

Dear New Residents,

Welcome to the Claridge House Cooperative! Whether your stay is relatively short or you are here for the long term, we hope your life here is pleasant, convenient and secure.

Cooperatives are different from rental buildings and condominiums. The entire building, including your apartment, is owned by shareholders of the Cooperative, that is, by all those people who "own" apartments. Keeping the building attractive and running well is in the interest of all the owners and residents.

The owners of the Cooperative have delegated responsibility for overseeing building management to a Board of Directors. The Board has full responsibility to make and oversee the enforcement of rules and regulations that our experience has shown to be necessary to ensure an enjoyable and secure living environment. To assist in meeting this responsibility, the Board has hired a Financial Management Company and a management team. To date, you are likely to have met only the General Manager, Ms. Pilar Juergenson and the Associate Manager, Mr. John Morse. Behind them stand the Financial Management company, Legum and Norman and, ultimately, the Board of Directors.

In its policies and rules, the Cooperative does not distinguish between resident shareholders and those people who sublease apartments. We have long-term residents and newcomers in both categories. In the past, we have all shared the responsibility of maintaining the quality of life in the Cooperative. and we welcome your help in doing so in the future. The Board of Directors welcomes you to our community and hope that, while you reside here, you will share with us the determination to make this a first-rate place in which to live.

Sincerely,

Board of Directors

**CLARIDGE HOUSE COOPERATIVE  
BOARD OF DIRECTORS DIRECTORY  
2019-20**

**President**

John Nargiso

**Vice President**

Kathrin Halpern

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**Treasurer**

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**Assistant Secretary**

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**Assistant Treasurer**

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**Member**

John Buckwalter

## **STATEMENT OF GOALS**

The Board of Directors of the Claridge House Cooperative work to make the building attractive, well-functioning and a desirable place to live through constant maintenance, appropriate upgrading and a high level of service. It directs management to arrange and oversee continuous maintenance, repairs, services, improvements and administration of the building. It is the aim of the Board to ensure that the building is the secure home of responsible people who share a commitment to maintaining the physical space and a friendly, cooperative lifestyle. We exercise vigilance over the following:

- ❖ care and use of the areas
- ❖ improving resident awareness of the need for energy conservation
- ❖ cleanliness and attractiveness of the public spaces
- ❖ increasing resident awareness about their responsibilities to the environment, both immediate living and global
- ❖ soundness of the physical structure
- ❖ delivery of basic needs such as hot water, heat, air conditioning and elevator services
- ❖ amenities such as the pool and/or any amenity additions
- ❖ beautification of the grounds
- ❖ security of persons and property
- ❖ responsibility to the neighborhood

We expect the residents, both owners and non-owners, as well as investors, Board, and management to work hard together in a cooperative manner so that the value of the apartments continues to grow along with property values in the neighborhood.

## **CLARIDGE HOUSE RULES RECAP**

New Resident:

It is our continuing pleasure to welcome new residents into the Claridge House Cooperative and to extend our best wishes to you.

In order to make your introduction to the Claridge House easier, the following information will acquaint you with a few of our routine procedures. Additional information may be found in our Rules and Regulations on our public website at <http://claridgehousecooperative.com/governance>.

### **MANAGEMENT OFFICE:**

The General Manager is Pilar Juergenson. The Associate Manager is John Morse. The office is located on the Lobby Level in suite #1 N. Office hours are:

9:00 AM to 4:00 PM Monday through Friday  
11:00 AM to 4:00 PM Saturday  
Closed on Sundays and Holidays

### **MOVING IN AND OUT OF THE BUILDING:**

*All move-ins must be scheduled in advance. Service elevator may be reserved for moves electronically via our resident portal BuildingLink at [www.claridgehouserescidents.com](http://www.claridgehouserescidents.com). No exceptions are allowed. A move-in is defined as a move into or within the building. Before a move-in can be scheduled, the following conditions must be met:*

1. **Payment of a move-in fee by the owner/tenant of the apartment of \$350 regardless of whether someone reserved an elevator or not.**
2. In addition to the move-in fee, all residents must submit to the Management Office an executed lease and sublease addendum and a Resident Registration Form. A copy of the Resident Registration Form is included in this package. Once these forms are submitted, new residents may pick up a key fob from the office. A \$25 deposit and a copy of a photo ID is required for fobs.

Move-in hours are as follows:

9:00 AM to 5:00 PM Monday through Saturday  
9:00 AM to 5:00 PM Sunday (only in August)

***NO MOVES ARE ALLOWED ON HOLIDAYS.***

For Move- Outs:

1. Moves must be scheduled in advance. Service elevator may be reserved for moves electronically via our resident portal BuildingLink at [www.claridgehouserescidents.com](http://www.claridgehouserescidents.com).
2. Unless otherwise instructed by your landlord or unit realtor, leave your unit keys and key fob along with your forwarding address at the Front Desk. If you paid for your fob a check for your fob deposit will be mailed to you.

