

Hillside Place at New Britain Condominium Association, Inc.

[www.hillsideplacecondo.com](http://www.hillsideplacecondo.com)

## WELCOME TO HILLSIDE PLACE CONDOMINIUM



**MOVING IN?  
HERE IS INFORMATION YOU NEED TO KNOW.**

**But First!**

**A Word About Condominiums:**

**Condominiums are legal group living establishments in which individual owners of units share the ownership of and responsibility for common elements through a representative board. The board is charged with responsibly and reasonably maintaining the safety and well-being of the property for the benefit of all owners and residents.**

**The board is supported in these efforts by the management company. This is the resident's home, but, because it is also the home of many other residents, the condominium documents and the board set certain constraints for the general welfare. Constraints are also defined by the annual budget, the amount of funds in our reserves, and by the amount of insurance coverage. For all to work effectively, a high degree of communication and trust must exist between owners, the board, and the management company.**

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## Keys

You're moving in! You'll need a key to the building, a key to your unit, and a mailbox key. If you haven't received these at the closing:

Contact Vision Management Company Representative, Chris Weiland at (860) 242-4131 or Chris@VisionMgmt.com for a building entry door key.

We recommend West Hartford Lock (West Hartford Lock Co., 360 Prospect Ave., Hartford, CT 06105, 860-236-0671) for your unit entry door key. You must use the existing HSP historic lockset. For more information, contact Vision Management.

Contact the New Britain Post Office for ways to obtain your mailbox key.

If you need extra keys, you can make copies. Again we recommend West Hartford Lock; not every shop that makes keys may have the needed blank. For more information, contact Vision Management.

In using the keys, be gentle; many of the locks are very old and can be tricky.

Also, for the same reason, use the door handle to pull open the door, rather than pulling by the key.

## Entry Doors

There are five entry doors. You may want to explore each of these to determine your best route for moving your items.

The main entry door on the east side of the main building has 15 exterior stone steps and 1 interior stone step.

The north door (closest to the elevator and the dumpsters) has 5 interior steps.

The door on the east side of the annex has carpeted interior stairs to the next level, then another flight of stairs to the top level.

The south door to the main building has 15 exterior stone steps.

The ramp door on the west side of the main building has no steps either in or out; this ramp provides level access by a hallway to the elevator.

## Precautions

- Please don't prop open entry doors when taking items between your unit and the vehicle(s) used in moving. This applies to everyone engaged in this activity, including your movers and contractors. This is important to ensure the entire complex remains secure at all times.
- After entering and exiting, please make sure the door is tightly locked behind you.
- Take care to ensure no damage occurs to locks, doors, door frames, walls, and the elevator.
- In the event of any drops or spills in the common areas, either indoors or out, be sure to pick up and/or clean up immediately. If there is something that needs the attention of maintenance staff, contact Vision Management Company Representative, Chris Weiland, so arrangements can be made.
- For PODs or other moving containers or vehicles that must be parked on the property overnight during your move, please contact the Vision Management Company Representative.
- If you bring in bedbugs, cockroaches, lice, or other infestations, you or the owner of your unit will be responsible for all expenses involved in the identification and eradication of such infestation in your unit, the common elements, or in other units, as indicated by licensed professional testing.
- If you, the owner, contemplate any improvements or upgrades in your unit, please contact Vision Management Company Representative.

## **In Case of Emergency**

In case of an emergency, always call 911 first, then call Vision Management at 860-242-4131. Give the necessary information to the answering service and say, "This is an emergency." The answering service will beep management, who will then return your call.

## **In Case of Fire or the Fire Alarm Goes Off**

In case of fire or the fire alarm goes off, call 911 and report the situation. We live at 27 Hillside Place, New Britain.

The Fire Alarms in our building **do not connect** with the Fire Department.

You must call **911**.

## **Parking**

Please be aware that your reserved parking space is not the same as the number of your unit. Please contact the Vision Management Company Representative for your reserved parking space number.

You will receive 4 parking tags at your closing or move in. Otherwise parking tags may be purchased from Vision Management.

Overnight vehicles must display a parking tag between the hours of 10:00 p.m. and 7:00 a.m. in order to prevent being towed at the owner's expense.

Please park in your reserved parking space first, then use available visitor parking. Visitor parking is first come, first serve.

### **Snow Visitor Parking**

Spaces 2, 3, 4, 5, 6, 7, 22, 23, 24, 42, 43, and 50, 51, 52, and 53 are indicated as Visitor & Snow parking. You may use these spaces as regular visitor spaces during the non-winter months. If wintry precipitation is forecast, do not park in these spaces. By so doing, you help our contractors to do their work and prevent your vehicle being towed at the owner's expense.

