

OXFORD HOUSE OF PORT CHARLOTTE  
A CONDOMINIUM, INC  
21267 GERTRUDE AVENUE, PORT CHARLOTTE, FL 33952  
RULES AND REGULATIONS  
UPDATED MARCH 2025

WE, THE UNDERSIGNED 2025 BOARD OF DIRECTORS, APPROVE THIS UPDATED VERSION OF THE OXFORD HOUSE "RULES AND REGULATIONS". THIS DOCUMENT IS INTENDED AS A **QUICK REFERENCE GUIDE** TO HELP OWNERS AND LEASE RESIDENTS KNOW SOME OF THE BASIC RULES THAT APPLY TO ALL RESIDENTS. THESE RULES AND REGULATIONS ARE JUST A SNAPSHOT TAKEN FROM OFFICIAL LEGAL DOCUMENTS INCLUDING BUT NOT LIMITED TO:

- FLORIDA STATUTE 718 ("CONDOMINIUMS"),
- THE "DECLARATION OF CONDOMINIUMS OF OXFORD HOUSE OF PORT CHARLOTTE",
- THE "BYLAWS OF OXFORD HOUSE OF PORT CHARLOTTE", AND
- THE "ARTICLES OF INCORPORATION OF OXFORD HOUSE OF PORT CHARLOTTE".

ALSO INCLUDED HEREIN ARE SOME "HELPFUL HINTS" ABOUT DAY-TO-DAY LIVING ARRANGEMENTS.

IN NO CASE SHOULD THESE RULES AND REGULATIONS CONTRADICT THE OFFICIAL LEGAL CONDOMINIUM DOCUMENTS LISTED ABOVE. COPIES OF THE LEGAL DOCUMENTS ARE AVAILABLE ONLINE OR A BOARD MEMBER CAN PROVIDE ELECTRONIC COPIES (.PDF FORMAT).

PRESIDENT	KIM GILBERT	<i>Kim Gilbert</i>	3/18/2025
VICE PRESIDENT	ROGER EARNEST	<i>Roger Ernest</i>	3/18/2025
SECRETARY	LESLIE BOSSUYT	<i>Leslie Bossuyt</i>	3/18/2025
TREASURER	KIM GILBERT	<i>Kim Gilbert</i>	3/18/2025
DIRECTOR	CARRIE VIGNEAULT	<i>Carrie Vigneault</i>	3/18/2025
DIRECTOR	WALTER SZUWALA	<i>Walter Szwala</i>	3/18/2025

## **WELCOME TO OXFORD HOUSE!**

The Board of Directors of OXFORD HOUSE welcomes you and hopes that you will enjoy your ownership or leasing experience. The rules and regulations apply to everyone and are listed to help solve differences of opinion and irritations that are endemic to a group of people living in close proximity and sharing commonly owned property. The elected Board of Directors is charged with the responsibility of conducting all affairs of the OXFORD HOUSE Association. The Declaration of Condominium and its Bylaws give them the authority to carry out those responsibilities.

