals, snakes and insects.
2. Pets that would become vermin if let loose such as mice.
3. Keeping animals for commercial purposes.
4. Turning pets loose anywhere on the premises except your unit.
5. Pets in the pool area and other common use areas like the fitness center, community room and laundry room, except registered service animals.

For Dogs:

1. Dogs over 25 lbs. or 20" in height at the shoulder are not permitted at The Woodland.
2. Aggressive breeds will not be approved, including pit bulls, rottweilers and doberman pinschers. Your dog must be of suitable temperament for condominium living.
3. Your dog must be licensed by the City of Hartford and approved by The Woodland Condominium Association Board of Directors.
4. Dogs are to be taken in and out of the building through the Garage or Mezzanine Loading Dock. You may not take them out the Lobby exit.
5. All dogs must be leashed.
6. Dog owners must immediately clean up pet accidents. Any damage sustained from such will subject the pet owner to potential fines.
7. The following are permitted dog walking areas:
 - ✓ Grassy area at the west end of the rear parking lot.
 - ✓ Public sidewalk along Woodland Street.
 - ✓ In accordance with the statutes of the City of Hartford and the State of Connecticut, all defecation must be picked up by the dog owner and properly disposed of.

The walkway outside the mezzanine service entrance and the curb area along the driveway may not be used for dog walking.

Enforcement:

1. The Unit Owner is responsible for fines levied for violation or infractions of rules and regulations pertaining to the keeping of a dog. Failure to pay fines promptly will result in the revocation of permission to keep a dog. Legal costs and expenses

including reasonable attorney's fees resulting from lack of compliance, will be borne by the Unit Owner.

2. Complaints regarding dogs must be filed with management in writing.
3. Violations of rules and regulations pertaining to keeping dogs are subject to a fine of \$25.00 the first day and \$25.00 each successive day until resolution and abatement of the problem has occurred as determined by the Board of Directors.
4. Any dog causing or creating a nuisance, unreasonable disturbance or noise shall be permanently removed from the property upon three (3) days' written notice thereof from the Board of Directors. Failure to remove the dog from the premises will result in fines.

Visiting Dogs:

1. A dog may visit a resident for five continuous days but not to exceed seven days in a month without registration. Please notify the Management Office if a dog is visiting for more than three days.
2. All rules and regulations will apply to the visiting dog and are the responsibility of the unit owners, subject to the same fines as resident dogs.

APPENDIX III

POOL RULES

There are no lifeguards on Duty at any time. Swimmers swim at their own risk.

1. Pool hours are 6am - 10:30pm weekdays, 6am to midnight weekends.
2. Each unit will receive one pool pass that can be used to escort three additional guests. No additional guest passes will be provided.
3. Anyone using the pool must keep the pass with them at all times in the pool area.
4. Pool guests must be accompanied by the unit resident at all times.
5. A person over 16 years old must accompany children under the age of 14 in the pool area.
6. A person over 16 years old must be with children under 10 years old that do not know how to swim *in the pool with the child*.
7. Cutoff clothing may not be worn in the pool due to potential filtration system damage.
8. Incontinent persons must wear protective garments when in the pool.
9. Swimmers may use noodles or kickboards.
10. No rafts, balls and water guns are allowed.
11. No glass containers are allowed in the pool area.
12. Smoking is prohibited except in the grassy area and in the Gazebo.
13. No alcoholic beverages or illegal substances are allowed.
14. Loud noise should be kept to a minimum.
15. No loud talking on cell phones.
16. Use of electronic devices that disturb others is not permitted..
17. Running and ball-playing on the pool deck is not allowed.
18. No animals are allowed, except service pets.

Please remember a building Fob is required to re-enter the building.

Appendix IV



TRASH TALK

How to dispose of all things trash at The Woodland!

The Woodland has implemented several initiatives to make our community as Green as possible. Here's how you can do your part to make our world a cleaner, healthier place.



Glass Bottles with deposit - A few residents at The Woodland collect glass bottles with deposits. All the funds are donated to Loaves & Fishes Soup Kitchen.

- Bottles must be in the original cardboard container (i.e., six pack containers).
- Boxes can be left on the floor in the garage recycling area.
- Loose glass bottles with deposit without cardboard containers can be placed in the bin in the garage recycling area.



Plastic bottles and aluminum cans with deposit - are collected and funds are donated to Loaves & Fishes Soup Kitchen. Plastic bottles and aluminum cans can be dropped in the bin in the garage recycling area.

- If you leave them in the Compactor Room or regular recycling bins they WILL NOT be included in this program.



Kitchen compost waste – The Woodland contracts with Blue Earth to compost all kitchen waste.

