

# The Hamlet Cottages

## Resident Handbook

### INTRODUCTION

#### **The Hamlet Cottages**

The Hamlet offers one- and two-bedroom rental cottages that are located in the heart of Lopez Village. These are designed for independent individuals aged 55 and older.

#### **New Residents**

When a new resident moves in, they will receive a copy of the Resident Handbook, which provides important community guidelines and information. To help ease the transition, a fellow Cottager will volunteer to serve as a “mentor.” This role involves answering questions, introducing the new resident to their neighbors, and offering guidance on navigating both the community and Lopez Island. This mentoring typically takes place shortly after the new resident settles into their Cottage.

#### **Cottage Information Notebook**

Each Cottage is equipped with a black 3-ring binder containing essential information such as emergency procedures, appliance operation, and other important details. Please note that this notebook will be updated periodically, and a replacement copy will be provided for each resident’s handbook.

### COTTAGE INFORMATION

#### **Alterations to the Cottages**

Any alterations to the interior or exterior of a Cottage must be pre-approved in writing by the Executive Director and Cottages Manager. This includes placing decorative items on outside walls with screws, nails, or hangers. Residents are responsible for the cost of any changes and may be asked to restore the Cottage to its original condition at any time and at the resident’s expense.

Additionally, all alterations will become the property of The Hamlet unless otherwise waived by the Executive Director and Cottages Manager. We kindly ask that residents use discretion when hanging items inside the Cottage—please limit the number of picture hangers and nails in interior walls and avoid placing any nails in the wood trim.

#### **Cooking in the Cottages**

Cooking is permitted only in the designated kitchen of the Cottages. For safety and insurance reasons, please refrain from cooking in any other rooms.

## **Guests of Residents**

Guests of residents must adhere to all Hamlet rules, including the no-smoking policy on campus. The resident host must be on the premises when guests are visiting, unless prior approval has been obtained from the Cottages Manager or Executive Director. If you plan to be away while your guests are visiting, please inform the office with the following details:

1. The dates you will be away
2. The names and stay dates of your guests
3. The best way to contact you in case of an emergency

Any guest stay exceeding 30 days requires prior approval from the Cottages Manager and Executive Director, in accordance with the requirements set forth in your lease agreement.

## **Community Events**

At a minimum of once a month, residents are invited to a special event with the Executive Director, the Cottages Manager, and/or the Chair of the Cottage Committee in the Gathering Place. This is a time to socialize, as well as to share news with the community, explore topics of interest, and discuss any community issues. Attendance is encouraged.

## **Mail**

There is no home delivery at The Hamlet. A resident may obtain a free Size-1 post office box at the Post Office on Weeks Road. For UPS (United Parcel Service), Fed Ex, or other private shippers, it's best to list both your physical address and post office box number. This allows shippers the option of delivering to your post office box or your Cottage. Paper Scissors on the Rock will mail out packages via UPS.

The cedar "resident message box" located on the porch of each Cottage facing the Commons is for informal communication among Hamlet residents and for Hamlet Office notices and calendars. Remember to check for mail whenever the red tag is out!

## **Parking**

Each Cottage is assigned one official Hamlet parking space in a Hamlet parking lot, with unofficial parking along Weeks Road and Village Road. Please note that trailers, motorhomes, boats, and other oversized vehicles are not permitted. All vehicles must be currently licensed and in working order, and vehicle repairs are not allowed on the premises. A parking map is included in your Cottage Information Notebook for your convenience.

## COMMUNITY RELATIONS

### **Respect for Neighbors**

Please be mindful of your neighbors. Quiet hours are observed between 10 p.m. and 9 a.m. Exterior lighting on the Commons side of Cottages should be turned off by 10 p.m. Exterior holiday decorations may be put up 30 days prior to a holiday and must be taken down within two weeks after the holiday ends.

## **Lopez Village Market (LVM) Grocery Carts**

LVM permits residents to use their carts to transport groceries to the Cottages. We ask that you return the carts promptly after use. No carts on Cottage porches please!

## **Pets**

All pets require written approval by the Cottages Manager and Executive Director prior to approval for tenancy, with a maximum of two animals allowed per Cottage. Aggressive and poisonous animals will not be permitted. Dogs and cats must be neutered/spayed and have current vaccinations. Dogs must also be licensed, and they must be leashed in all community spaces including the Gathering Place. Owners are responsible for immediately cleaning up after pets and repairing any damage that may occur from a pet. Dogs may not disrupt the community with barking, should not be left unattended outside, and must be socialized, friendly, and not aggressive towards humans or other animals. We allow only mature dogs and cats that are two years of age and older. It is in the sole discretion of the Cottages Manager and Executive Director as to whether or not a pet is approved as an occupant. A refundable damage deposit of \$500 is required prior to having a pet.

