

Welcome to the ABCs!

Congratulations on joining the **ABC Condominium** community. We hope that this information will help make your move go smoothly and your life at the ABCs pleasant. *Please note that much of this information applies to both owners and renters.*

Important general information

- Sentry Management Company, Robert Hill, Community Manager, 314-994-7440, ext. 57510, rhill@sentrymgt.com
Emergencies: 314-994-7440, ext. 9
- Lamar Ward, Building Superintendent (Monday–Friday, 8 a.m.–4 p.m.), 314-422-7074
- ABC Board of Managers, abcboard@abcondo.org

- **Website:** www.abcondo.org. Once we know about your purchase, you will receive the password for access to owner-specific information. Board meeting minutes, bylaws, an owner’s handbook and other important documents are at our website. There’s also a place to introduce yourself — and post photos of your animal companions!

- **Building and garage access:** Your Realtor or the former owner of your unit should provide you with the **key(s)** to your unit, **fobs** for opening the street doors, the number of your **parking space(s)** and a clicker for the garage (the fob also opens the garage doors), and the number of and key for your **storage room**. If you haven’t received these, please contact Robert Hill of Sentry Management (see above).

Planning your move

- Be sure to advise your movers that the **elevators** in the ABC Condominium buildings are quite small and **stairwells** are narrow, so your movers might not be able to bring everything in using them and might need a couple more people than usual.

You will probably have to hire a **crane** to handle large appliances and furniture. Work with your moving company **before** your move to arrange for a crane, and make sure your movers know how to load items for lifting by the crane — the crane operator will not handle that. One source is Redbird Crane (314-645-0223). If you’ll be using a crane for large items, you will also need to arrange for removing a window.

Most movers use the Kingshighway side (front) of the building, and will need a **permit** and **No Parking signs from the city**. Your moving company can usually handle this. The “canyons” in back can be used to bring items in via the basement or dining room window and don’t require parking permits, but please notify the board before using that space. The basement connects all four of the ABC(D) buildings, so the ramp between the C and D Buildings might make it easier for your move.

- **Empty cardboard packing cartons and boxes** should be flattened and put in the recycling room in the basement of your building. Material that is not recyclable goes in the trash bins as labeled.
- Most units come with rights to lease **parking spaces** on a monthly basis. Your real estate person should have an entry clicker for you, and your fob will open the garage door as well. Owners may rent their spaces to other residents of the ABCs.
- A unit also includes a **storage unit** in the basement at no cost, with additional ones — if available — for a monthly fee. Your Realtor or seller should provide you with the number of your storage unit and a key. Consider storing items in plastic bins rather than cardboard boxes and placing containers a couple inches off the floor.
- If you have a **home-based business**, you might need a license from the City of St. Louis. Both the city and the ABCs prohibit certain types of home businesses. Go to <https://www.stlouis-mo.gov/government/departments/license/business-license-info/index.cfm> for details.
- The ABC Condo community is pet-friendly, but **board approval is required**. Renters should ask unit owners about pets; owners might want to include that element in their leases.

Once you're here

- Sentry will help you set up **direct debit** for your homeowners' association (HOA) and garage **payments**, if that is your preference, through an online service called ClickPay. Otherwise, you can pay by mailing a check.
- Let Superintendent Lamar Ward (see above) know the phone number you would like to be used for the entry system. Visitors will find you in the entry phone readout; the system will call the number you provide; when you pick up and hear someone, press 9 on your phone to release the inner door.
- You may **change the lock** on your unit door, but the super and the board must have a key or access code for emergencies.
- We have two **mail areas**, one for buildings A and B, and the other for buildings C and D. Mail usually goes in the wooden boxes; the metal boxes are not used. Lamar will put your name on yours. There is a basket in each mail area for outgoing mail.

UPS, FedEx and Amazon have access to the buildings and usually leave packages in the lobbies or mail areas, although Amazon sometimes puts deliveries between the street and lobby doors. Lamar and neighbors bring those into the lobbies if noticed.

- There is a **trash chute** outside your unit's back door. Please put household trash in sturdy, securely tied plastic bags before sending it down the chute and if possible, refrain from using the chute over the weekends.
- Recycling goes in the appropriate bins in the **recycling rooms** in the basement. Do **not** put loose garbage in the bins or chutes. There are bins in the basement **trash rooms** for nonrecyclables.
- Please don't use the garage for storage.
- There is storage for bicycles in the basement. Contact Lamar for a key to that space.
- The **Kingshighway doors** of all four ABC Condominium buildings are locked from 10 p.m.–6 a.m. You can get back in by using your key fob or by calling yourself from the entry phone at the Laclede side door if your cellphone is what you use for the system.
- Please do not put anything in the landing outside your unit other than right by your door, and check with your neighbor on your landing for their OK.
- There's a **workroom** in the basement for projects like painting, woodwork, etc., and storing your project supplies. This is shared space, so please be sure to return it to its original condition after you use it. The key is available from Lamar.
- There's **no smoking** in any public areas of the community, including the roof, basement, garage and landings. (Please tell guests or contractors about this.)
- We hold various social and holiday events throughout the year. Details are posted on the bulletin boards in the mail areas and sent by e-mail.
- There are a few rules about **gatherings on the roof** and **reserving the roof** for private events; please check the ABC website for details and the signs in the stairwells from the sixth floors to the roof.
- We have an **herb garden** on the Laclede side of the building. If you'd like to be an herb gardener, contact Ted Atwood (atwoodf@swbell.net) about being included next season.

- The superintendent's role is to look after the building. Lamar is very helpful and generous with his time, so feel free to ask his advice, but please do not ask him to do "handyman" projects for you.
- The **Board of Managers meets monthly** and all **owners are welcome to attend** those meetings. Meetings are virtual, and you'll receive a notice beforehand with the agenda and link to attend. After each meeting, you'll receive the minutes so you can keep track of decisions, plans and projects; minutes are also posted to our website. If you would like to raise a topic at a board meeting, please send a message to the board.
- If you plan to do any **renovations** in your unit, including replacing any windows and especially for plumbing projects, you **must notify the board ahead of time** (and Sentry for plumbing — contractors will need instruction for proper shut-off and connections). There is a **form** at our website to fill out for board approval. Owners may make almost any changes you'd like to the *interior* of your unit, *but* no visible changes to the Kingshighway windows or façade because of the building's historic designation. **Renters** must check with unit owners *before* doing any renovations, including painting.

Work that would create noise may begin **after 8 a.m.**

Our website provides information about contractors used by other owners.

- We hold an annual meeting and elections for the ABC Board of Managers early every new year. You'll receive notices about running or nominating for the board, candidates, the voting process, and the annual meeting by mail and electronically. Only owners may run for the board or vote.
- For more details about living in the ABCs, you can download our bylaws, owner's handbook and a reference to common day-to-day questions from our website. If you need help, please feel free to send a message to abcboard@abccondo.org.

Again, welcome to the ABCs! We hope you'll be here for many years.