



# WATERGATE COMMUNITY ASSOCIATION

*8 Captain Drive*

Emeryville, California 94608 (510) 428-0118 Fax: (510) 428-0379

E-mail: [wcaoffice@aol.com](mailto:wcaoffice@aol.com) Website: [watergatehoa.com](http://watergatehoa.com)

Unit: \_\_\_\_\_

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

I acknowledge receipt of a Watergate Community Association Rule Book and New Resident Information Package. I agree to comply with all Rules of the WCA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

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## WCA MOVE OUT CHECKLIST

### WCA OFFICE:

1. \_\_\_ Notify the WCA as to who is moving out. (Example: If there are three roommates living in a unit and only one person is moving out, notify the WCA office of that person's name and the names of people who are staying.)
2. \_\_\_ Return your Watergate ID card to the WCA office. The \$25.00 deposit will be mailed directly to the forwarding address as provided to us, within 2 weeks (if applicable).
3. \_\_\_ Bike Room Storage ~ Return key, collect deposit and retrieve bike from storage (if applicable).
4. \_\_\_ Watergate rental parking spaces ~ Notification of cancellation is due 30 days in advance (if applicable).
5. \_\_\_ Automatic Deposit ~ Written notification requesting cancellation and signature must be turned in to the WCA office immediately (if applicable).

### WATERGATE SECURITY OFFICE:

1. \_\_\_ Elevator pads are necessary if using the elevator for moving. Leave a security deposit (\$400) at the Watergate Security Office, located at 5 Commodore Drive, prior to using the elevator.
2. \_\_\_ Parking sticker ~ To be returned to Watergate Security (if applicable).
3. \_\_\_ Remember to pick up your security deposit check from the Security Office when you have finished using the elevator!

### Other:

1. \_\_\_ Return lobby keys and mail box keys to landlord and agent.
2. \_\_\_ Additional Lobby keys are to be returned to the WCA office. Matching Lobby key numbers will merit the return of the \$50 deposit, to be mailed directly to the forwarding address as provided to us within two weeks of return.
3. \_\_\_ Be sure to complete *and file* a U. S. Postal Change of Address Form.
4. \_\_\_ Empty storage locker and return key to the unit owner (not to WCA).



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## Fire Alarm System Equipment Explanation

To ensure the proper operation and effectiveness of the Fire Alarm system equipment it is imperative that our Watergate residents understand the importance of not tampering with the Fire Alarm equipment. Tampering with the Fire Alarm System equipment is strictly prohibited!

Each home has two devices: (1) a “heat detector” that detects *only extreme temperatures*, not smoke, and (2) a “one-way” alarm speaker that *only projects* sound and cannot receive it.

Please keep in mind the following:

- Any modifications to the walls near the Fire Alarm system equipment shall be at the direction of the Association.
- Do not cover the heat detector or the speaker with cloth, paint or enclose the equipment, as this may prevent the equipment from functioning properly.
- Do not attempt to disconnect or bypass the wiring of the equipment.
- In addition, do not change the location of the Fire Alarm system equipment. The equipment was installed according to State Fire Code to provide optimal effectiveness of the equipment.

If the Fire Alarm system equipment is tampered or modified in any way, the system will identify the problem device, and all associated repair charges and access fees will be billed to the appropriate homeowner. It is also important for everyone to remember that if the Fire Alarm system equipment is tampered with, neighboring units may be affected as well.

In addition, residents found to have willfully caused a false alarm will be assessed any and all associated system reset costs including charges or fines from third parties. Thank you for understanding.

By contrast, the equipment in the Common Areas (hallways, storage rooms, etc) are sensitive to smoke and dust. The most common reason for “false” alarms at Watergate is when residents burn food and open their hallway door in an effort to clear their unit of smoke. This serves only to flood the hallway with smoke, which then causes a building-wide evacuation alarm, which requires the Emeryville Fire Department to be dispatched to investigate the source of the smoke before the alarm can legally be turned off. This greatly inconveniences both you and your neighbors and hinders the Fire Department’s ability to respond to real emergencies.

Please be respectful of this equipment. Your neighbors, the Association and the Emeryville Fire Department appreciate your consideration in this matter.



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## Friendly Reminder: Fire and Smoke Alarms

Please keep in mind that the recently installed Fire Alarm equipment in the Common Area hallways, stairwells, and storage rooms is sensitive to smoke as well as heat and fire. These devices will detect any smoke that escapes from your unit and sound an evacuation alarm for the entire building. By contrast, the device above the entrance door inside of your unit is sensitive to heat only and will not activate because of smoke.

