



# Orientation Checklist

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

(Completed at earliest convenience)

\_\_\_\_\_ Inquire if any issues while moving in. Key cards and garage door opener working okay? Able to access internet? Have you seen our newsletter on the website?

\_\_\_\_\_ Remember trash days are Monday – Friday and not on Saturday or Sundays. Be sure your trash bag is tied and tightly sealed before sending it down the chute. No loose items.

\_\_\_\_\_ Have you seen the BBQ grills yet? Just remember to clean up when done.

\_\_\_\_\_ Stay in your unit if there is a fire alarm. If the fire is in your unit, move to the nearest stairway, closing all doors behind you.

\_\_\_\_\_ Remember not to store items in your utility closet (Fire Dept requirement).

\_\_\_\_\_ There is a storage unit on your floor where you can store your suitcase(s). You will need to put your unit number and last name on the outside of the suitcase(s).

\_\_\_\_\_ Remember not to hang anything off the balcony railing or throw anything off.

\_\_\_\_\_ Swimming Pool code is 5555 to uncover and cover the pool, users must shower before Entering (swimming pool and/or hot tub).

\_\_\_\_\_ If you leave for vacation (more than 3-4 days), it is recommended that you turn off the water and the water main (utility closet) and the water heater at the breaker box and at the water heater to avoid water leaks (open faucets to relieve pressure).

\_\_\_\_\_ Remember to always be with your guests in the common areas.

\_\_\_\_\_ Each floor does decorate for the holiday and there are designated persons in charge.

\_\_\_\_\_ Guests parking in the parking lot overnight, need to notify office to obtain a guest parking pass.

\_\_\_\_\_ Member education video of “Welcome HOA Members” located at this website: [CCIOA:](#)

[All, Some or None and Why it Matters – a Webinar from the HOA Information & Resource Center](#)

Notes/Follow up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Completed \_\_\_\_\_ HTCA Representative: \_\_\_\_\_

Owner Initials: \_\_\_\_\_