

**ANTHONY WAYNE BUILDING**  
**Supplement to Emergency Action Plan Information**  
**&**  
**Building Access and Security Information**

Issued October 2016; Revised August 2017

Residents and Tenants,

**Emergency (and other) Contacts**

Requests have been made to clarify and supplement the Emergency Action Plan Information issued Jan. 2016 with further information on emergency contacts and on building access.

We start from the premise that there are three types of contacts that may be made to building management.

1. Routine maintenance and information requests. Those should be directed to the building management by email. The building management company is the main point of contact with management of the condo building; “management” for purposes of you inquiries includes Court and Kyle Newcomb, as well as Gerry Ehle. You may address issues with any of them; they will keep each other informed. It is not necessary to copy all residents. If the resolution of the issue necessitates a change in policy or information needed by all, the manager will send that in an email, or publish it in a supplement to a policy or to the Community Policy Handbook.
2. Emergency or security issues that are not life-threatening. These should be addressed by email, text, or telephone to the Emergency Plan Manager(s) set out in the Emergency Action Plan. Although we do not pay for 24-hour coverage (in order to keep our CAM costs as low as possible), someone will usually receive the call, text, or email fairly quickly and respond accordingly. Typical emergency but not life-threatening issues include a loss of utilities, lobby doors not shutting properly, or a severe storm that affects the building or a resident’s or commercial owner’s unit.
3. Emergency that is life-threatening, such as a crime in progress, fire, or medical emergency. You should call 911 and then only if you have time, contact the Emergency Plan Manager(s). You should first deal with your safety and the safety of others, however.

Please note that in the earlier document, the Emergency Plan Managers were listed. We are also issuing Communications Guidelines today. Please refer to those to see how the manager has committed to responding to the contacts described above.

## Building Access

Requests have been made that the board and manager review building access, both in use of codes and in use by tenant employees. Here are the guidelines:

### BUILDING ACCESS KEY PADS (garage gate, front door, elevator lobbies on floors 2 – 5)

Currently, residents are given codes and fobs. Employees of tenants/commercial owners are given a common code. The concern is that after an employee leaves employment, the code for the garage and the front doors is still active. So, the following procedures will be implemented as to the fobs and codes.

- Each tenant/commercial owner will be issued enough fobs for its employees. When an employee departs, his/her fob must be returned or it will be de-activated. Each fob has its own access number, which is tracked by Gerry Ehle. The employer will report if a fob is not returned and the building management will deactivate it. Tenants' employees will no longer get a keypad code, so that once the fob is returned or deactivated, the former employee will not have access to the building beyond that which the general public typically has.
- Residents must return their fobs when they vacate the building or turn them over to a new owner. Building Manager will then deactivate the code for the vacated person and work with the new owner to get his/her/their fobs re-coded.
- Proximity Cards for the garage. AWB Holdings has available proximity cards for entrance to the garage. These are similar to a tollway pass. The Card may be kept in the car or attached to the windshield. (Directions say that the card must be held within 6' of the card reader but experience for those who have tried them seems to be that you still have to move left of center and hold the card within 3' of the reader.) These would eliminate the need to hold your fob directly on the keypad or move your car completely into the left lane. If you would like one, contact Gerry and he will issue it/them. AWB Holdings is requiring a \$100 refundable deposit.
- Lakeland Electronics and use of the lobby buzz-in system. The use of this system was discontinued in mid-2017.
- Second set of lobby doors hours. The second set of lobby doors is locked except according to the following schedule:
  - Monday – Thursday: 7 a.m. to 11 p.m.
  - Friday: 7 a.m. to 11:50 p.m.
  - Saturday: 8 a.m. to 11:50 p.m.
  - Sunday: 8 a.m. to 10 p.m.
- Hoppy Gnome doors from/to lobby. The doors into the Hoppy Gnome/Gnometown ("THG") space from the lobby are locked by THG when it closes each night and opened when its work day begins the next day. That space is not an exit or emergency exit for the building but rather part of the restaurant's space.
- Hours for garage gate and garage elevator lobby keypad. To accommodate the more frequent coming and going of employees (and less so, contractors) during the work week, and thus significantly reduce wear and tear and the accompanying repair costs to our association on the

garage gate, during the week the garage gate opens at 6:30 a.m. and closes at 6 p.m.; the gate is closed all weekend. The same hours apply to the garage elevator lobby keypads.

## ELEVATOR PUNCH CODES

The goal in having punch codes for all the floors is to minimize the number of people who can gain access to the various floors, with the goal that if a person gains entry to the lobby after hours, he/she will be confined to the first floor only.