- 1) OXFORD HOUSE OF PORT CHARLOTTE, A CONDOMINIUM, INC. IS A HOUSING FACILITY FOR OLDER PERSONS AND AT LEAST ONE OCCUPANT MUST BE AT LEAST 55 YEARS OF AGE;
- 2) NO ANIMALS OF ANY KIND ARE ALLOWED IN ANY UNIT OR ON THE PROPERTY OF THE CONDOMINIUM, SUBJECT TO APPLICABLE STATE AND FEDERAL LAWS;
- 3) ALL PROPOSED RESIDENTS MUST FILL OUT THE STANDARD APPLICATION, PARTICIPATE IN A BOARD INTERVIEW, AND SUBMIT TO A BACKGROUND CHECK.
- 4) TWO YEARS OF OWNERSHIP ARE REQUIRED PRIOR TO LEASING YOUR CONDO; NO CONDO CAN BE LEASED FOR A PERIOD LESS THAN THREE (3) MONTHS;
- 5) NO UNIT CAN BE SUBLICENSED WITHOUT BOARD OF DIRECTOR APPROVAL;
- 6) ABSOLUTELY NO SHORT TERM RENTALS;
- 7) YOUR GUESTS ARE WELCOME WITH THE STIPULATION THAT THE APPROVED LEGAL RESIDENT MUST BE PRESENT DURING THE GUEST'S STAY;
- 8) ANYONE STAYING OR VISITING IN A CONDO FOR MORE THAN THIRTY (30) DAYS MUST COMPLETE A RESIDENT APPLICATION INCLUDING THE \$100 APPLICATION FEE AND SUBMIT TO A BACKGROUND CHECK INCLUDING THE \$40 SERVICE FEE, AND PARTICIPATE IN AN IN-PERSON INTERVIEW WITH BOARD MEMBERS.
- 9) ABSOLUTELY NO USE OF YOUR CONDOMINIUM FOR OPERATION OF A BUSINESS;
- 10) ONLY TWO PERMANENT RESIDENTS FOR A ONE-BEDROOM CONDO, ONLY FOUR PERMANENT RESIDENTS FOR A TWO-BEDROOM CONDO;
- 11) NO PERSON UNDER 18 CAN OCCUPY A UNIT FOR MORE THAN THIRTY (30) DAYS;
- 12) EACH UNIT OWNER MUST PURCHASE CONDOMINIUM INSURANCE IN AMOUNT THAT THEY DEEM APPROPRIATE FOR THE RESTORATION OF THE INTERIOR OF THEIR CONDO AND PERSONAL BELONGINGS. THEY MUST ALSO PURCHASE PERSONAL LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN \$300K FOR PROTECTION OF THE THEIR NEIGHBORS. COPIES OF THE DECLARATION PAGE OF THE POLICY MUST BE PROVIDED FOR THE OXFORD HOUSE OFFICE FILES.

## USEFUL INFORMATION AND HELPFUL HINTS

**CHARLOTTE SQUARE AMENITIES** ARE SHARED BY THE NINE HOUSES ON THE SQUARE PROPERTY, INCLUDING A SOCIAL HALL, TWO SWIMMING POOLS, SHUFFLEBOARD COURTS, A BOCCE BALL COURT, TENNIS COURTS, PICKLEBALL COURTS, AND A GAME ROOM (POOL TABLE, PING PONG, AND DARTS). A CENTRAL CHARLOTTE SQUARE OFFICE IS LOCATED IN THE CENTER OF THE SQUARE. OFFICE HOURS ARE POSTED THERE.

**OXFORD HOUSE AMENITIES** INCLUDE A 2<sup>ND</sup> FLOOR SOCIAL ROOM, COIN-OPERATED LAUNDRY EQUIPMENT ON THE 1<sup>ST</sup> FLOOR, A PERSONAL LIFT, AN ATRIUM ENTRY AREA, A MONITORED FIRE ALARM, OFFICE ON THE 1<sup>ST</sup> FLOOR, AND VARIOUS BULLETIN BOARDS.

**OXFORD HOUSE COMMON AREAS** INCLUDE THE SOCIAL ROOM, LOBBY, LAUNDRY ROOM, LAVATORY, VARIOUS STORAGE AREAS, HALLWAYS, AND LIFT. ANY FURNITURE AND OTHER DÉCOR IN THESE AREAS ARE PROPERTY COMMONLY OWNED BY THE UNIT OWNERS OF OXFORD HOUSE.

**ALL OF THE COMMON AREAS OF OXFORD HOUSE AND CHARLOTTE SQUARE ARE FOR THE BENFIT AND FOR THE USE OF LEGAL OWNERS, RESIDENTS AND GUESTS. PLEASE REPORT ANY PROBLEMS TO THE BOARD OF DIRECTORS.**

**OXFORD HOUSE PARKING SPOTS** ARE ASSIGNED WITH THE UNIT NUMBER CLEARLY MARKED. GUEST PARKING SPACES ARE FOR THE USE OF VISITORS AND ALSO FOR THOSE RESIDENTS THAT HAVE MORE THAN ONE CAR. ABSOLUTELY NO PARKING ON GRASS AREAS EXCEPT IN EMERGENCIES OR TO UNLOAD MATERIALS.