The above pet guidelines do not pertain to service animals. The above pet guidelines do pertain to any guest pets.

Aquariums may be allowed with a 20-gallon maximum only with proof of insurance for the entire term of the lease.

## **Smoking, Drugs, Alcohol, and Firearms**

The Hamlet is a smoke-free community. Smoking and vaping of any substance, including tobacco, is not permitted on the property. The use of illegal drugs, misuse of prescription drugs or alcohol, and possession of firearms may result in the termination of your lease. Please be sure to inform your guests of these important regulations.

## **Signs**

Residents are allowed up to three signs or posters per Cottage, each no larger than 18 x 24 inches. The Hamlet reserves the right to remove any signs or posters.

We support freedom of political expression, but all political signs and posters must comply with Washington state and local ordinances. They must be removed the day after the election.

Business signs are not allowed.

Yard Sale or Moving Signs are permitted with the following guidelines:

- Only one sign per Cottage, no larger than 18 x 24 inches.
- Signs may only be placed in the garden area on the street side of the Cottage.
- They may be posted for a maximum of 10 days.
- Yard sales may only occur when a resident is moving, and any unsold items must be removed within 48 hours.

## THE GATHERING PLACE

The Gathering Place is a community space for all Hamlet residents, serving as an extended “living room” for hosting gatherings of friends and family in a spacious and welcoming environment. There is free WiFi in the Gathering Place, and the wifi password is posted on the wall in the exercise room. Hamlet residents may also host occasional meetings (e.g., book clubs, church committees, or volunteer groups). To ensure the space is available, we request that you notify the Cottages Manager in advance if you plan to use it. If you are unable to provide advance notice, please post a notice on the Gathering Place doors at least one day before your event. The host must be present for the duration of the gathering.

Resident-sponsored events in the Gathering Place are intended for private groups only and are not open to the general public. Therefore, nonprofit board meetings are not permitted, except for those related to The Hamlet or Lopez Island Home and Hospice Support (LIHHS).

The library room is a designated sanctuary for residents’ use.

If residents would like to host a public class or event, they must submit a proposal to the Cottages Manager or Executive Director for approval. The Manager/Director may consult with other residents for feedback on the proposal. The written proposal should include the following:

- Name of the resident host
- Type of program/class
- Instructor’s name (if applicable)
- Date and hours of the program
- Expected number of participants
- Any associated costs

The Gathering Place has a capacity of 64 people. Each resident is issued a key and is responsible for cleaning the space and locking it after use. Residents’ pets are welcome, but The Hamlet reserves the right to prohibit pets when they interfere with other residents’ use of the space.

### **Use by The Hamlet**

The Gathering Place may also be used for non-resident events under the direction of the Executive Director or Cottages Manager. It is not available for lease and cannot be used by the general public. The Director, Manager, or the Hamlet Board may sponsor events or activities that serve the Hamlet community. If neither the Director nor Manager will be present at an event, a Board member or resident will be designated to oversee the activity.

### **Responsibilities of Resident Host/Administrative Sponsor**

When hosting an event in the Gathering Place, please take responsibility for the following:

- Arrange the furniture as needed and return it to its original placement.
- Load and empty the dishwasher (if necessary, return the next morning).
- Clean the kitchen sink and countertops.
- Sweep the kitchen floors (broom is located in the storage room).
- Empty the garbage and recyclables into the dumpsters.

- Reset the thermostats to 65°F, unless otherwise noted on the thermostat (you may adjust the heat for your event using the up and down arrows).
- Turn off the lights and fireplace.
- Lock up the space and return the keys to the key box.

### **Gathering Place Activity Calendar**

To reserve the Gathering Place or schedule an event, please contact the Cottages Manager, who maintains the central calendar and will try to accommodate any schedule requests. A printed resident calendar will be delivered to each Cottage at the start of every month.

### **Gathering Place Kitchen**

In compliance with county regulations, the Gathering Place kitchen is designated as a warming kitchen only. Instructions for use are posted in the space.

### **Grill**

A propane grill is available on the north porch of the Gathering Place for use by residents and their guests. If you are not familiar with propane grills, please do not operate it.

### **Exercise Equipment**

The exercise room is for the exclusive use of Cottage and Hamlet House residents, Hamlet Board members, and staff. A Liability Waiver form must be signed before using the equipment. Signing in is required before each use of the exercise room, and the sign-in sheet is located on top of the bookshelf in the corner of the exercise room.