## **Unit Buzzers and Admitting Persons**

The buzzer from the main entry door may allow you to listen and talk. On the recommendation of the New Britain Police Department and to help maintain the security of the building, the electric lock to open the door from your unit has been disengaged. Many people here find their cell phones useful. You will need to physically go to the entry door to let your visitors in.

We have asked realtors not to buzz any unit other than the one they wish to visit.

Do not admit anyone into our buildings unless they are coming to see you. If they live here, they can let themselves in. If they are visiting someone here, that person can come to the door to let them in. If a visitor has an official badge or i.d., or they have a credible story and you decide to let someone in, you must assume responsibility for them, accompany them when inside, and then see that they go out or that someone else takes responsibility for them.

## **Recycling and Garbage/Trash Dumpsters**

There are two dumpsters onsite. Dumpster on the right – this is the recycling dumpster. For complete details on what can and cannot be recycled, please see "Trash and Recycling Information" on the General Information page of the website. Information is also posted on the front of the dumpster.

- Dumpster on the left: this is the dumpster for all garbage and trash.

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- Dumpster on the right: this is the dumpster for recycle items. See sign with recycling details.
- Flatten all corrugated boxes. Even small boxes need to be flattened. Large boxes need to be cut to a moderate size before putting in recycling.
- Do not put plastic bags in the recycle dumpster.
  - Do not put plastic bags inside of cardboard boxes that you put in the recycle dumpster.
  - Do not put plastic bags containing recycle materials inside the recycle dumpster.
  - If you wish to use a plastic bag to collect your recycle items, then dump out the contents from the plastic bag into the recycle dumpster and put the plastic bag into the garbage/trash dumpster.
- Check your container holding trash and garbage before leaving your unit, to ensure that there won't be any spills between your unit and the garbage/trash dumpster.
- Put all plastic foam packing materials in the garbage/trash dumpster.
- Do not put anything outside of dumpsters; there is no staff to pick it up.
- If the dumpster is full, don't leave items in the dumpster area; wait until the dumpster has been emptied and there is space for your items.
- Don't store items for the recycling and garbage/trash dumpsters outside your unit door; keep them inside your unit until you can put them in the dumpster(s).
- Don't force large items into dumpsters.
- If you open the lid of a dumpster, close it.

## Pets

Our condominium rules allow for two "indoor cats" in each unit. The cats must be carried or on a leash when out of the unit. No other animal of any kind is allowed on our property, either indoors or out, whether to visit or to stay, with the exception of the dog now in the building, which is grandfathered but cannot be replaced.

Our main building, originally the State Normal School, dates from 1882 and the annex dates from 1891, when there was no expectation of having dogs or automobiles here. When these buildings were converted to condominiums in 1991, many automobiles and pets arrived, but no additional land. In the "battle over the use of space," that ensued for many years, the automobiles won out. In addition to buildings, our property is very limited and consists mainly of road and parking areas and steep hillsides. Grass is limited, and is only next to the buildings. We have no space for a dog run.

## Communication

Management and the board communicate with owners and residents primarily by email. This is supplemented by entry door notices and direct postal mail. Supporting all is the website: [hillsideplacecondo.com](http://hillsideplacecondo.com). Most of the website contains public information. Owners, but not non-owner residents, can receive the user name and password for the Unit Owners' Page, which contains restricted information. Owners may request the user name and password for the Unit Owners' Page from Vision Management.

## Monthly Meetings

Monthly board meetings and unit owner meetings are usually held at 6:30 p.m. on the fourth Tuesday of most every month. Please look for notices updating you on the exact dates and times. Generally, we meet on the second floor area between units 11 and 12 and units 13 and 14. All owners are welcomed at these meetings. Each meeting includes a Unit Owner Comment Period.

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Minutes of every meeting are sent by email to each owner who has signed the Email Authorization Form, giving us permission to use the owner's email address for HSP official business. Minutes are also included in the Owners' Page of the website. Information from Minutes of Meetings (public information) is sent by email to each tenant who has signed the Email Authorization Form, giving us permission to use the tenant's email address for HSP official business. Information from Minutes of Meetings is included in the General Information page of the website.

### **Forms**

We have three forms for you to fill out:

- Owner Information Form
- Email Authorization Form
- Parking Tag Receipt Form (two copies needed)

These forms can be found on the General Information page of the website.

### **Association Payments**

Association payments are due on the first of the month. Contact [accounting@visionmgmt.com](mailto:accounting@visionmgmt.com) or (860) 242-4131 for instructions on payment options.

**Please help us keep Hillside Place Condominiums a clean, safe, and pleasant home environment for all of us!**

### **Management Company**

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### **President of the Board**

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