THERE ARE TWENTY (20) **CARPORT PARKING SPACES** THAT ARE SPECIFICALLY ASSIGNED TO CERTAIN OWNERS. EXCEPT FOR THOSE OWNERS WHO HAVE A CARPORT PARKING SPACE, ANY AGREEMENT TO USE A CARPORT PARKING SPACE MUST BE DOCUMENTED. SUCH AGREEMENTS MUST BE WITNESSED BY AN OXFORD HOUSE BOARD MEMBER, AND THAT AGREEMENT MUST BE ON FILE IN THE OXFORD HOUSE OFFICE.

EACH UNIT OWNER SHOULD HAVE **KEYS** PROVIDED AT THE REAL ESTATE CLOSING:

- **TWO “MUL-T-LOCK” KEYS** WHICH FIT THE LOBBY DOOR, THE GERTRUDE AVENUE ENTRANCE DOOR, AND THE OUTSIDE DOORS AND HALLWAY DOORS AT THE EAST AND WEST ENDS OF THE BUILDING;
- **A RECREATION AREA KEY** FOR ACCESS TO THE CHARLOTTE SQUARE AMENITIES;
- **A MAILBOX KEY;**
- **STORAGE LOCKER ENTRY DOOR KEY** IN THE ATRIUM AREA (STORAGE LOCKERS ARE PROVIDED FOR EACH UNIT BUT THE OWNER IS RESPONSIBLE FOR LOCKING THE INDIVIDUAL CAGED STORAGE AREA);
- **A KEY TO THE LUGGAGE ROOMS** ON THE 2<sup>ND</sup> FLOOR STAIRWELL AREAS;
- **A KEY FOR BIKE STORAGE ROOMS** AT EACH OUTSIDE END OF THE BUILDING;
- **KEYS TO YOUR INDIVIDUAL CONDOMINIUM** (two sets).

**MANAGEMENT COMPANY:** PALMER PROPERTY MANAGEMENT (“PPM”) PERFORMS CERTAIN TASKS RELATED TO OPERATION OF OXFORD HOUSE. AMONG THEIR TASKS ARE OWNER AND LEASE APPLICATIONS INCLUDING BACKGROUND CHECKS, FINANCIAL BUSINESS OF THE HOUSE INCLUDING MONTHLY REPORTING AND ACCOUNTING, ARRANGING AND REPORTING ON OXFORD HOUSE BOARD MEETINGS, HELPING TO OBTAIN AND EXECUTE CONTRACTS AND PAYMENT OF RELATED INVOICES, AND FACILITATING THE RESOLUTION OF LEGAL MATTERS. PPM IS NOT ON-SITE AT OXFORD HOUSE AND IS NOT TASKED WITH DAY-TO-DAY OPERATION MATTERS WHICH ARE NORMALLY HANDLED BY YOUR BOARD OF DIRECTORS.

**OXFORD HOUSE BOARD OF DIRECTORS:** CURRENTLY, YOUR BOARD CONSISTS OF THE VOLUNTEER MEMBERS SHOWN ON THE FIRST PAGE OF THIS DOCUMENT. BOARD MEMBERS ARE ELECTED AT THE ANNUAL OWNERS MEETING IN JANUARY AND SERVE ALL MEMBERS OF THE ASSOCIATION WITHOUT COMPENSATION. THE CONTACT INFORMATION FOR ALL BOARD MEMBERS IS PUBLIC INFORMATION AND IS POSTED AT CONSPICUOUS LOCATIONS AROUND THE OFFICE.