### **Residents' Bulletin Board**

The whiteboard near the Inglenook is for internal communications within the Hamlet community. Residents may post information such as their absence dates, the names of guests staying in their Cottage, and any other announcements of interest to the community.

### **Gathering Place Storage Room**

The storage room is primarily for items related to the operation of the Hamlet, including office and housekeeping supplies, files, building and landscaping maintenance, and seasonal decorations. Space permitting, and with prior approval by the Cottages Manager and Executive Director, some community items like tools, furniture, yard games, and bicycles may be stored here. Please note, this area is not intended for personal belongings, except for bicycles with prior approval. To avoid safety hazards, electric bicycles cannot be plugged in while in the storage room.

## **LANDSCAPING**

### **Hamlet Landscape Policy**

The landscaping around the Hamlet is designed to complement the natural beauty of Lopez Island. Native trees and shrubs enhance privacy, mimic the surrounding woodland, offer seasonal variation, and provide curb appeal. Given our dry summers, minimal irrigation system, and local wildlife, we prioritize plants that are drought-tolerant and resistant to wildlife such as rabbits and

deer. Residents may not use toxic herbicides and must instead opt for environmentally friendly, non-toxic treatments.

### **Hamlet Responsibilities**

The Hamlet is responsible for the general landscape maintenance of the property. Our goal is to maintain an "island casual" aesthetic—creating a sustainable, low-maintenance, and visually appealing landscape for all to enjoy. The Hamlet is responsible for basic upkeep of the grounds, unless an area is determined to be the resident's responsibility (see options below).

### **Resident Gardening Options**

Recognizing that many residents enjoy cultivating their own gardens, we offer the following options for those who choose to maintain a garden:

- Garden Option #1: Container Porch Gardens and Hanging Baskets

Container porch gardens and hanging baskets are easy ways to add color and beauty to your cottage. The cost of plants, containers, and maintenance is the resident's responsibility. These gardens do not require approval from the Cottages Manager or Executive Director, provided they meet community standards and do not obstruct access or create maintenance challenges for the Cottage (including maintaining a clearance of at least eight inches from the edge of the concrete). Containers, hanging baskets, and other items related to a porch garden are the resident's responsibility and do not become the property of the Hamlet. Provided however, any component of the container garden that requires any modification must first be approved in writing in accordance with lease agreement 33.C.8.

- Garden Option #2: Personal Gardens

Residents may request to plan, plant, and maintain personal gardens in the following areas:

- On the Commons side of the Cottage, extending up to 5 feet between the patio and the walking path.
- The existing garden adjacent to the Cottage, along the road side.
- Along the east and west walls of the Cottage.

Plants should be low-maintenance, wildlife (e.g., rabbits and deer)-resistant, and, whenever possible, native. Invasive species or noxious weeds are prohibited. The Hamlet reserves the right to remove invasive or other inappropriate plantings. For example, in the past there have been problems with willow trees and those would not be approved.

All plantings are the resident's responsibility and are the property of the Hamlet.

Residents who choose Option #2 agree to:

- Obtain written approval from the Cottages Manager and Executive Director prior to undertaking any planting.
- Assume responsibility for any associated costs, such as grass removal, plants, mulch, and irrigation.
- Pay a non-refundable garden fee, which begins at \$250 and increases depending on the size and contents of the garden. This fee ensures that the garden can be returned to its original condition when the resident moves out.
- Take financial responsibility for any damage caused during gardening activities. Contact “Call Before You Dig” at 811 or 1-800-424-555 – please feel free to reach out to the Cottages Manager if you have questions.
- Allow an annual garden inspection by the Hamlet (typically in June) and implement changes based on the feedback provided.

Please note that gardens created by residents prior to 2025 are subject to the 2019 Landscape Policy (see Cottages Manager for details). New or expanded gardens will adhere to this updated policy.

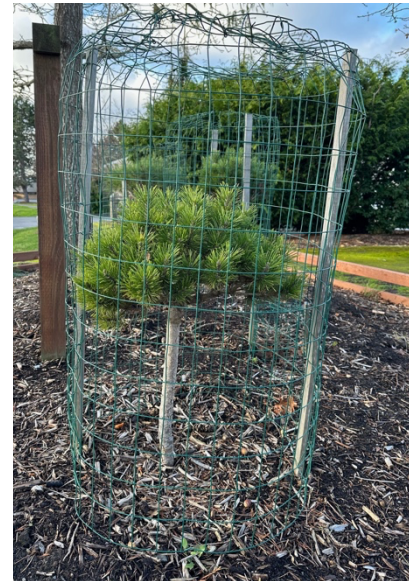
### **Hamlet Fencing Policy**

The Hamlet is committed to fostering a sense of openness and community among Cottage neighbors. With this in mind, protective barriers around plants and pet fencing are the only two types of fencing that may be approved for installation by a Cottage resident. No fences may be installed prior to obtaining written approval and consent in accordance with the lease agreement. Fences to be installed by a resident will only be approved if they do not exceed 3 feet in height, are easily removed, and at most minimally obscure the Cottage. The Cottages Manager and Executive Director have the authority to deny any request in their sole and absolute discretion.