At the time of your move:

1. Contact the front desk to get the appropriate doors opened for your move. In the North Building the door is at the back of the building near the loading dock and in the South Building it is the door in the garage. No large items are allowed to be carried through the lobby.

\* All deliveries that involve the use of a service elevator must be scheduled through BuildingLink. There will be no fee charged for this service. NO moves or deliveries will be allowed through the lobby.

Rationale for the Move - In Fee:

The move-in fee (which covers both moving in and moving out) is charged to cover legitimate expenses that the Cooperative incurs as a result of each move. In addition to the normal wear and tear that moving personal items and furniture causes to the building, the Cooperative also bears considerable administrative costs. Tenant list must be updated, leases must be received and checked, moves must be scheduled and coordinated, move-in information must be provided, staff must be on hand to monitor moves, and many questions must be answered in the days before and after a move.

### **DELIVERIES:**

Personal property, other than hand baggage and packages, must be transported in the service elevators. Use of a service elevator must be scheduled through BuildingLink. NO deliveries are allowed through the lobby.

### **FRONT DESK SERVICES:**

There is a Front Desk Concierge available 24 hours a day, 7 days a week, to assist you with some of your routine needs. The concierge will accept packages from carriers, take messages and distribute packages.

If you have a problem or emergency that requires immediate assistance, the concierge has a listing of all emergency phone numbers and can contact emergency management personnel if necessary.

### **ACCESS TO APARTMENT:**

Check with the Front Desk Concierge to see if there is a set of “convenience keys” on file for your unit. Convenience keys are used specifically for the following purposes:

- In case residents lock themselves out of their units.
- To allow contractors access to a unit with permission of a resident.
- To allow residents’ guests access to units with permission of residents.

### **IT IS YOUR RESPONSIBILITY TO MAKE SURE CONVENIENCE KEYS FOR YOUR UNIT ARE AT THE FRONT DESK.**

If you are locked out of your unit and there is not a “convenience key” at the Front Desk, you will be charged \$130.00 (\$50 for service + \$80 for after-hours maintenance) to admit you to your apartment if maintenance staff is called to come in after regular hours.

Convenience keys are on blue KeyLink tags and kept in secure drawers. Only residents or non-resident owners in the case of a vacant apartment can check keys into the front desk.

### **ADMITTING GUESTS:**

All guests must be announced. Should you be away from your unit and wish to admit a guest to your apartment, log on to BuildingLink to submit a permission to enter (PTE) instruction, and ensure that a convenience key is at the Front Desk. **INSTRUCTIONS MUST SPECIFY PARTY (PERSON /COMPANY) TO BE ADMITTED.**

### **USE OF GARAGE:**

1. All garage spaces should be used for automobiles, motorcycles or gas/electric scooters only.
2. Bicycle spaces may be obtained through the Management Office. Bicycles may be brought in through the lobby entrance. Residents are asked to use the service elevators when transporting bicycles.
3. Maintenance or repair work to automobiles is not permitted in the garage. This includes washing and waxing.
4. Use of the garage is at the sole risk of the user. A garage sublease is required for tenants to rent garage spaces and a garage fob is required to enter either garage. Garage fobs are available from the Management Office. A \$70 deposit and a copy of a photo ID is required for fobs.

### **LAUNDRY FACILITIES:**

The laundry facilities are available 24 hours a day. Laundry cards may be purchased at the Front Desk or in the Management Office for \$10/card.

### **NO PETS ALLOWED:**

Only service animals are permitted in the Claridge House Cooperative. Residents shall not keep any pets upon the premises, unless permitted by the Cooperative Documents and unless approved in advance, in writing, by the Cooperative and by Landlord. Also see our Rules for Service Animals on our public website at <http://claridgehousecooperative.com/governance>.

### **SMOKING NOT ALLOWED:**

The Claridge House Cooperative is a smoke-free building. Smoking is not permitted on the premises (including inside units, in any common area of the building or in any other area in which smoking is prohibited pursuant to the Cooperative Documents) by residents, guests, family members, licensee or invitee of residents. In addition, one has to be at least 10 feet away from the building if smoking outside the building.

### **NOISE:**

Section 4.1 (b) of the Rules and Regulations states: *"Residents shall not make or permit to be made any disturbing noises or do or permit to be done any act which unreasonably interferes with the rights, comforts and convenience of any other resident.* The legal quiet time in DC is from 10 PM to 7 AM daily. During this time residents are to refrain from loud noises that would disturb your neighbors.

### **TRASH:**

Regular trash may be placed in chutes inside trash rooms. There are two trash rooms on each floor in the North Building and one trash room on each floor in the South Building. Black trash bags are available in each of the trash rooms. Please be considerate of your neighbors and do not place trash in the chutes overnight that will make loud noises.