**OXFORD HOUSE BOARD MEETINGS:** BOARD MEETINGS ARE INTENDED PRIMARILY FOR BOARD MEMBER UPDATES AND INFORMATION AND POSSIBLE VOTING ON NECESSARY ACTIONS. THESE MEETINGS ARE USUALLY HELD ON A MONTHLY SCHEDULE DURING THE WINTER SEASON. STATUTE CURRENTLY REQUIRES THAT BOARD MEETINGS ARE TO BE HELD ONCE PER QUARTER AS A MINIMUM. OWNERS ARE WELCOME AND ENCOURAGED TO ATTEND THESE MEETINGS. THE MEETINGS WILL ALWAYS BE ANNOUNCED WELL IN ADVANCE INCLUDING THE AGENDA, AND MEETING MINUTES WILL ALWAYS BE PUBLISHED. THERE ARE MANY RULES REGARDING THE MEETINGS AND NOTICES REQUIRED, AND WHAT ACTIONS ARE REQUIRED TO VOTE ON ANY MATTERS. PLEASE REFER TO THE FLORIDA STATUTE AND OH LEGAL DOCUMENTS LISTED ON PAGE 1 FOR DETAILS. EMERGENCY BOARD MEETINGS ARE ALLOWED UNDER CERTAIN CIRCUMSTANCES, BUT MINUTES WILL STILL BE POSTED FOR ALL OWNER'S INFORMATION. REFER TO THE DECLARATION OF CONDOMINIUM FOR DETAILS.

**COMMUNICATION:** IMPORTANT NOTICES ARE POSTED ON THE BULLETIN BOARD NEXT TO THE LAUNDRY ROOM, AND ALSO IN THE LOCKED DISPLAY CASES AROUND THE CORNER FROM THE OH OFFICE. BOARD MEETING ANNOUNCEMENTS, AGENDAS, AND MINUTES ARE ALWAYS TO BE POSTED IN THESE AREAS, AND EMAIL "BLASTS" ARE ALSO REGULARLY SENT TO ALL OWNERS AND RESIDENTS BY EITHER PPM OR A BOARD MEMBER. WATCH FOR POSTINGS AND MAKE SURE THAT THE OH BOARD HAS YOUR CURRENT EMAIL ADDRESS AND PHONE NUMBER.

**OH BUILDING INSURANCE:** THE OXFORD HOUSE BUILDING IS INSURED. DETAILS OF THE INSURANCE COVERAGE AND SCOPE ARE AVAILABLE FROM ANY OXFORD HOUSE BOARD MEMBER. THIS INSURANCE IS ONE OF THE MAJOR COST DRIVERS OF YOUR MAINTENANCE FEES, AND THE INSURANCE IS PAID FOR OUT OF THE HOUSE BUDGET.

**MAINTENANCE FEES:** THESE FEES VARY BY YEAR DEPENDING ON THE BUDGET THAT IS DEVELOPED. FOR 2025, THE MAINTENANCE FEES ARE \$465 PER MONTH. MANY OWNERS SET UP AUTOPAY VIA THEIR BANK ACCOUNTS. SOME OWNERS MAKE ALTERNATE ARRANGEMENTS TO MAIL THEIR PAYMENTS MONTHLY OR PAY ONE TIME YEARLY IN A LUMP SUM PAYMENT. FOLLOW THE PAYMENT RULES; LATE FEES APPLY!

**EMERGENCY KEY BOX:** THE BOARD OF DIRECTORS IS REQUIRED BY STATUTE TO MAINTAIN A LOCKED SECURITY BOX IN THE OH OFFICE WHERE OWNERS ARE REQUIRED TO MAINTAIN A DUPLICATE SET OF CONDO ACCESS KEYS FOR ALL UNITS. EACH UNIT OWNER MUST PROVIDE A SET OF ACCESS KEYS TO THEIR CONDO FOR USE IN EMERGENCY SITUATIONS. A USAGE LOG IS MAINTAINED TO DOCUMENT WHEN AND IF THE EMERGENCY KEYS ARE USED TO ACCESS AN INDIVIDUAL CONDO.

**EMS ACCESS:** FIRE DEPARTMENT AND OTHER EMERGENCY SERVICES HAVE KEYS TO THE BUILDING BUT DO NOT HAVE ACCESS TO YOUR INDIVIDUAL CONDOMINIUM.

