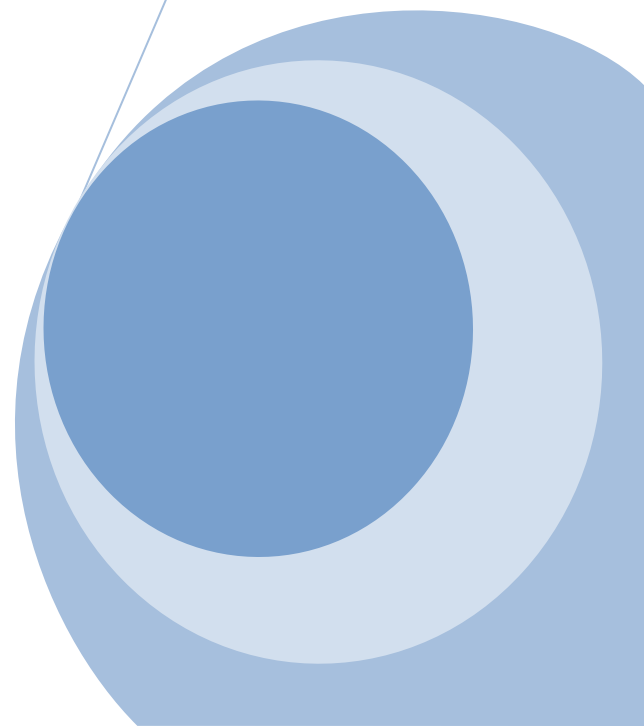
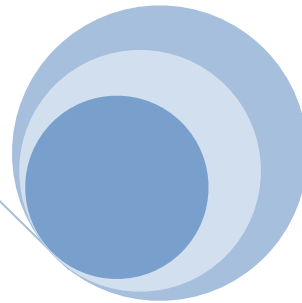
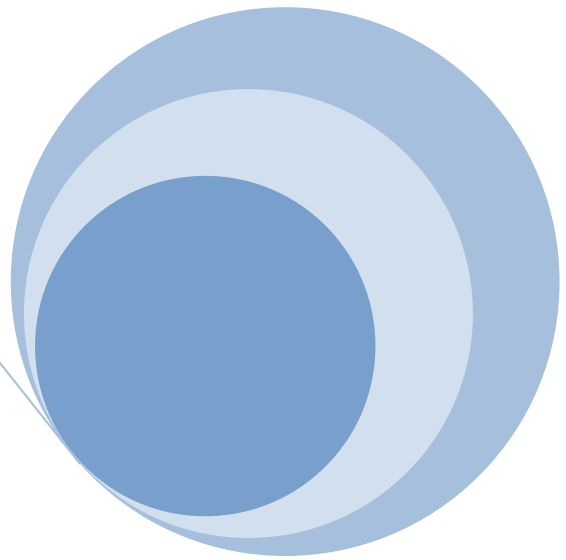


# **South Side Lofts Welcome Packet**

Important Information for  
New Residents  
Updated May 2022



# WELCOME TO SOUTH SIDE LOFTS

As a new owner you should receive two different welcome letters from RJ Community Management; a contact list in case of emergencies and checklist detailing owner information as well as the role RJ Community Management plays as the South Side Lofts management company.

In addition, you should receive a South Side Lofts Rules & Regulations book and a copy of the SSL Declaration. If you are a new renter, your landlord should provide copies of all of these documents as they will pertain to you as well. If you do not receive all these documents, please contact either RJ Community Management, the SSL Board President, or your landlord.

Let's get started with basic information that's important to you.