To avoid inadvertently setting off the common area hallway smoke detectors and life safety equipment please:

- Give your full attention when using your stove, microwave, or other kitchen appliance that may cause food to burn.
- If you do burn your food, the battery-powered smoke detector that should be in your unit should go off (Check this regularly to make sure that it has fresh batteries).
- **DO NOT OPEN YOUR UNIT DOOR!** This will activate the life safety equipment triggering a building-wide alarm.
- To allow smoke to escape your unit:
  - Turn on your stove fan
  - Open your unit windows and patio doors only to help the smoke escape.
  - Turn on any portable fans to help blow the smoke out of your unit through the windows or patio doors.

By keeping the above in mind, you will help prevent unnecessary stress and inconvenience to your building neighbors and minimize the additional expense of the Fire Department having to respond to a call for burnt food, etc. Please keep in mind that each time the Fire Department must respond to a burnt food call here at Watergate, restricts their ability to respond to a real emergency elsewhere.

In addition, please know that **only the Fire Department is able to silence the alarm.** Your attempts to contact Security during an alarm event serve only to interfere with their ability to expedite the Fire Department's investigation of the cause of the alarm thereby prolonging your discomfort.

The Association appreciates your cooperation in this matter.



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Dear Resident:

We are sorry that you are experiencing a drain blockage. Please find below the phone number for Abante Rooter that posses the necessary skills and equipment and is able to respond on a 24 hr basis. Because the WCA uses this vendor exclusively, they should be most responsive and thorough in clearing the blockage and documenting the location and responsibility for the blockage.

## **ABANTE ROOTER (510) 534-1636**

If the blockage is determined to be located in your fixture, or in a portion of the plumbing that services only your unit, you will be responsible to pay the clearing charges as well as any associated expenses or damages. If the blockage is determined to be located in the common drain lines that service several units, the WCA will be responsible for these charges and related expenses. In the case that reimbursement on the part of the Association is necessary, the Accounting Department requires an original invoice with proof of payment. Reimbursements are generally processed within 15 days of submission. The Association further requests that you refrain from authorizing additional services such as drain treatments or other optional services that may be unnecessary and for which the Association will not reimburse.

**While you are free to contact any vendor of your choice, please be aware that the Association will *only* reimburse for reasonable charges that are an amount that is comparable to what Abante Rooter usually charges for the same services.**

Thank you in advance for your cooperation in this regard.

Sincerely,

The Watergate Community Association



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## COMCAST CABLE

### Auto Programming Instructions

In order to view all channels in your provided channel line up, please follow the steps below.

- Push the MENU button (or SETUP) on your remote control.
- You should now see a screen of options on your television.
- Select CABLE (or CATV or STD/CA). DO NOT select AIR or ANT.
- Another screen of options may appear that reads Add, Delete, and Auto Program.
- Select AUTO PROGRAMMING (CHANNEL SEARCH or CHANNEL MEMORY).

Once the auto search is finished, all channels will be programmed into your television and remote control.

If you need further assistance or have any questions call Comcast Customer Service for bulk accounts / multi-family housing at 1-800-856-2374 or visit their website at [www.comcast.com](http://www.comcast.com).

### Cable Problems

- Contact Comcast at 800-856-2374
  - You must tell them you are a Watergate resident and that this is a “bulk account.” If asked for an address, please use the WCA office address at 8 Captain Drive.
  - Please keep in mind that any cable problems may require a “loop” appointment at least 48 hours from the date you call in the problem.
    - This will require giving a “48-Hour Access Notice” to the units above and/or below your unit. *It is YOUR responsibility to notify the WCA office 48-hours plus one day PRIOR to your scheduled business day loop appointment so that we can notify your neighbors.*

### To add additional Channels or High Speed Internet

- Contact Comcast @ 800-856-2374



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## Cable Problems?

If you are experiencing cable problems Monday through Friday during regular business hours, please contact Comcast at **1-800-856-2374** to speak to a live operator. Tell the operator that you are a Watergate resident in Emeryville California and that this is a “bulk account” at 8 Captain Drive before explaining your problem.

If you are experiencing cable problems outside of regular business hours and/or on weekends and holidays, call Comcast at **1-800-856-2374**. When prompted, please enter the Association’s main office phone number (510) 428-0118 as the phone number for your account, or ask to speak to an operator and relay the above information.

These are the exact same contact numbers that staff uses to report problems and/or to discover repair time estimates. Please appreciate that when there is an area wide cable outage, WCA staff are flooded with calls and complaints from residents and typically have no more information or ability to resolve the issue than anyone else.

Please also keep in mind that any localized cable problems may require a “loop” appointment at least 48 hours (2 business days) from the date you call in the problem. This requires contacting the units above and/or below your unit to give them a “48-Hour Notice” to enter their home in an effort to determine the source of the problem.

