

Residents Handbook for Independent Living

II

Arrowhead Gardens

9200 2nd Avenue SW Building A
9220 2nd Avenue SW Building B
9230 2nd Avenue SW Building C
9240 2nd Avenue SW Building D
Seattle WA, 98106

Office: 206 763-0110
After Hours Emergency: 206 755-1325

Presented by the Building Representatives of

“The Arrowhead Gardens Community”



We would like to acknowledge that we are on the traditional land of the first people of Seattle, the Duwamish People past and present and honor with gratitude the land itself and the Duwamish Tribe.

Introduction

On behalf of the Arrowhead Gardens Residents Community (AGRC) we welcome you to Arrowhead Gardens! This booklet has been prepared by your AGRC Building Representatives to help orient you to your new home. It contains valuable information such as how to respond to emergencies, where to sign up for activities, how to get involved in recycling programs and much more. If you can't find the information you are looking for, or the answers to your questions, just let your Building Representative know. We are here to help you navigate through the details.

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Arrowhead Gardens Residents Community (AGRC)



The Arrowhead Gardens Resident Community is an organization made up of all residents. Your membership becomes automatic when you move in. The governing body (Board of Directors) of this association consists of the President, Vice President, Treasurer, Secretary, Sergeant-at-Arms, and six Building Representatives (two for each building). The Board of Directors and the general membership meet each month. All general meetings are held in the

Community Room in Building "B". Event planning and resident concerns and improvements to our community are discussed at these meetings. Dates and times will be posted on the monthly calendar. Please plan to attend.

Building Representatives

Please take some time to find out who your "Building Reps" are and get to know them. They are here to welcome you and are available to assist you in any way they can. They are the advocate for your building and can answer questions, or help you find answers to your concerns, and take your ideas and concerns to the AGCR Board.



Special Services

- The White Center Food Bank comes to Arrowhead Gardens twice a month. Check the Community Calendar for days and times. Bring ID on your first visit to the food bank. Every resident is eligible to use this service.
- "Meals on Wheels" comes to Arrowhead Gardens. For information and to make arrangements call Senior Services at 206-448-3110.
- The "Chicken Soup Brigade" comes to Arrowhead Gardens every week. Sign-up forms for this program are in the office. You may also call for more information. 206-324-0808
- The Seattle "Book Mobile" comes to Arrowhead Gardens once a month. You can check out books, videos, and a variety of materials. Check the monthly calendar for dates and times. Small browsing libraries are located in the A, B and C lobbies, available to all residents.
- A Monthly Events Calendar is published and distributed to all Residents. Times for events and activities are listed on the Calendar and posted on building bulletin boards in the lobby and elevators. There are regular shopping trips, community potlucks, holiday celebrations, and restaurant and entertainment outings. If you don't see something you would like to do let AG Staff or AGRC know and if there is enough interest it may be added to the Calendar. Planning for these activities requires advance sign-up. Books with sheets for this purpose are located in "B" building in the hallway across from the elevator. Please ask your building representative if you need assistance.
- There is a van that takes residents on outings to grocery stores, restaurants and various attractions in the area. You can get a "gold" card which enables you to receive admission discounts at many attractions. They can be picked up for free at

any Seattle Senior Center. Sign up in the notebooks located in the hall in Building B. That hall is where to meet to leave, please arrive 15 minutes early. If your plans change after you sign up, please cross your name off the list so another resident can go in your place.

- An “Everyday Happenings” list is occasionally printed on the back of the Community Calendar and posted on building bulletin boards in the lobby and elevator. These are the ongoing activities available to you. Copies are also available in the Arrowhead Garden’s Office.
- Movies are shown in the Media Room in Building “B”. Check your event calendar and posters for day and time. Movie suggestions are always welcome. No food is allowed, but you may bring a covered drink.
- There is a **computer lab** in Building “B” and Wi-Fi is available in each of the Sun Rooms. There is a printer available in the computer lab, but bring your own paper.