Recognizing that some residents may want to install fences to protect their plants or allow space for pets outside, two fence options are available.

#### **Fence Option #1: Protective barrier around plants**

To allow a resident to temporarily protect their plants from wildlife (e.g., rabbits and deer), they may install removable landscape fencing up to 3 feet high around plants. The expectation is that residents will be cognizant of only using plants that are wildlife (e.g., rabbits and deer) resistant and thus will not need to be fenced for more than five years. (See example on right)



#### **Fence Option #2 – Pet fencing**

Residents are allowed to have pets as listed in the Resident Handbook. A resident is allowed to install a 3-foot high, removable fence around the Commons side area immediately adjacent to their Cottage for pet use. The Hamlet will also consider requests for a fence to extend additionally outward up to 5 feet off the side of their Cottage and run the length

of their Cottage (please request a diagram for details), which will be granted in writing on a case-by-case basis. Pet fencing must not visually obscure the Cottage.

### **Requirements**

All fencing applications require a detailed drawing, with a site plan, all dimensions, and a detailed list of materials, to be submitted to the Cottages Manager and Executive Director for review. No work may commence on any fencing option until written approval is issued by the Cottages Manager and Executive Director. Please also note that the Hamlet has the responsibility for maintenance of the grounds within the community. Thus, residents must ensure that all areas remain clear to allow mowing and edging.

Once written approval is received, the funding, installation, and maintenance of the fence is the responsibility of the resident. Fencing must have a gate that allows access to Cottage walkways. Access must remain clear for grounds maintenance and emergency access to the Cottages. All fencing must be removed, at the resident's expense, once it is no longer necessary or when the resident vacates the Cottage. The resident also agrees to take financial responsibility for any damage as a result of installation and/or removal.

Please note that fences created by residents prior to 2025 are subject to the 2019 Landscape Policy (see Cottages Manager for details). New or expanded fences will adhere to this updated policy.

### **Community Garden Guidelines**

A community vegetable and flower garden, funded and maintained by residents, is located at the back of the Gathering Place. This garden is available for all residents to enjoy. If you would like to plant or harvest, please coordinate with other Hamlet residents who are gardeners.

### **Faucets**

Each duplex has two outdoor faucets shared by the residents. These faucets are located on the front and back of the building. Please ensure that both Cottages have access to these faucets. The tall hydrants between the Cottages may also be functional—please speak with the Cottages Manager if you're interested in using them. As winter weather approaches, the faucets will be covered to prevent freezing. Faucet covers must remain on until removed by Hamlet staff.

### **Garden Refuse**

Grass clippings, weeds, and other plant refuse may be placed in a designated pile along the tree line near the recycling dumpster. The Hamlet landscape crew or volunteers will periodically remove the pile.

### **Grass Mowing**

To help ensure mowing goes smoothly, please do the following:

- Keep watering hoses coiled and out of the way, near the Cottage wall.
- Keep all items at least 8 inches away from the porch edges to allow the mower access and prevent damage to your items.

### **Decorative Porch Items**

Sculptures and decorative items are permitted on the porch with approval from the Cottages Manager and Executive Director. The Hamlet is not responsible for any damage or loss of items. Residents wishing to install wind chimes or similar items that may affect others must first consult with their neighbors to gain approval. Please ensure that all items are securely fastened to prevent them from being blown away in strong winds.

### **Appearance of Porches**

Porches are visible to the public and to one another, so it is important to keep them neat and tidy. The Hamlet will reach out if there are any issues that need to be addressed by the resident. Limited storage space for small garden tools may be available in the Gathering Place. Please consult the Gathering Place Storage Room policy.

### **Bird Feeders**

Bird feeders with trays and hummingbird feeders are welcome on porches and in garden spaces. However, bird feeders with support posts are not permitted in grassy areas where mowing occurs. Ground feeding or using ground-level feeders attracts pests and is not allowed.

## **ADMINISTRATION**

### **Office Hours**

Hours vary, but typically are Monday – Thursday, 10 am. – 12:30 pm and 1:30-4 pm. The office is closed on weekends and major holidays.