## Contact Information:

### South Side Lofts Property Management:

RJ Community Management: info@rjcmgt.com 412-550-0003

### Emergency Numbers:

RJ Community Management: info@rjcmgt.com 412-550-0003

- Bob Gillenberger, President/Community Manager: Bob@rjcmgt.com
- Police Station: Zone 3,830 E. Warrington Avenue.: 412-488-8326
- Fire Department: 1729 Mary Street: 911
- People's Gas: 1-800-400-4271
- Duquesne Light: 412-393-7000
- PAWC (water): 1-800-565-7292
- Elevator (Lins Elevator Service): 412-261-1656
- Alarm (Guardian): 412-505-1325
- Allegheny County Health Department: 412-687-2243
- Animal Control: 412-255-2036
- Pittsburgh Non-Emergency Call Center: 311

### South Side Lofts Executive Board:

- Wendy Grimm: unit 101      412-527-0677: tinkerbellgrimm@icloud.com
- James Manzella: unit 309      412-488-8102: jamesmanzella@me.com
- Brian Henciak: unit 106      412-448-1147: brian.henciak@gmail.com
- Michael Koontz Jr. : unit 105      724-771-0177: michaelkoontzjr@gmail.com
- Joanne Shelly: unit 202      412-805-9073: joannelshelly@gmail.com

## **Entering SSL:**

- **Main Door:**

The Lobby Entrance is the main point of entry for most residents. The lobby door opens with a physical master key or by entering your personal security code into the keypad on the security kiosk. Your master key can also open the door to the garage on 23rd St. - in the fenced-in dumpster area - and the door on 22nd Street.

These secondary entrances open only with a master key. The seller or current owner of your unit should have provided you with a master key as well as a keys to your individual unit and to your unit's mailbox. If any needed keys were not provided you, contact the SSL Board and they will assist you in getting keys.

- **Entry Code:**

The SSL Board President will have your name and phone number, and your personal security code entered into the SSL Security System (kiosk at the lobby entrance). For the Board to set-up your access you, send your information to the Board President. Once your contact information has been added to the security kiosk, you'll be able to open the front door remotely from your unit via the security kiosk. Simply have your guests scroll to your name on the entry kiosk and press the call button. Your phone will ring (from incoming number 412-481-1010); Answer your phone and press 6 to unlock the door. Please ask your guest to make sure the door is closed and locked after they enter.

- **Entering parking lot and garage:**

If you have not received a remote control for the lot gate and/or garage door, contact your unit's seller or current owner. If you are unable to get the needed remote(s), contact the SSL Board President. Please be aware that all lot and garage spaces are the property of SSL Owners. Do not allow your guests to park in these spaces without permission of the owners (residents).

## **Newspapers:**

- Newspapers are dropped off outside the South Side Lofts, sometimes at the front door or on Mary St. outside the gate. An early rising resident usually gets the papers and leaves them in the lobby's mailbox area. Sometimes, considerate neighbors or the maintenance person will deliver your paper to your door.

## **Mail:**

- Your lobby mailbox # corresponds to your unit #. If you lack a mailbox key, contact the seller or current owner. If they are unable to provide you with a

key, contact **RJ Community Management**. (There is a fee to change the mailbox lock.)

- Standard size mail will be placed in your box by the Postal Worker. Larger items will be left on shelves in the SSL mailbox/package delivery area. All UPS, FedEx, RDS, and other deliveries will also be left in that area.
- A secure outgoing mailbox is in the lower-right side of the mailbox panels.
- A USPS mailbox is in front of the Rite-Aid near 23<sup>rd</sup> and Mary St.
- A U.S. Post Office is on Carson St. between 18<sup>th</sup> and 17<sup>th</sup> Streets.

#### **Laundry Service:**

- The SSL Lobby also has a coin operated laundry service for use by any resident.

#### **Unit Water Shut-off - Pole Assist (are for units without in-unit shut off valves):**

- A long aluminum pole with two (2) hooks on one end is next to the elevator on each floor. If you need to turn the water off or on in your unit, use the pole to reach the water shut-off valve in the hall near the ceiling outside your unit without the need of a ladder.

#### **Common Areas:**

- Residents are encouraged to use the SSL common areas: the lobby with free WIFI, the common roof deck, and the open space behind the garage on 23<sup>rd</sup> Street. The roof deck can be reached by the stairwell on the lobby side of the building or by the elevator to level 4. If you'd like to use the lobby WIFI, see connection instructions at the end of this document, which are also posted in the lobby near the mailboxes. Please clean up after using any common area (including the hallways and stairwells defined as common areas.)

#### **SSL Google Email List**

- The South Side Lofts uses a Google group email list as one of its main sources of resident communication. We highly recommend that you and all members of your household request to be added to this list by emailing a board member with the email(s) you wish to have added.