**FIRE ALARM:** OXFORD HOUSE HAS A MONITORED FIRE ALARM. ACTIVATION OF THAT ALARM WILL RESULT AUTOMATICALLY IN DISPATCH OF THE LOCAL FIRE DEPARTMENT. EACH CONDO AT OXFORD HOUSE HAS HARD-WIRED DETECTORS (NO BATTERIES) THAT ARE PART OF THIS SYSTEM. COMMON AREAS ARE ALSO PROTECTED. THE BOARD OF DIRECTORS AND CERTAIN OTHER EXPERT PERSONNEL MONITOR AND OPERATE THIS SYSTEM. IF THE ALARM SOUNDS, EVACUATE THE BUILDING TO A SAFE OUTSIDE AREA FOR YOUR OWN SAFETY. DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN BY A OH BOARD MEMBER. **NEW NOTE FOR 2025:** EVEN "FALSE ALARMS" CAUSE THE AUTOMATIC DISPATCH OF CHARLOTTE COUNTY EMS (FIRE DEPARTMENT). OWNERS OR RESIDENTS WHO CAUSE A FALSE ALARM TO BE MADE (COOKING ACCIDENTS, CONSTRUCTION DUST, SMOKE FROM ANY SOURCE, ETC.) MAY BE BILLED FOR FEES CHARGED BY THE CHARLOTTE COUNTY FIRE DEPARTMENT.

EACH CONDO IS ALSO PROTECTED BY ONE OR MORE SMOKE ALARMS THAT ARE BATTERY OPERATED AND NOT TIED TO THE MAIN MONITORED SYSTEM. MAINTENANCE OF THOSE DETECTORS, INCLUDING REPLACEMENT OF THE BATTERIES, IS THE RESPONSIBILITY OF THE OWNER OR RESIDENT.

**ROOF ACCESS:** LIMITED TO BOARD MEMBERS AND REPAIR TECHNICIANS. IF ACCESS IS REQUIRED FOR THE SERVICE OF YOUR ROOFTOP AC UNIT, A BOARD MEMBER NEEDS TO BE CONTACTED TO GAIN ACCESS. THE HATCH FOR ROOFTOP ACCESS IS TO BE PADLOCKED AT THE END OF EACH USE.

**LAUNDRY ROOM:** THE COIN OPERATED MACHINES ARE AVAILABLE FOR USE BETWEEN THE HOURS OF 7AM AND 10PM. PLEASE BE RESPECTFUL, USE NO MORE THAN TWO MACHINES AT ONE TIME, REMOVE CLOTHES PROMPTLY, AND CLEAN THE DRYER LINT SCREENS WHEN FINISHED.

**LIFT:** A PERSONAL LIFT IS PROVIDED FOR THE CONVENIENCE OF RESIDENTS THAT NEED TO USE IT. TWO PEOPLE MAXIMUM. THIS LIFT IS NOT RATED TO MOVE ANYTHING OTHER THAN PEOPLE AND A FEW GROCERIES. VIOLATORS OF THIS POLICY ARE SUBJECT TO FINE AND DAMAGES. ABSOLUTELY NO FURNITURE OR APPLIANCES!!

**MOVING AND DELIVERIES:** ALL MOVERS AND DELIVERY PERSONNEL MUST USE THE END DOORS AND STAIRS. NEVER USE THE LOBBY STAIRS FOR MOVING OR DELIVERY. NEVER USE THE LIFT FOR MOVING ANYTHING BETWEEN FLOORS.

**OXFORD HOUSE OFFICE:** THE OFFICE IS LOCATED ON THE 1<sup>ST</sup> FLOOR ADJACENT TO THE LAUNDRY ROOM. THE DOOR IS TO BE LOCKED AT ALL TIMES, EXCEPT WHEN IN USE BY A OH BOARD MEMBER. IF THE DOOR IS OPEN, YOU ARE WELCOME TO STOP BY. THERE ARE NO REGULAR OFFICE HOURS.

**2<sup>ND</sup> FLOOR SOCIAL ROOM:** THIS ROOM IS TYPICALLY USED FOR OH BOARD MEETINGS AND SPECIAL OCCASION CELEBRATIONS SUCH AS BIRTHDAYS. FEEL FREE TO USE THE ROOM ANYTIME FOR BOARD GAMES, CARDS, PUZZLES OR UNOFFICIAL VISITS WITH RESIDENTS OR GUESTS. IF YOU WOULD LIKE TO RESERVE THE ROOM FOR A LARGE GATHERING, CONTACT A BOARD MEMBER. SOCIAL ROOM HOURS 7AM-11PM.