### **Personal Assistant (PA) Services**

PA services, a benefit of Cottage life, are generally scheduled twice a month. These services include tasks such as cleaning, shopping, gardening, laundry, and running errands. At least half of the PA's time will be spent cleaning the resident's Cottage. Due to insurance restrictions, the PA cannot provide transportation to residents.

### **Gratuities, Gifts, Tips**

Gratuities, gifts, and tips are not permitted, with the exception of a small annual gift (up to \$50) for the Personal Assistant.

### **Maintenance**

The Hamlet is responsible for the maintenance of the buildings, equipment, appliances, and facilities. An annual inspection of each Cottage ensures that all systems are in working order.

### **Trash & Co-mingled Recycling**

Two dumpsters are located adjacent to the Gathering Place—one for co-mingled recycling and the other for garbage.

*\* Please note: Corrugated cardboard should be placed in the storage room just inside the exercise room door, next to the tall file cabinet.*

Co-mingled Recycling Dumpster takes the following items:

PAPER

- **Clean** food boxes and cartons (including deli and pizza boxes and paper plates)
- Computer paper
- Hardback & paperback books
- Magazines, catalogs, newspaper, phonebooks
- Mail (including window envelopes, store ads, etc.)
- Milk cartons & juice boxes
- Paper bags (please flatten to save space)
- Technically cardboard, but please see note\* above about corrugated cardboard

GLASS: Bottles, jars, caps, and lids

METALS:

- Aluminum & tin cans
- Aluminum foil
- Foil trays.
- Scrap metal, clean with no plastic, no larger than 2' x 2')

PLASTICS: Jars, bottles & jugs; plastic dairy tubs

**\* Please note: Items must be rinsed and clean. No food waste, wood waste, Styrofoam, plastic grocery bags, garbage bags, or shredded paper.**

These items are **NOT** recyclable:

- Aerosol Cans
- Animal Waste
- Ceramics or Dishes
- Chemicals
- Clothing
- Concrete
- Confetti
- Cooking oil
- Dead Animals
- Dirt/Soil
- Disposable Diapers or Depends
- Food Scraps
- Food-Soiled Paper/Plastic/Cardboard
- Grocery Bags
- Household Garbage
- Knives or Scissors
- Light bulbs, Fluorescent Light Bulbs
- Mirrors & Window Glass
- Motor Oil
- Needles & Syringes
- Paint
- Plastic Potting Containers
- Prescription Vials
- Rags

- Rubber
- Shrink Wrap & Cellophane
- Small Kitchen Appliances
- Styrofoam Packing, Packing Peanuts
- Toxic Containers (oil, antifreeze, pesticide, etc.)
- Yard waste
- Wood

Garbage Dumpster takes the following:

- Batteries (but NOT lithium or rechargeable)
- Food waste: Cooked and uncooked foods
- Paper towels and Kleenex
- Plastic bags: Plastic grocery, vegetable, and garbage bags

Most everything not included in recycling, within reason (No hazardous waste! No florescent bulbs!)

**Medication Disposal:**

Call the Lopez Island Sheriff's non-emergency line at (360) 378-4151 to set up a time to drop medications off.

EMERGENCIES

**Personal Emergencies**

**In the event of a life-threatening emergency, accident, or fire, please call 911 immediately.**

After calling 911, contact the Hamlet office at 360-468-2620 or reach out to the Cottages Manager or Executive Director via their cell numbers listed on the back of your resident monthly calendar. If they are unavailable, please call the Hamlet Cottage Committee Chair (also listed on the calendar).

**Our Community Emergency Plan**

Copies of the Emergency Plan and suggestions for a basic home emergency kit are included in your Cottage Information Notebook. Each Cottage is equipped with a fire extinguisher, which is inspected annually.

For assistance in a medical emergency, please display a Vial of Life packet on your refrigerator (available at the pharmacy). This form should be updated annually or whenever there are changes in your health or prescriptions.

In the event of a major emergency, a designated resident will serve as the point of contact between residents and staff. The emergency coordinator's contact information is listed on the back of the monthly calendar.

**Cottage Plumbing Emergencies**

For urgent plumbing issues, please contact the plumber listed on the back of your monthly calendar. The emergency water shut-off valve for your Cottage is located behind the hot water heater—**please practice turning it on and off to familiarize yourself with its operation.**

**Minor Emergencies**

For non-urgent issues, please leave a message on the Hamlet office answering machine at 360-468-2620.

**SIGNATURE**

I have read, understood, and agree to abide by the Resident Handbook and acknowledge that this agreement is an extension of my lease.

Date: \_\_\_\_\_ Cottage Number: \_\_\_\_\_

Resident Signature(s): \_\_\_\_\_