- Residential floors have a three-button code 24 hours a day, to be pressed after the floor number.
- Commercial floors, the garage floors, and the basement have a three-digit code except for business hours of 8 a.m. to 5 p.m. (The basement will be added to the code regimen within a day after this notice goes out.)
- Changes in codes. The board and management has heard significantly differing opinions on how often the codes should be changed. Some would like it frequently; others less so. The codes are easy to change; the board and management are trying to be sensitive to the fact that people may not want to remember new codes very frequently. Therefore:
  - At this point, we will leave the residential codes as they are unless all residents on a given floor ask for a change or a single resident expresses a reasonable need for a change. Again, we are trying to be sensitive to not changing the codes too much without the entire floor's agreement.
  - Commercial floor codes will remain the same unless appropriate representatives of all occupants on a floor ask for a change.
  - There had been talk of changing the B-2-3-4-5 codes to a different code for the period July 4 to end of 3RF; instead, each year the codes used for those floors will be changed immediately after the second 3RF weekend for the entire next year or unless a request for a change is received as above. [Update July 2017: The cause for this annual change was originally the large number of persons from outside the building who came in for the festivals. A significant number of residents did not want this change and/or did not want a code on any of the garage floors. Since very few outside persons came in during the festivals this year and keeping in mind how many people objected to the change last year, the Board opted not to make the change in 2017. The Board will consider the need next year.]
    - Any client of Catalyst Fitness who needs the elevator will be given the three-digit punch code by Catalyst's management.

## Below Building Access Sections added August 2017

### FIRE ESCAPE STAIRCASES AND GARAGE GATE DURING A POWER OUTAGE

Staircases. The fire dept. requires that the staircases and Exit signs be lit for 90 min. The emergency lights and Exit signs are powered by battery during an outage and an inspection timetable has been established to make sure the batteries have power. The time of 90 min. passes the fire dept. inspection because their assumption is that you will leave immediately during a fire, which is their concern. The current lighting system is not designed for prolonged electrical outages. The Board is looking into what it would take to generate our own power for a prolonged time, but will have to weigh that against the likelihood of another prolonged outage (Gerry reports that the building has had three outages in his 18 years.). In the meantime, if you must leave or enter the building during an outage after the 90 min., please use your cellphone light or a flashlight if lighting has faded.

During an outage, Gerry and/or the Manager will unlock all the doors in each staircase so that you may enter any floor from the staircase (if you need to enter the garage to access your car, for example). Typically, the fire dept. requires that all staircase doors be locked from the outside so that people proceed only to the first floor.

Garage gate. Gerry and/or the Manager will manually open the garage gate if it is closed. Although there is an emergency chain system to manually open the gate from the outside, it is better operated only by Management.

Please keep in mind that neither Gerry or the Manager live on site, so it may take some time for them to arrive.

### STOPPED ELEVATOR

In case the elevator stops while you are using it, first open the emergency phone box below the floor buttons and lift the handset. You will automatically be connected to Otis Elevator; they will dispatch a technician. If you have a cell phone with you, please also call Gerry or the Manager after you call Otis. You may also call 911 if you feel it is a dire emergency. Do not try to open the doors and/or try to climb out between floors as the elevator could start again without warning, or you could fall into the shaft.

## **TENANT EMPLOYEE USE**

As part of this security and building access policy statement, we have received requests to deal with tenants' employees' use of the building outside of work. At this point, we do not deal with the grill area because that has been dealt with in the past. We acknowledge that there are other situations when tenants are in the building outside of work hours. First, we do recognize that many of our commercial owners/tenants are professional organizations. Therefore, their employees may be working overtime or on weekends. Second, some of the commercial owners also own their parking spots, just as residents do, and thus may use them or allow their employees to use them to park while attending a downtown

event, like a concert or festival. This seems appropriate. More problematic are instances such as the one where a tenant flew a drone from the top of the garage. While we believe that was not intended in a sinister way, it is true that it was not considerate of the fact that the building has residents. (That person was surprised at the concern, but understood it, and agreed not to fly drones again from the property.)

That said, and outside of the two July festivals, we have also had reports of persons driving too fast for the garage, in the opinion of those observing the driving. Therefore, we will develop a statement that we give to commercial owners who have employees (residential owners might also review it with any persons they have clean their condo, etc.) and ask that they discuss with their current employees, and also make it part of new employee orientation. It will include information that the building is also a residential building and request their respect for and acknowledgement of the fact that the building is people's home. That statement will include statements requiring that building not be used for activities that are not appropriate in a workplace, that the entire building is non-smoking including the garage and the 5<sup>th</sup> floor grill area, and establishing an expectation that they will drive in the garage in a manner which respects that the building is home for many people.