



BROOKLINE HOUSING AUTHORITY

BENJAMIN A. TRUSTMAN APARTMENTS

RESIDENT HANDBOOK

SPECIAL SECTION
BENJAMIN A. TRUSTMAN APARTMENTS

Trustman Apartments is dedicated to the memory of Benjamin A. Trustman, a member of the original Board of Commissioners of the Housing Authority. He served as its first Chairman, from its inception in 1948 until 1955. He was a distinguished member of the Massachusetts Bar Association and used his legal talents to benefit the new Housing Authority. Through his strong and able leadership and dedication to community service, he helped shape and establish the By-laws as well as the codes and ethics that guide the Housing Authority to this day. He also served as Moderator of Town Meeting from 1955 to 1968. While serving in this capacity he wrote "Town Meeting Time", which is considered the definitive work on Town Meetings.

For his unflinching interest and devotion to the needs of his fellow citizens and his unselfish donation of time and effort to the cause of quality government, it was with deep appreciation that the Brookline Housing Authority voted to name these buildings after him.

MANAGEMENT

Your manager's office is located at 150 Amory Street. The manager can be reached at 617-232-2283. If the manager is unavailable at the time of your call, please leave a message on the answering machine. Office hours are posted on the office door. Your manager can also be reached through e-mail by typing in the first letter of his/her first name, his/her last name, the "at" sign (@), brooklinehousing.org (example: jsmith@brooklinehousing.org). Please understand that a significant portion of a manager's time is spent on business outside of his/her office.



PARKING

The Management Department would like residents to pay special attention to the PARKING section in the General Section of this Handbook. In addition, residents of the Trustman Apartments are advised of the following regulations:

ORDER OF PRIORITY

Permanent Stickers: one (1) per household, will be issued for the vehicle registered to the head of household or their spouse, provided that at least one of them is a licensed driver. *Such sticker must be displayed at all times.*

In addition to the permanent sticker mentioned above, one (1) Temporary Permit may be issued, when space is available and on a month-to-month basis, to a tenant or person on the lease with a second car. The resident must return the expired permit in order to obtain a renewal. Residents who fail to renew their monthly permits by the end of the month may lose their space. A vehicle with an expired permit will be towed at their owner's expense. Monthly permits will be issued only if there is space available at the parking lot where the leaseholder would park.



Temporary permits may be revoked at any time in order to provide a space for a resident with a higher priority.

LOSS OF PRIVILEGES

Residents who abuse the parking rules and regulations will have their parking privileges suspended or terminated.

SNOW PROCEDURES

The BHA may ask residents to move their cars after a snowfall so that the parking lot can be plowed. Residents should take care not to throw snow back into the parking lot or into their neighbor's parking space.

TOWING



Vehicles that do not have a permanent sticker or temporary permit clearly visible are subject to being towed 24 hours a day. Vehicles parked in a fire lane or other unauthorized space are subject to towing as well.

MAIL

No individuals other than those listed on the lease are allowed to receive mail at or to be listed on the mailbox of a BHA address.

LAUNDRY

Laundry facilities are open from 8:00 a.m. to 8:00 p.m., Monday through Saturday; they are closed on Sunday. Children under the age of 13 are not allowed in the laundry unless supervised by an adult. To insure the availability of the laundry facilities to all residents, no resident is allowed to use more than two washers and two dryers at one time. The laundry is located at the rear of 15 Egmont Street. Residents of the Amory Street Building have their own laundry located at 150 Amory Street.

TRASH DISPOSAL

See the Recycling Section of this Handbook for further information about disposal of trash. Please remember that garbage must not be left in the hallways, stairwells or on the stairs.

STORAGE BINS

Storage space may be accessible to residents in designated basement space, when available and if specifically assigned by your manager. All stored items must be kept in sturdy containers (not trash bags) and should be placed at least 3-4 inches off the floor. (If flooding occurs, this will keep your belongings dry.) The BHA does not recommend storing valuables in these areas and the BHA is not liable for damages to personal

belongings due to flooding, vandalism or theft. The storage of flammable or hazardous material in these areas is *not* permitted.

IMPORTANT ADDITIONAL RULES

All children six (6) years old and younger *must* have a provider (over the age of 12 years) supervising them at all times.



Children seven (7) through (12) *must* have a parent or available. childcare provider

Children thirteen (13) and over are young adults and are expected to behave accordingly. Parents *must* be sure that these young adults have an emergency telephone number and/or neighbor available who can be contacted in case of an emergency.

Residents and their guest should not play in the shrubbery areas or damage the trees and/or flowers.



Disciplinary actions, which could include legal eviction proceedings, will be taken against residents and guests for behavior including, but not limited to, the following while on common areas of BHA property:

- possessing fire arms, knives, sling shots, num-chucks, etc.
- possessing illegal drugs
- fighting
- drinking alcoholic beverages
- swearing

All basketball playing and other outdoor games *must* end by 10:00 p.m. Radios, stereos and TVs *must* be turned down by 10:00 p.m. Be considerate of your neighbors; many must get up early for work and school.

No congregating or "hanging out" in common areas of BHA property is allowed.

No firecrackers are allowed on BHA property at any time. They are dangerous, illegal and can frighten young children.

Roofs are off limits to everyone! Nobody is allowed trespass on the roofs.