Bulk items (appliances, televisions, lamps, beds or other furniture) go out on the bulk trash pickup. There is a cost to residents for discarding bulk items. Please notify the concierge at the Front Desk if you have bulk items to be discarded. Staff will pick up items from your apartment. Residents may also dispose of bulk trash at the Fort Totten Transfer Station, 4900 John F. McCormack Drive, NE, Washington, DC. Visit the DC Department of Public Works website at <https://dpw.dc.gov> for more information.

Compact fluorescent light (CFL) bulbs contain mercury that is dangerous to the environment and toxic to humans and animals when broken. Please do not place CFL bulbs or other hazardous trash in the regular trash. Incandescent and non-mercury-containing light bulbs, including halogen bulbs, may be dumped with your regular trash. DC's Department of Public Works recommends disposing of CFLs and other hazardous trash at the Ft. Totten Transfer Station listed above, saving them for special Household Hazardous Waste drop-off events or looking for retailers who accept small quantities of CFLs at certain locations (Home Depot, Lowes, Ace Hardware, etc.).

See the next two pages for information on recycling.

### **WINDOW COVERINGS:**

Draperies, curtains, shades or blinds must be installed over the entire window. Exterior surface must be white, off white or beige.

### **CARPET:**

Seventy- five percent (75%) of the flooring in your unit must be covered.

### **MAINTENANCE REQUEST:**

For your convenience the Claridge House Cooperative offers an In Unit Maintenance Program. There is a price list desk detailing the costs of maintenance services performed by staff on our public website at <http://claridgehousecooperative.com/forms> and at the Front Desk. If there is a cost involved, payments may be made in the form of a check, money order or cashier's check.

Moving is never an easy chore. We hope the foregoing information facilitates your move into the Claridge House Cooperative.

**RECYCLING AT THE CLARIDGE HOUSE COOPERATIVE:**



At the Claridge House, recycling is not just a buzzword but a way of life – a fully operational program working to comply with the District of Columbia’s mandatory laws (“DC Solid Waste Management and Multi-Material Recycling Act of 1988”) for correctly disposing of trash. But to achieve compliance, we must rely on the participation and commitment of each and every resident.

Blue recycling bins are located in Laundry Rooms (beside the service elevator) on each floor in the North Building, inside the North Building garage, in the basement of the South Building stairwell or in the back of the building. Empty cardboard boxes may also be left in the elevator lobbies in the basement of the North Building or South Buildings. Please break down/flatten boxes before leaving them in one of these areas. Recyclable materials (except for CFL light bulbs) can be placed together in the same blue recycling bin (single-stream recycling). It is requested that you rinse containers clean – making sure to flatten plastic containers to conserve space.

Paper being recycled may be placed on newspaper racks in the Laundry Room and in the hallway near the staircase/trash room in the North Building or in the hallway near the staircase/trash room in the South Building. Only paper items (newspapers, magazines, printer paper, etc.) should be placed on newspaper racks.

Your individual efforts collectively add up to a world of a difference in our environment, so we urge you to post the attached list in a convenient place as a reminder of what can and not be recycled.



<p style="text-align: center;"><b>RECYCLE</b></p> 	<p style="text-align: center;"><b>DO NOT RECYCLE</b></p> 
ALUMINUM	ALUMINUM FOIL
TIN, STEEL AND BI-METAL CANS	PIE PANS
AEROSOL CANS, EMPTY AND WITHOUT PRESSURE	FOIL JUICE BAGS
METAL LIDS FROM JARS, CANS AND BOTTLES	PROPANE TANKS
METAL FOOD TRAYS	PLASTIC BAGS
SCRAP METAL	PLASTIC WRAP
COAT HANGERS	PLASTIC BOTTLE TOPS
PLASTIC BOTTLES (MUST REMOVE CAPS, PUMPS, SPRAYERS AND LIDS)	PLASTIC CUPS
MILK CONTAINERS	PACKING PEANUTS
DRINK BOTTLES	MOTOR OIL OR POOL CHEMICAL CONTAINERS
CLEANING PRODUCT AND BLEACH BOTTLES	STYROFOAM
SHAMPOO AND BUBBLE BATH BOTTLES	CLEAR FOOD CONTAINERS
MILK CARTONS	PLASTIC EGG BOXES
JUICE CONTAINERS	PHOTOS OR FILM
NEWSPAPER AND INSERTS	PLASTIC TOYS
MAGAZINES	MEDICAL SUPPLIES
JUNK MAIL	LARGE PLASTIC ITEMS
OFFICE PAPER	PESTICIDES AND HERBICIDES
TELEPHONE BOOKS AND CATALOGS	GARDEN PLASTICS AND FLOWER POTS
CARDBOARD (FLATTENED)	FOOD STORAGE AND MICROWAVE CONTAINERS
CARTONBOARD SUCH AS CEREAL BOXES AND 6-PACK CARTONS	SOLVENT, PAINT AND ADHESIVE CONTAINERS
BROWN PAPER BAGS	YOGURT AND MARGARINE TUBS
EGG CARTONS PAPERBOARD ONLY	WAXY CARDBOARD OR PAPER ICE CREAM CONTAINERS
SHREDDED PAPER	PIZZA BOXES
FROZEN FOOD PACKAGING	TOWEL OR TISSUE ROLLS
SOFT COVER BOOKS	RUBBER BANDS
GLASS FOOD AND BEVERAGE CONTAINERS (DON'T NEED TO REMOVE LABELS)	PLASTIC WRAP FROM NEWSPAPERS
WINE BOTTLES	REMOVE PLASTIC AND FOIL FROM CEREAL BOXES
CLEAR, GREEN OR AMBER IN COLOR GLASS JARS	BLUE PRINT PAPER
	CARDBOARD SATURATED WITH POULTRY OR MEAT JUICES
	PACKING MATERIAL
	BAR SOAP OR DETERGENT BOTTLES
	WINDOW GLASS OR MIRRORS
	INCANDESCENT OR FLUORESCENT BULBS
	DISHWARE OR CERAMICS