**QUIET HOURS:** 11PM-7AM. RESPECT YOUR NEIGHBORS!!

**SMOKING RESTRICTIONS:** NO SMOKING ALLOWED IN COMMON AREAS INCLUDING HALLWAYS, END STAIR WELLS AND ATRIUM. PLEASE USE OUTSIDE AREAS WELL AWAY FROM BUILDINGS. DISPOSE OF BUTTS PROPERLY.

**MARAJUANA:** RECREATIONAL USE OF MARIJUANA IS PROHIBITED BY FLORIDA STATE LAW ON CHARLOTTE SQUARE AND OXFORD HOUSE PROPERTY. THE MEDICAL USE OF MARAJUANA IS SUBJECT TO THE SAME RULES AS ABOVE FOR SMOKING. PLEASE RESPECT YOUR NEIGHBORS!

**SOLICITING:** NOT ALLOWED UNDER ANY CIRCUMSTANCES.

**TRASH:** CURRENTLY THE MAIN TRASH CONTAINERS AT BOTH ENDS OF THE BUILDING ARE EMPTIED ON TUESDAY AND FRIDAY EACH WEEK. FOLLOW THE POSTED RULES.

**BULK TRASH:** THERE IS A CAGED AREA NEXT TO THE TENNIS COURT FOR BULK TRASH. PLEASE FOLLOW THE POSTED RULES. IT IS PROHIBITED TO DROP OFF ANY LARGE APPLIANCES, ELECTRONICS, OR LARGE FURNITURE ITEMS. PLEASE DISPOSE OF ANY PROHIBITED ITEMS AT YOUR OWN EXPENSE. USUALLY, YOUR POOL KEY WILL FIT THE LOCK ON THE BULK STORAGE AREA. IF THIS SERVICE IS ABUSED, THE LOCK WILL BE CHANGED AND/OR THE SERVICE WILL BE DISCONTINUED.

**RECYCLING:** IF YOU ARE SO INCLINED, USE THE PLASTIC TRASH CAN LOCATED NEXT TO THE MAIN TRASH DUMPSTER ON THE WEST END OF THE BUILDING. YOU ARE NOT REQUIRED TO RECYCLE, BUT IF YOU WANT TO HELP THE ENVIRONMENT, PLEASE FOLLOW THE POSTED RULES. WHEN THE TRASH CAN GETS FULL, TAKE THE CONTENTS OVER TO THE RECYCLE DUMPSTER LOCATED ADJACENT TO THE TENNIS COURTS.

**STORAGE LOCKERS:** EACH CONDO OWNER IS PROVIDED WITH A COVERED STORAGE CAGE AREA THAT IS LOCATED OFF THE ATRIUM ENTRANCE. FIND YOUR DESIGNATED STORAGE LOCKER AND SECURE THAT LOCKER WITH A PADLOCK OF YOUR CHOOSING. STORE ANY PERSONAL BELONGINGS THAT YOU CHOOSE, BUT OXFORD HOUSE IS NOT RESPONSIBLE FOR THEFT OR LOSSES. PLEASE DO NOT STORE FLAMMABLE MATERIALS IN THESE LOCKERS. DO NOT STORE MATERIALS IN THE WALKWAYS OF THE STORAGE LOCKER ROOMS.

**BIKE STORAGE ROOMS:** LOCKED STORAGE ROOMS FOR BICYCLES ARE LOCATED OUTSIDE AT EACH END OF THE BUILDING. OTHER MATERIALS, INCLUDING YARD MAINTENANCE TOOLS AND MATERIALS, LADDERS AND SANDBAGS, ETC., CAN ALSO BE STORED IN THESE ROOMS. IF THERE IS DOUBT ABOUT WHAT SHOULD BE STORED IN THESE ROOMS, PLEASE CONTACT A BOARD MEMBER. PLEASE KEEP THESE ROOMS NEAT AND ORDERLY. OXFORD HOUSE IS NOT RESPONSIBLE FOR YOUR EQUIPMENT.