The Gardens Gazette is a website with multiple blogs dedicated to providing information for residents at Arrowhead Gardens. Topics include a calendar, activities, current events, clubs, health & safety, helpful resources, essays, and much more. Visit TheGardensGazette.org and browse the dropdown menus at the top of web pages. There is a search box in the footer of each page.



Timely information is emailed in the **Gazette Newsletter** twice per month to a list of subscribers. Use the website's **Feedback > Contact** form or email John Walling ArrowheadResident@gmail.com to subscribe.

Maintenance

Your doors, windows, appliances, plumbing and electrical systems should be working normally. Go to the office during business hours and fill out a Maintenance Request Form to report any needed repair. Call the Arrowhead Gardens Emergency number after hours for water or other emergency maintenance issues, including fire, flood, bodily fluids in public areas (human or animal). The emergency number is 206 755-1325.

Taking out the Trash, Recycling and Compost

Garbage chutes are located in or near the laundry rooms in all buildings on all floors except AP1 and AP2. Red dumpsters for garbage for P1 and P2 floors in building “A” are located in the Parking Garage. Please be sure to close the door to the chute to prevent smoke from entering the laundry room in case of a fire in the compactor.

- Blue dumpsters specifically designed for recycling are located in each building in the parking garages. Please only place recyclable materials as identified by the signs located on the walls and brochures near the dumpsters.
- Green compost bins are located in the courtyards. These bins are available 24hrs a day except from noon on Tuesdays until Thursday afternoon. Do not leave your compost on the ground when the bins are unavailable as this attracts rodents and other unwelcomed vermin. Keep it until the compost bin is available. Only organic

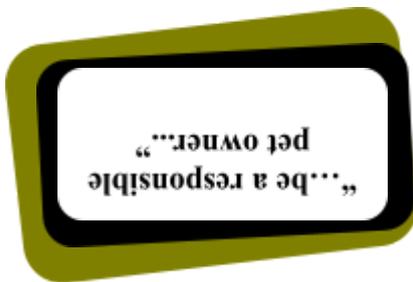
material can be deposited in these bins. Use only compostable bags or compostable paper to wrap your compostable garbage as per the directions posted on the bins. **No regular plastic bags please!**

- Shredded paper should be placed in paper or compostable bags and placed in with compost, not recycling.

Pets

Arrowhead Gardens welcomes pets. Thank you for being a good neighbor and a responsible pet owner.

- Keep your pet on a leash at all times when they are outside of your apartment. Use a short leash that will keep them close to you and under your control at all times. The City of Seattle requires licensing for cats and dogs.
- For your convenience dog waste disposal bags and containers are located throughout the Arrowhead Gardens' property. **Please pick up any pet waste and deposit in these containers.**



- If your pet has an accident in the hallway or lobby, first pick-up and/or wipe-up the area, then immediately notify the office so the area can be cleaned with a special cleaner to deodorize and sanitize the carpet. **DO NOT** use any of your own chemicals.
- Cat litter should be double bagged and disposed of only in the garbage chutes. **DO NOT** flush.

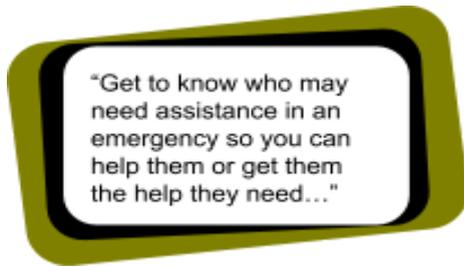
Laundry

Washers and Dryers are located on each floor in your building except AP2. Residents on AP2 should use laundry facilities on another floor of Building A.

Laundry room hours are 8AM to 8PM. Please be sure your laundry is finished by 8PM.

- Use the machine located on the wall by the Office in "B" building to purchase credit on your ESD Card. To load your card, place it in the top slot of the machine and your bills (cash) into the bottom slot. As the bills are accepted, the total will be shown on the card reader display.
- When using the washers and dryers – Put the ESD card into the slot on the washer and dryer with the arrow pointing towards the machine and select the appropriate cycle, wait until it states "hold" then remove the card. Do not open the washing machine door after the cycle has started, it will not restart.
- Please report any broken machines to the office. Do not assume it has been reported or that the office already knows about it.
- Protect your card as you would any credit card. If you lose your card any money on it is lost.