**RESIDENT REGISTRATION FORM**  
*(One resident per registration form)*

Date: \_\_\_\_\_ Unit Number: \_\_\_\_\_ (North or South)  
(Please circle one)

IS UNIT OCCUPIED BY [ ] OWNER [ ] RENTER

.....

**UNIT RENTER INFORMATION SECTION**

UNIT RENTER NAME: \_\_\_\_\_

TELEPHONE NUMBERS (USA NUMBERS ONLY):

HOME: \_\_\_\_\_

WORK: \_\_\_\_\_

CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*RENTER EMERGENCY CONTACTS IN USA ONLY*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBERS (USA NUMBERS ONLY):

HOME: \_\_\_\_\_

WORK: \_\_\_\_\_

CELL: \_\_\_\_\_

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**GARAGE SPACE INFORMATION SECTION**

Does this unit use a garage space:    **Y**    **N**    Garage Space #: \_\_\_\_\_  
(please circle one)

Garage Space leased from: \_\_\_\_\_

NAME

UNIT NO.

.....

**VEHICLE INFORMATION SECTION**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Color: \_\_\_\_\_ Tag No: \_\_\_\_\_ State: \_\_\_\_\_



**BICYCLE SPACE INFORMATION SECTION**

I would like to store \_\_\_\_\_ bicycle(s) in the North Building Garage or South Building Bike Room.

Bike(s) Make: \_\_\_\_\_ Color: \_\_\_\_\_ Serial Number: \_\_\_\_\_

It is expressly understood that I, the undersigned, place my bicycle(s) and/or moped(s) in the designated storage facility at my own expense and risk. My signature below attests that I agree to hold harmless for any damage or loss incurred as a result of placing my bicycle(s) or moped(s) in the designated storage facility.

\_\_\_\_\_  
Signature

Decal # \_\_\_\_\_  
(For office use only)

DATE: \_\_\_\_\_

**MOVE IN SURVEY**

	<b>YES</b>	<b>NO</b>
Did you encounter any difficulties with scheduling your move-in? If so, what was the difficulty?	_____	_____

Were you satisfied with the assistance given to you by the Claridge House staff?	_____	_____
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Would you like any additional services? If so, what type of service would you like?	_____	_____
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Would you be willing to pay for this?	_____	_____
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***ADDITIONAL COMMENTS:***

Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

LIST OF ITEMS TO CHECK IN THE APARTMENT  
(this is between you and the owner of the apartment)

APARTMENT #: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

	Note of Corrections Needed
Kitchen	
Faucet	_____
Disposal	_____
Kitchen Floor	_____
J-Bend	_____
Bathroom	
Tub Faucet	_____
Shower Head	_____
Tub Condition	_____
Tile (grout & caulking)	_____
Sink Faucet	_____
J-Bend	_____
Electrical	
Fixtures	_____
Sockets	_____
Switches	_____
Appliances	
Stove	_____
Refrigerator	_____
Dishwasher	_____
Floors	_____
Plaster & Paint Conditions	_____
Carpentry	_____
Smoke Detector	_____
General Appearance	_____
Inspection performed by:	_____

## RESIDENTS REQUIRING ASSISTANCE DURING BUILDING EVACUATION

If you require assistance in the event of an emergency evacuation, please complete the following and return to the Front Desk.

Name \_\_\_\_\_ Unit # \_\_\_\_\_

Disability or Physical Condition \_\_\_\_\_

Temporary \_\_\_\_\_ Permanent \_\_\_\_\_