#### **SSL activities:**

- All residents are encouraged to meet their neighbors and to attend SSL Owners' meetings, SSL Board Meetings, SSL House Committee meetings and social gatherings, which are held throughout the year. All meeting notifications are posted in the lobby and emailed through the the SSL Google group list.

## Good Neighbor Suggestions:

Sounds carry in unusual ways in this old building. If you're having a large party or are planning a remodeling project etc., **please** notify your close neighbors and refer to the SSL Rules for a complete overview of all applicable policies.

To address issues of concern, communicate with your neighbors in a direct, non-confrontational manner. If you still have unresolved concerns, contact The SSL Board.

**Security:** For a potential emergency, we suggest that you leave a key to your residence with the SSL Board. The key will be secure, with only board members and a few others approved by The Board with access to the key. Many units already have a key on file. Check with the Board to determine whether one is on file for your unit. Please see the end of this document for an explanation and application for this.

**Pets:** SSL is a pet friendly community. However, owners are responsible to ensure that their pets do not disturb neighbors. Owners must clean-up after their pets in all SSL common areas, including the property behind the garage. (The City of Pittsburgh has a similar ordinance.) Place bagged pet waste in one of the garbage dumpsters in the fenced-in garbage area outside the garage. All pets must be leashed in all common areas, including the deck and hallways. Please hold on to the non-pet end of the leash.

**Smoking:** All SSL common areas are smoke free. Please respect your neighbors when smoking on your deck or garden area.

**Hallways:** Hallways, and all common areas, must be clear at all times. Do not leave anything outside your unit.

**Garbage and Recyclables:** Because the city does not pick up garbage from condos, a portion of your monthly condo association fee is used to pay for a private contractor to pick-up refuse materials. For all of us it is financially prudent to:

- (a) Place garbage in one of the dumpsters inside the fenced enclosure on 23<sup>rd</sup> St. You can access the "trash" dumpsters by going through the garage and using the door to the left of the garage door or through the fence entry on 23<sup>rd</sup> Street. Do not place garbage on top of the dumpsters' lids. Please make sure to deposit all trash **under the lids** of the dumpsters.
- (b) Place recyclables (paper, cardboard, metal cans, and #1 & #2 plastics) in the dumpster outside the SSL garage door. The "recyclables" dumpster is to the far left of the garage door next to the parking lot. Do not place recyclables on top of the dumpster lid and please break down cardboard boxes before placing them in the dumpster. Recyclables do not need to be bagged.

- (c) **Glass, plastic bags or differently numbered plastics can NOT be recycled. Do not put plastic other than #1 & #2 plastic in the recycle bin.** Suggested materials for recycling: Cardboard, boxes, magazines, catalogs, and paperboard (such as cereal boxes, shoe boxes, cartons, etc), newspaper, junk mail (such as catalogs, flyers, leaflets, etc), office paper, colored paper, books, phone books, metals, aluminum cans, #1 & #2 plastic bottles (**only**). Do **not** recycle pizza boxes with food residue.
- (d) Not all items can be recycled through our dumpster. For "hard to recycle" items like building materials such as lumber, cabinets, and windows, please reach out to Construction Junction at 412-243-5025 or online at <http://www.constructionjunction.org>
- (e) Items like paints, automotive fluids, cleaners, pesticides, and other chemicals should be disposed of properly as Household Hazardous Waste. For information on where to discard, these items please contact the Southwestern PA HHW Task Force at 412-488-7452 or online at <http://www.swpahhw.org>.
- (f) Evolution E-Cycling (located on Mary across from the SSL parking lot) recycles computer monitors, hardware, and televisions, as well as many other electronic items. IKEA recycles batteries. The above recyclable instructions are also posted on the bulletin board across from the mailboxes and on the garage doors leading to the trash and recycle bins. <http://evolutionecycling.com>
- (g) The SSL garbage/recyclable pick-up contract does not pay for removal of electronics, building materials, tires, oil-based paint, appliances, Christmas trees, furniture, etc. Owners must arrange for removal of these items at their expense. Contact RJ Community Management for more information.
- The city ordinance § 619.05 "Separation of recyclable materials from municipal waste" states that all city residents must separate recycle items from household trash and package them for recycling. Failure to do so may result in a fine. The city ordinance requires, "the establishment of a collection system for recyclables, the availability of suitable receptacles which conform with waste regulations, written instructions to the occupants concerning the use and availability of the collection system, and include educational materials prepared by the Directors of the Department of Environmental Services and/or Public Works, which materials shall be distributed by the owner, landlord, or agent to each dwelling unit." See recycling specifics at the end of this document.