Fire Code requires that the laundry room, lounge and stairwell doors **MUST** remain **CLOSED AT ALL TIMES**. This is for your safety!



Safety & Emergency

Fire – The buildings at Arrowhead Gardens are equipped with both fire and smoke alarms. The smoke alarms will go off in your apartment if a small fire from a burner on your stove or your toaster etc. causes excessive smoke. If you are

able to extinguish the fire turn on the fans and open the windows to let out the smoke.

Keep the door to the hallway closed so it does not set off the alarms in the hallways. If you are unable to extinguish a fire, evacuate your apartment, close the door behind you and pull the fire alarm on the way out. You may wish to leave the building but you only need to get to a safe place—a neighbors' apartment, laundry room or, in building A, the lounge room.

If you hear the fire alarm go off in your apartment or hallway you should leave your apartment. This alarm will shut down the elevator so you will need to use the stairways. Familiarize yourself with the shortest route out of the building from your apartment. You may also stay in your apartment until the fire department arrives and gives you instructions for evacuation.

If you have a disability and are unable to use the stairs you should "shelter in place." If you shelter in place, stay in your living room, not bathroom, bedroom, patio or balcony so you can be found by first responders. Use wet towels or clothing to block openings around doors or vents where smoke might come in. Place a wet cloth over your mouth and nose. If smoke or fire enters your unit, call 911 to report your location. Stay low to the floor to breathe the best air. Do not break or open windows as this can let smoke from the outside into your space. It can hamper rescue efforts.

Medical Emergency

In case of a medical emergency call 911. Remember to give them your name, building number and address, and apartment number.

Quiet Hours

Be a considerate neighbor by honoring quiet hours and keeping noise levels to a minimum from 10:00 PM to 8:00 AM, this includes laundry rooms, dishwashers, vacuum cleaners and musical instruments.

Have a Buddy!

Please take time to get to know your neighbors. Let them know when you will be away for an extended period of time. Have someone check in on you when you are not feeling well. Get to know those who may need assistance in an emergency so you can help them or get them the help they need. If you have a "buddy" to exchange keys with, it might help in case you need help.

Notify the office before going on vacation or planning to be away for an extended time, such as hospital stays. A list is maintained to inform the fire and police in emergencies.

Wellness Check

The following procedure should be followed if you have not seen your neighbor for some time, or notice packages, etc. building up outside their door, and are concerned that they may need assistance:

- Call them or knock on their door. If no response-
- Contact the office and they will check the “away list” to see if they are out of town. If they are not on the list,
- Call 911 to request a “Wellness Check”.
- Then notify the office that you have requested a “Wellness Check” so they can give the emergency personnel access to the apartment.

Red and Blue Stickers

All occupied apartments have blue dot stickers placed on the number plates. Red dots mean a person with a disability lives here and may need assistance evacuating in an emergency. Please notify the building rep if you do not have stickers next to your door on the apartment number sign.



Water Damage – If you see water in your apartment from any source other than your faucet call the office at 206-763-0110. For an “after office hours’ emergency call 206-755-1325.

Building Access- Arrowhead Gardens’ buildings are “**controlled access**”. This means you must have a pass key card to enter the building. **Visitors must call the resident they are visiting and be “buzzed” in through the “A to Z” key pad and intercom system.** You may now use the system with either a landline or a local cell phone. Contact the Arrowhead Gardens’ Office to set this up. Not all phone numbers work with this system, if yours does not you will need to meet your guest in the lobby to let them in.

All others are unauthorized visitors and the door should not be opened to them.
To keep us all safe please do not let anyone you do not know into the building.

Welcome, the AGRC hopes you will find that you’ve made a wonderful choice in housing in Seattle, and we look forward to meeting you. Please feel free to contact your Building Rep to answer any questions you may have.