

Pacific Tower Condominium Association

Information for New Residents of Pacific Tower

Welcome new resident! We are glad you chose to live here. The following information will make it easier for you to settle into your new home. **IMPORTANT** - Please contact one of the members of the Welcome Committee upon receipt of this information: Kay Lancaster, Unit 201 phone 253-473-1791 gigart@aol.com or Corinne McNamee, Unit 705, phone 253-414-0184 ckmcnamee1@hotmail.com. The committee member will orient you to Pacific Tower and familiarize you with Pacific Tower's move-in procedures (see attached move in instructions).

Access Cards/Key Fobs: An access control system is in use for entry through the main lobby entrance door and the three (3) pedestrian doors on the P1 and P2 garage levels. In order to enter through any of these doors you will need an activated access card or key fob. **At closing of the sale of your unit you should have received one or more access cards/key fobs from the previous owner. If you are a renter or other non-owner, your landlord is responsible for providing you with access cards/key fobs.** It is possible that the access cards/key fobs you were given are deactivated and will not work until activated for you by PTCA. Even if your access cards/key fobs are activated, it is very important that you meet with a member of the Welcome Committee to complete the other move-in preparations. Only unit owners may purchase replacement/additional cards/fobs from PTCA.

Trash/storage rooms: The trash/storage room to which your unit is assigned may or may not be located on the same floor as your unit. Entrance into the trash/storage rooms requires a security key (Medeco Key). **At closing of the sale of your unit you should have been given one or two security keys from the previous owner. If you are a renter or other non-owner, your landlord is responsible for providing you with security keys.** The security key will only open the lock of the trash/storage room to which your unit is assigned. **This key will also open the door to the community room #107 in case it is inadvertently locked.** Only unit owners may purchase replacement security keys from PTCA.

Call Box: In order to make it easier for your guests/service providers to enter the building, a call box is located just outside the lobby door. The call box contains a resident roster showing the last name and unit number of each resident who desires this information to be posted at the call box. You may choose to display your information and you may choose to have your local phone number entered into the call box system. The committee member will explain and demonstrate the use of the system to you.

Parking Decals and Guest Parking Passes: Vehicles belonging to residents are identified by a PTCA parking decal. The committee member will issue your decal(s) and explain the proper placement and usage of decals. The committee member will also explain where to find and how to display Guest Parking Passes for your guests whose vehicles will remain parked in unassigned parking spaces after 11 PM (see below).

Unassigned (Common) Parking Spaces: Residents' vehicles are expected to be parked in their assigned space(s) before occupying an unassigned space. **Unassigned spaces are numbered 16 through 41, 43,**

44, 58 and 61. Unassigned spaces may be used at all times by residents' vehicles but use of an unassigned space between 11 PM-7 AM requires display of a PTCA parking decal. You should tell your guests to try to park in the spaces marked "Guest Parking" near the lobby entrance. In case no guest parking space is available, you should tell your guests that they may park in an available unassigned space. **Unassigned spaces may only be occupied by guests between 11 PM-7 AM with display of a valid Guest Parking Pass. Between 11PM-7AM, vehicles parked in an unassigned space without display of either a parking decal or Guest Parking Pass may be towed at the vehicle owner's risk and expense.**

Garage Door Remote Transmitters: The P1 and P2 vehicle gates are controlled by hand held remote transmitters. **If you have an assigned parking space on either P1 or P2 you should have received a remote transmitter from the previous owner or your landlord. Remote transmitters are for your personal use and should not be given to non-residents.** Only unit owners may purchase replacement/additional remote transmitters from PTCA.

Cable, Internet and Telephone Service: In order to connect or repair your cable, internet or telephone service the company technician will need access to the locked electrical room on your floor. As soon as you have confirmed the day and time of your service appointment contact Lester, PTCA's on-site maintenance worker, by calling his cell phone (253) 414-5051 between 7 AM-3 PM Monday-Friday. Lester will make arrangements with you to allow the technician access to the locked electrical room. **A resident of your unit must be present at the time of the service appointment to allow the technician entry into the building and your unit as well as to coordinate with Lester.**

Rules and Regulations: It is very important that you familiarize yourself with the Governing Documents, rules, regulations and policies of PTCA. Whenever in doubt, you should refer to these documents and/or seek assistance from a Welcome Committee member or a Board Member. You should have received copies of each of these documents included with the resale certificate provided to you before closing on your unit or from your landlord. Electronic copies may be viewed, downloaded and printed from the PTCA website www.ptcatacoma.org.

Security Reminder: Security is very important to all residents at Pacific Tower. Do not open an entrance door for anyone you do not know no matter how innocent they might appear. If they live here or have legitimate business here they will gain entrance on their own or through the resident they have come to see. **Never leave an entrance door propped open for any reason.**

Adopted by PTCA Board of Directors 03/09/2010