**ACCESS TO BUILDING:** DO NOT ADMIT UNKNOWN PERSONS TO THE BUILDING. YOUR "MUL-T-LOCK" KEYS FIT ALL THE EXTERIOR ACCESS DOORS. THESE KEYS CANNOT BE DUPLICATED BY OWNERS. ALL OF THE EXTERIOR DOORS ARE DESIGNED TO CLOSE AND LATCH AUTOMATICALLY, BUT PLEASE HELP EVERYONE KEEP THE BUILDING SECURE AND MAKE SURE THAT THE DOORS CLOSE PROPERLY BEHIND YOU. SERVICE OR MAINTENANCE PERSONNEL SHOULD CONTACT THE OWNER THAT THEY ARE WORKING FOR TO ADMIT THEM. OXFORD HOUSE HAS A PHONE CONTACT SYSTEM THAT ONLY SOMETIMES WORKS. IT IS RECOMMENDED TO USE CELL PHONE FOR RESIDENT CONTACT TO GAIN ENTRY FOR VISITORS OR MAINTENANCE / SERVICE PERSONNEL.

**MAILBOXES AND PACKAGE DELIVERY:** MAILBOXES FOR EACH UNIT ARE LOCATED IN THE ATRIUM AREA. SMALL USPS PACKAGES MAY ALSO BE DELIVERED TO SEPARATE BOXES LOCATED BELOW THE UNIT MAILBOXES. OTHER TYPES OF PACKAGES INCLUDING UPS, AMAZON, ETC., ARE USUALLY LEFT ABOVE THE MAILBOX AREA. IF YOU SEE A PACKAGE FOR ONE OF OUR RESIDENTS ABOVE THE MAILBOXES AND IF YOU ARE ABLE AND SO INCLINED, MOVE THOSE PACKAGES INTO THE LOBBY AREA OR LET THE RESIDENT KNOW THAT THEY HAVE A PACKAGE. SORRY, THE PACKAGE DELIVERY SYSTEM IS NOT VERY SECURE.

**COMMON AREA CLEANING SERVICE:** THE COMMON AREAS OF OXFORD HOUSE ARE CLEANED BY A COMMERCIAL CLEANING COMPANY ON A BI-WEEKLY SCHEDULE.

**SAFETY AND SECURITY:** SECURITY LIGHTS BURN 24 HOURS A DAY IN ALL HALLWAYS AND THE LOBBY. SECURITY CAMERAS RECORD THE ACTIVITIES IN THE LOBBY AREA AND LIFT AREA AND THE FEED IS RECORDED BUT NOT MONITORED. HALLWAYS ARE NOT CURRENTLY MONITORED. FOUR POST MOUNTED LIGHTS ARE IN USE ON THE GRASS AREA ADJACENT TO GERTRUDE AVENUE, AND THERE ARE MANY POST MOUNTED LIGHTS ON THE CHARLOTTE SQUARE COMMON GROUNDS (THESE LIGHTS ARE AUTOMATICALLY TURNED ON AND OFF AT DUSK TO DAWN INTERVALS USING PHOTOCELLS FOR CONTROL). OVERHEAD LIGHTS IN THE ATRIUM ENTRANCE ARE ALSO ON A DUSK TO DAWN SCHEDULE USING PHOTOCELL CONTROL.

**WATER SHUT OFF VALVES:** EACH UNIT AT OXFORD HOUSE HAS A MAIN WATER SHUT OFF VALVE LOCATED OUTSIDE THE CONDOMINIUM. THE VALVE IS LOCATED ABOVE A CEILING TILE MARKED WITH THE UNIT NUMBER ON ONE OF THE METAL STRIPS NEXT TO THE WALL. IF YOU HAVE TROUBLE LOCATING THE SHUT OFF VALVE, CONTACT A BOARD MEMBER. IF YOU ARE GOING TO BE AWAY FOR AN EXTENDED PERIOD, PLEASE SHUT OFF THE WATER VALVE FOR YOUR UNIT.

**MISCELLANEOUS:** DO NOT DROP OFF ITEMS TO BE DISCARDED IN THE HALLWAYS OR LOBBY. DO NOT PUT TRASH IN THE HALLWAYS. NO BARE FEET IN THE HALLWAYS OR COMMON AREAS. JUST USE COMMON SENSE AND EVERYBODY WILL GET ALONG FINE!