**Lobby/Laundry Room Trash Cans:** are for dry trash only. Do not place garbage, fast food, cans/cups with liquid in them, pet waste, etc. in these receptacles.

**Elevator Pads:** SSL has a full set of elevator pads available to protect elevator walls from damage that should be used when moving large items via the elevator. Please contact the SSL maintenance person, **at least two days** before you need the pads.

**Shopping Carts:** For resident convenience, shopping carts are provided for

**temporary** loading, unloading and transporting larger, hard-to-carry items to and from resident units. These shopping carts are the property of SSL and are provided strictly for the convenience of residents. You are free to borrow a cart anytime from the designated area in the garage. Please return it to the designated area just inside the garage/lobby door once you have finished using it. Do not leave carts anywhere else. Also, return them promptly as other residents might need to use them as well. Note: never leave carts in the hallways.

**Fines:** Please refer to the SSL Rules & Regulations for the fines that the SSL Executive Board has the authority to impose on owners who frequently violate SSL Rules.

## Where you live:

1. **United States of America:**
  - a. House Congressional District 14
  
2. **Commonwealth of Pennsylvania:**
  - a. <http://www.pa.gov>
  - b. Senate District 43
  - c. House District 36
  
3. **Allegheny County:**
  - a. <http://www.alleghenycounty.us>
  - b. District 11
  - c. Polling Place:  
Morse High Rise - Community Room, 2416 Sarah Street,  
15203. **Due to COVID19, the polling place has been  
changed to the Meeting House on North 12th Street. It is  
advisable to check the location before each election,  
because it may change back.**
  
4. **City of Pittsburgh:**
  - a. <http://www.city.pittsburghpa.gov>
  - b. Ward 16
  - c. Emergency #: 911
  - d. Non-emergency #: 311
  
5. **Pittsburgh Board of Education:**
  - a. <http://www.pghboe.net>
  - b. District 7



# The Lobby has WIFI!



To use it, follow these steps

1. Turn on your computer and activate the WIFI
2. Open the WIFI connections application
3. Find one of the two South Side Lofts networks and click the link for the one you want. **NOTE:** the pass codes for each **ARE CASE SENSITIVE**, feel free to copy and paste if that helps. Also, there are **NO SPACES** in either code.
  - a. If you select Side Lofts Lobby as your connection use the pass code, ThisisSSLobbyWiFi
  - b. If you select South Side Lofts Lobby-5G, use the pass code, ThisisSSLobbyWiFi5g
4. That's it. You should be connected!

## **Volunteer Key Program for Emergency Access to Your Home**

Many owners gave a key to the development company during construction, and some other unit owners would like to provide the Board with a spare key to be used in case of emergency entrance to their homes if needed. Examples of possible emergencies where access may be needed could be a sudden roof leak, plumbing break, or evidence of smoke. **As a unit owner, you are under no obligation to provide the Executive Board with a key, nor are you encouraged to do so.** But because some unit owners have made this request, the Board is willing to accept and securely store a spare key to the homes of unit owners who want the Board to have access to their homes in case of an emergency. This option is offered to you as a community accommodation.

Please be aware that the Association does not have a staff member on duty 24/7, and there may be times when no Board member is home or available to access your home during an emergency. If you choose to participate in this voluntary key program, the Executive Board requires that you execute and return to us a Hold Harmless Agreement. This agreement acknowledges that the Executive Board has no liability or responsibility other than to provide reasonable care in the storage of your key. If the Executive Board has no one available to access your home during an emergency, or if there are other circumstances where the Board cannot or does not take action to mitigate damages, the Association, Board members, and/or any management agents of the Board will have no liability and no responsibility to you relative to the fact that you provided the Board with a key to your home.