- All compost must be placed in a green compostable bag found in the garage recycling area. You can also get a basket from the Management Office to hold your bag.
- You can compost everything food from egg shells, veggie waste, meat and bone scraps, fruit peels coffee grounds, tea bags etc.
- You can compost food soiled paper and uncoated paper plates.
- You can compost incidental oils and fats.
- All compost bags must be tied tightly and placed in the Blue Earth bin in the garage recycling area.



Cardboard – The Woodland contracts with All Waste to recycle cardboard. The goal is to keep as much cardboard out of our dumpsters and out of the land fill.

- Any cardboard can be recycled. This includes shipping boxes, cereal boxes, food packaging – anything that is cardboard.
- Boxes must be broken down to allow space in the dumpster for everyone to recycle.
- All cardboard should be deposited in the cardboard dumpster located in the garage recycling area. Please do NOT put cardboard in recycling bins in the Compactor Room or in the outside dumpsters.



Recyclables – The Woodland contracts with All Waste to pick up our single stream recyclables. This includes everything else recyclable.

- Acceptable items include:
 - Newspapers/magazines
 - Paper (i.e., junk mail, envelopes, office paper, paper bags, etc.)
 - Glass jars – cleaned out
 - Plastic Containers #1 - #7
 - Metal Cans (cleaned out)
 - Paperboard (i.e., milk cartons)
- **Unacceptable** items include:
 - Plastic Bags
 - Paper – wax paper, soiled paper, napkins, paper towels, pet food bags, dryer sheets
 - Aluminum – soiled aluminum foil, soiled tin cans
 - Styrofoam containers
 - Soiled pizza boxes or any other soiled cardboard
 - Windowpane glass, plated glass
- All recyclables can be deposited in the trash bins on each floor in the Compactor Room.
 - **DO NOT put your recycling items in plastic bags**, put them loosely in the recycling bins.
 - Please DO NOT leave any items on the floor that can be taken downstairs to the garage recycling area. It is not the responsibility of RMB staff to properly recycle our waste.

Regular Trash – All that’s left over. A trash chute is located in the Compact Room on each floor.

- All trash must be in sturdy trash bags.
 - Keep in mind that the trash is collected in the garage by the Valet staff. If you put your trash in a light weight plastic bag, it will most likely break and they are left with a mess.
 - Kitty litter should be placed in the outside dumpster. Please DO NOT put down trash chute. NEVER flush it down the toilet even “Flushable” kitty litter.
- Do **NOT** put **broken glass** in any plastic bag that goes down the trash chute. This creates a hazard for the Valet staff.
- Trash bags must be small enough to fit into the chute. All large bags should be carried outside to the dumpsters in the parking lot.
- Items that should **NOT** be placed in the outside dumpster:
 - Furniture
 - TV’s and other electronics
 - Mattresses
 - Construction debris (i.e., toilets, doors, etc.)

Large Items – This includes furniture, etc.

- Residents may request a special pickup for large items with the Management Office. They will schedule with the trash contractor and advise when to leave item at the outside dumpster. There is a fee for this special pickup.

Construction Debris – Per the guidelines for contractors, all construction debris must be removed off-site by the contractor. Nothing should be put in the outside dumpsters.



UNIT REPAIRS AND RENOVATIONS

Generally

Owning a condominium unit is like owning a house. You, the owner is responsible for its renovations and repairs. This document is to help you understand the rules about repairs and renovations at The Woodland and the unique requirements for both.

All work done in a unit must be done in compliance with the condominium Declarations. It is recommended that owners and contractors review Section 6.8 of the Declarations. This section includes the Association's rules:

- Permitting,
- Licensing,
- Inspections,
- Certificates of occupancy, and
- Insurance requirements.

The Difference between Repairs vs. Renovations

Repairs include things such as but not limited to,

Replace a toilet,
Replace a faucet
Repair leaking tub/shower drain
Replace a light fixture
Glue back loose floor tile
Glue back loose shower wall tile
Replace garbage disposal

Repair a curtain rod
Re-attach cabinet door
Re-attach closet bi-fold door
Tighten doorknob
Repair/replace shower curtain rod

Renovations include things like,

Paint unit
Refinish wood floors
Replace bathtub and wall tile
Remodel kitchen
Install carpeting
Remove a closet
Replace hard wood floors
Remodel bathroom

Neither of these lists are exhaustive. If you have a repair or renovation question and/or need clarification of its category, please contact the Management Office.

Who Can Perform Repairs

You are responsible for repairs in your unit. If you need to hire someone:

1. You can hire an independent contractor.
 2. You can contact the Management Company (See below).
- NOTE: The Management Company's first priority is the common areas of the building. Repairs to individual units are performed as they can be scheduled.
 - NOTE: Repairs are charged back to the owners at rates set by the Board and the Management Company. Charges will appear on your Association invoice.

