

	ORIENTATION MEETING UNIT _____ DATE _____		
	APPLICANT _____		
	APPLICANT _____		
CHAIR			
ATTENDEES			
	MEETING BULLET POINTS FOR CHAIR		NOTES
	INTRODUCTIONS & SIGN IN		
	MEETING FORMAT: DISCUSSION, HANDOUTS, SIGNATURE FORMS, TOUR		
NEED	HAVE	1.HOUSEKEEPING (Check which column)	
		COPY OF DRIVER LICENSE(S)	
		READ R&RS ? (If not, reschedule meeting)	
		HAVE BLUE BOOK?	
		* CHECKED AND UP TO DATE	
		* EXPLAIN OPTED OUT CERTIFICATE - LAST IN BLUE BOOK	
		COMPLIANCE ITEMS? RECHK BEFORE OCCUPANCEY IF OUT	
		****. COMPLIANCE CHECK LIST FOR UNIT - SHOW	
	2.BLUE BOOK RULES AND REGULATION DISCUSSION		
DISCUSS & ✓	BOARD FUNCTION, COMMUNICATION AND MEETINGS		
	*BOARD STANCHION USE (Board approval)		
	1. APPM MANAGEMENT COMPANY		
	* DUES, MAINTENANCE, BOARD MEETINGS, ETC.		
	UNIT PROPERTY INSURANCE RECOMMENDATION		
	WATER HEATER FUNCTIONAL 8-10 YEARS		
	2. WATER HEATER REPLACEMENT RATIONALE		
	BUILDING SAFETY -EXTERIOR DOORS LOCKED		
	PARKING REGULATIONS		
	NO STAIRWELL & LAUNDRY ROOM STORAGE		
	PROPPING ELEVATOR OPEN OR DOORS		
	NO SMOKING - ANYWHERE EXCEPT INSIDE UNIT & ON BALCONY		
	***REMIND ALL GUESTS AND SERVICE PERSONEL		
	NO PETS -PERMANENT OR VISITING UNLESS APPROVED		
	OCCUPANCY · WHEN LONG TERM GUESTS BECOME RESIDENTS		
	BALCONY/ DECORATIONS ON WALLS/RAILING CLEAR		
	ITEMS IN HALL - SAFETY		
	TRASH BAGGING · STRONG BAGS · WHY NEEDED		
	*** SAMPLE TRASH BAG -TAKE FROM UNDER MULTI ROOM SINK		

P - 2	ORIENTATION MEETING UNIT _____ DATE _____
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| 3. RECYCLING PROGRAM CHECK LIST |
| 4. NON HOUSEHOLD TRASH DISPOSAL PROCEDURE |
| 5. BICYCLE PARKING APPLICATION (IF APPLICABLE) |
| HOW EXCEPTIONS TO RULES/REGS ARE HANDLED |
| ***NOT AVAILABLE TO SUPERVISE CONTRACTORS, ETC. REQUIRES BOARD APPROVAL |

DISCUSS &
✓

3. MAINTENANCE HAND OUTS

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| 6. RECOMMENDED AC & PLUMBING SERVICES NOTICE |
| 7. ROOF PROCEDURE FOR A/C SERVICE -where forms are |
| 8. ROOF REQUEST FORM |
| 9. WORK ORDER PROCEDURE · WHO HANDLES MAINT. - John, Bob & APPM |
| **** WORK ORDER FORM - give one from cabinet |
| 10. WINDOW REPLACEMENT GUIDELINES |
| 11. PATIO DOOR REPLACEMENT GUIDELINES |
| 12. QUICK REFERENCE SHEET -discuss each item |

4. MOVING IN AND OUT PROCEDURE

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| SUPERVISION – WORKMEN & ELEVATOR |
| ***ELECTRICIANS, PLUMBERS, RENOVATIONS NEED LICENSED & BONDED |
| 13. SERVICE PERSONEL- MAKE AWARE OF RULES |
| 14. EXCEPTION TO PERSONAL SUPERVISION REQUEST IF NEEDED |
| WORKMEN AND MOVE-IN HOURS (8-5:00, MONDAY-FRIDAY) USE WEST BACK DOOR |
| *** OWNER ASK JOHN SHIRKEY TO MAKE POSTER NOTIFYING RESIDENTS |
| ELEVATOR PADS: 7TH FLOOR & CART 5TH FLOOR |
| PERSONAL BANGING WORK - NO LATE & WEEKENDS |

ASK IF APPLICANTS HAVE ANY QUESTIONS

5.HAND OUTS NEEDING APPROVAL SIGNATURES

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|---|
| A. RULES & REGS SIGNATURE FORM |
| B. CURRENT RESIDENT DIRECTORY |
| C. CONTACT INFORMATION FORM OWNER |
| D. EMAIL PERMISSION FORM |
| E. VOTING CERTIFICATE (MORE THAN ONE OWNER) |
| F. RESIDENT MASTER KEY FORM |

P - 3 **ORIENTATION MEETING UNIT _____ DATE _____**

BLDG TOUR

ASSOCIATION MAIL SLOT - DUES, WORK ORDERS, NOTES TO BOARD

LENDING LIBRARY

MAIL BOXES - REMIND GET KEY FROM OWNER

BUZZ SYSTEM - 941 NUMBER - PUSH 6 TO LET IN

OUTSIDE DOORS - CHECK TO MAKE CERTAIN LOCKED

TRASH BINS IN BACK · TRASH / BOX DISPOSAL

RECYCLE BINS

FURNITURE ITEMS TO 15TH STREET FOR PICK UP

BIKE PARKING AREA IF APPLICABLE

LAUNDRY ROOM · USE "HIGH EFFICIENCY" - WASHER DOOR OPEN

TRASH CHUTES

WORK FORMS & ROOF ACCESS FORMS LOCATION

5. AFTER MEETING

FILE ALL SIGNED DOCUMENTS IN UNIT FILE

COPY OF CONTACT INFO & EMAIL PERMISSION TO TO APPM, SECRETARY,
TREASURER

6. FOLLOW UP AFTER CLOSING/LEASE BEGINS

ENTER IN BUZZ SYSTEM -JOHN

COPY OF DEED/LEASE IN UNIT FILE

UPDATE "FOLLOW" UP NOTEBOOK:

***ADD ORIENTATION CHECK LIST IF O/S ITEMS

***ADD COMPLIANCE IF NOT COMPLETED

FILE O/S FORMS COMPLETED AFTER MEETING IN UNIT FOLDER, SEND TO APPROPRIATE
BOARD/APPM PERSON

MASTER KEY FORM - COMPLETED, FILED, COPY TO KEY CHAIR

SECRETARY/APPM - UPDATE ALL INTERNAL EXCEL WORKBOOKS