**If you want the Board to keep the key you gave to the development company for use in the event of an emergency, and subject to the Hold Harmless Agreement conditions describes herein, please execute and return one copy of the letter to the Executive Board. If you want to provide the Board with a key to your home, for use in the event of an emergency, subject to the Hold Harmless conditions described herein, please execute and return one copy of the letter to the Executive Board, along with a key, to the Board.**

If the Board does not receive a signed form from you, we will return any key to your home we may now have, and this matter will be considered closed.

Thank you

**Acknowledgement of Hold Harmless Agreement:**

I/We hereby provide the SSLCA Executive Board with one (1) key to my/our home, Unit# \_\_\_\_\_, in the South Side Lofts Condominium Association, or leave with the Board the existing key to my/our home given originally to the development company. Any member of the Executive Board may use this key **in case emergency access is ever needed into my/our home.** For example, but without limitation, emergency access may be needed to mitigate damage to my/our property or to mitigate damage to the property of one or more neighboring unit owners due to a sudden roof leak, a plumbing leak, a ruptured washing machine hose, a leak from an air conditioning unit, a fire, etc. I/We voluntarily provide this key to the Board with the explicit understanding and agreement that **I/we hereby Hold Harmless the Association Board members and/or its management agents from any and all claims of liability and/or responsibility beyond their duty to provide normal/reasonable care of how and where they store this key while it is in their possession.** I/We have decided to voluntarily participate in this key program and hold the respective parties harmless should they, for any reason, be unable to mitigate damages in the event of an emergency.

Signature of homeowner(s) and date of this agreement:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Acceptance/Acknowledgement by Association Executive Board:

Key received and Hold Harmless Agreement executed by homeowner of

Unit # \_\_\_\_\_.

\_\_\_\_\_

Date: \_\_\_\_\_

Dear SSL Residents,

It is important that the Board and RJ Community Management have current contact information of all residents and owners so that effective and timely communication may be quickly distributed.

In the recent past there have been instances of loft utility and health emergencies where having residents' contact information (not just email but phone numbers, too) was extremely important and helpful. The advent of Covid-19 raises the level of importance.

A fast and effective means of communication that can reach everyone is the South Side Lofts Yahoo Group, which we recognize needs to be current and up to date.

If you feel comfortable providing it, we are also asking for emergency contact information. At your earliest convenience, please email the following to Eve Goodman, SSLCA Condo Board (eve@pyso.org).

Name (first and last): \_\_\_\_\_

Loft Number: \_\_\_\_\_

Email Address (please note, if not already on the SSL Yahoo Group we will sign you up):

\_\_\_\_\_

Phone number: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Emergency Contact Person information: \_\_\_\_\_

Relation: \_\_\_\_\_



**RECYCLE OFTEN.  
RECYCLE RIGHT.**



Trash pickup: Monday - Wednesday - Friday



**Recycling pickup: Monday and Friday**

Always recycle:



**#1 & #2  
Only**

**Plastic Bottles  
& Containers**



**Food & Beverage  
Cans**



**Paper**



**Flattened Cardboard  
& Paperboard**



**Food & Beverage  
Cartons**

To Learn More Visit:  
[RecycleOftenRecycleRight.com](http://RecycleOftenRecycleRight.com)

#RORR

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**★ \*\*Make room for others: Flatten all cardboard Boxes\*\* ★**

Do NOT include in your mixed recycling cart:

**★ NO PLASTIC BAGS OF ANY KIND IN THE RECYCLING CONTAINER ★**



**NO Food Waste**  
(Compost instead!)



Do not put recyclables in plastic bags

**NO Plastic Bags  
& Film**

(Find a recycling site at [plasticinrecycling.org](http://plasticinrecycling.org))



**NO Foam Cups  
& Containers**

(Check [Earth911.org](http://Earth911.org) for options.)



**NO Needles**

(Keep medical waste out of recycling. Place in safe disposal containers like Waste Management's MedWaste Tracker® box.)

**No Plastic Packing Materials  
No Styrofoam**



**NO Glass Bottles &  
Containers**