Who Can Perform Renovations

You are responsible for renovations in your unit. If you hire people to help you with a renovation: you must hire an independent contractor.

Independent Contractors

When Management Company employees who run their own independent businesses on the side are working for themselves as independent contractors:

- They will NOT be in Management Company uniforms,
- They will NOT be working for the Management Company,
- Unit owners will pay them directly, and
- Unit owners will NOT be billed as part of their monthly invoice from the Association, they will be billed directly by the contractor.

IT IS IMPORTANT TO NOTE:

- Unit owners are always responsible for costs and liabilities when they hire independent contractors.
- It is the unit owners who are required to obtain proof of insurance (and license, if applicable) from any contractor.
- The Management Company insures their employees ONLY when their employees are working for the company, not when their employees are working for themselves.

GUIDELINES FOR RENOVATIONS

1. **RENOVATION APPROVAL:** To obtain approval, provide the building Management Office with a layout and/or description of the renovation work, a certificate of insurance from the contractor, and a copy of the contractor's license if applicable.
2. **BUILDING PERMITS:** The contractor must provide property Management Office with a copy of the building permit, before and after it is signed by the Hartford building department.
3. **LICENSES:** Electrical and plumbing work must be performed by licensed electrician or plumber. Any work requiring a permit must be performed by an appropriately licensed contractor. A copy of license and certificate of insurance must be provided to Management Office prior to start of work.
4. **IMPACT ON COMMON AREAS.** Because The Woodland's units are part of a larger structure, some work in the units must be coordinated with the Management Office, so that building-wide systems are not damaged. Consult with the Management Office to ensure your project does not impact the common areas.
5. No renovation that would affect the exterior look of the building or any common area is permitted, such as, but not limited to, balconies, windows, etc.
6. Any work within walls adjoining other units or common areas must use building standard materials. No wood framing is permitted, only metal.
7. **GAS AND WATER SHUTOFF:** If there is no shut-off valve in the unit, the Management Office needs three to four days advance notice in the event that gas or water needs to be turned off so we can notify residents. **Note:** During any kitchen or bathroom renovations to your unit, if you should require the building water to be shut off there will be a labor charge for doing so. Please check with the management company to obtain the current charge.
8. **GAS PIPING:** All gas appliances must be hard piped from the unit's main valve through cabinets with a quarter turn gas valve for each appliance. NO flex piping is allowed. All gas connections must be stainless steel, no brass connections are allowed. All gas connections must be tested for any leaks.
9. **EXHAUST VENTS:** Kitchen and bath exhaust vents cannot be blocked.
10. **PLUMBING:** No plumbing access panels can be blocked. Full access is required for plumbing emergencies.
11. No PEX (cross-linked polyethylene) tubing is allowed.
12. **NO OPEN FLAMES OR SOLDERING:** The use of a pro press for plumbing connections is recommended.
13. **ELECTRICAL OUTLETS:** All electrical outlets and switches must be 20 amp rated, not 15 amp.

14. **ASBESTOS:** Some units have floor tiles containing asbestos. These would typically be those with the original kitchen and closet floors. Hazardous materials in any renovation or repair work must be removed by an appropriately licensed contractor and properly disposed of according to federal, State, and local laws, regulations, and ordinances, as well as according to all applicable building codes. (See Management Office for further details.)
15. **ELEVATOR ACCESS:** The freight elevator is the only elevator to be used to bring materials to and from the unit. Given advanced notice, the elevator will be padded and lock-off for the contractors use. The freight elevator is the third elevator closest to the Management Office.
16. **BUILDING ACCESS:** The Management Office and Security need permission from the unit owner or resident to let the contractor in the unit if the unit owner or resident is not going to be home. Under no circumstances will an owner or resident give the contractor a key fob to re-enter the building.
17. Contractors must enter through the side entrance on the Mezzanine Level of the building. Contractors can unload their materials at the side entrance but they must park their vehicles in the rear parking lot after signing in with security at the front desk.
18. **SCHEDULING WORK:** A schedule of when the contractor is going to be working in the unit must be provided to the Management Office in advance.
19. **WORK HOURS:** Work can only be performed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Saturday.
20. **MATERIAL DISPOSAL:** Any materials from the unit must be removed offsite. Nothing can be put in the dumpsters or left on the side of the dumpsters.
21. **NOISE:** This is a residential complex and as such all contractors must observe the requirement of keeping things quiet in the building. There may be no loud music, voices or offensive language in the unit or common areas, both inside and outside the property.