To add additional Channels or High Speed Internet contact Comcast at **1-800-856-2374** during regular business hours.

**COMCAST DIGITAL CABLE  
CHANNEL GUIDE - WATERGATE**

- 2 KTVU-2 (FOX)
- 3 KNTV-11 (NBC)
- 4 KRON-4 (IND)
- 5 KPIX-5 (CBS)
- 6 KICU-36 (IND)
- 7 KG0-7 (ABC)
- 8 KTSF-26 (IND)
- 9 KQED-9 (PBS)
- 10 KTOP - Gov. Access
- 11 Home Shopping Network
- 12 KBCW-44 (CW)
- 13 KOFY-20 (IND)
- 14 KDTV-14 (UNI)
- 15 KTEH-54 (PBS)
- 16 KKPX-65(ION)
- 17 KCSM-60 (PBS)
- 18 KSTS-48 (TLMD)
- 19 KTNC-42 (IND)
- 20 KFSF-66 (TF)
- 21 KCNS-38 (IND)
- 22 KRCB-22 (PBS)
- 23 C-SPAN
- 24 QVC
- 25 KTLN-68 (IND)
- 26 Bay Vision East / Leased  
Access
- 27 Emeryville City Channel /  
KDOL / KCOM
- 28 PCTV (Educational Access)
- 29 TV One
- 30 WGN
- 32 KMTP-32 (IND)
- 33 Discovery Channel
- 34 Food Network
- 35 TBS Superstation
- 36 FX
- 37 TNT
- 38 ESPN
- 39 ESPN2
- 40 CSN Bay Area
- 41 Comcast SportsNet  
California
- 42 USA
- 43 MTV
- 44 VH1
- 45 Spike TV
- 46 Lifetime
- 47 A & E
- 48 Bravo
- 49 AMC
- 50 TLC
- 51 Animal Planet
- 52 ABC Family
- 53 Nickelodeon

- 54 Cartoon Network
- 55 Disney Channel
- 56 CNN
- 57 CNN Headline News
- 58 CNBC
- 59 Fox News
- 60 MSNBC
- 61 The Weather Channel
- 62 The History Channel
- 63 Comedy Central
- 64 E!
- 65 truTV
- 66 Galavision
- 67 Home and Garden TV
- 70 BET
- 71 Travel Channel
- 72 TV Land
- 73 Syfy
- 74 CMT
- 75 Hallmark
- 76 Jewel TV
- 77 Gem TV
- 78 OurTV
- 81 Versus
- 82 Golf Channel
- 89 CSNet
- 104 Comcast Hometown  
Network
- 108 California Channel
- 109 C-SPAN 2
- 110 C-SPAN 3
- 111 T V Guide
- 116 CSNBPF
- 119 Sprout
- 128 Bloomberg
- 136 G4
- 164 ShopNBC
- 165 Oxygen
- 173 KTSF-KBS
- 181 Bravo
- 183 Style
- 186 KNTV West
- 187 KNTV Universal Sports
- 188 LATV
- 189 KQED - Encore & Life
- 190 KQED - World
- 191 KQED - VMe
- 192 KQED - Kids
- 195 KGO AccuWeather Now
- 196 KOFY - DT (Azteca)
- 197 KEMS
- 199 KFTY - DT
- 229 EWTN
- 230 Trinity Broadcasting  
Network
- 275 Biography Channel

- 276 History Channel  
International
- 410 CSN Plus / Jewelry TV
- 483 TV-1
- 500 Hallmark Movie Channel
- 504 Lifetime Movie Network
- 620 KBWB
- 621 KQED - KQEI - KTEH
- 622 KTVUL
- 715 KGOD
- DIGITAL FM**
- 960 KQED 88.5 Public
- 961 KRCB 91.1 Public
- 962 KCSM 91.1 Jazz
- 963 KSJO Channel 92.3
- 964 KNGY 92.7 Dance
- 965 KRZZ 93.3 Spanish
- 966 KJZY 93.7 Smooth Jazz
- 967 KPFA 94.1 Variety /  
Berkeley
- 968 KBAY 94.5 Adult  
Contemporary
- 969 KYLD 94.9 Top 40
- 970 KRTY 95.3 Country
- 971 WOLF 95.7 Fresh Country
- 972 KOIT 96.5 Adult  
Contemporary
- 973 KLLC 97.3 Hot Adult  
Contemporary
- 974 KISQ 98.1 Urban  
Contemporary
- 975 KFOX 98.5 Classic Rock
- 976 KSOL 98.9 Spanish
- 977 KMQV MOVIN 99.7
- 978 KZST 100.1 Adult  
Contemporary
- 979 KBRG 100.3 Spanish
- 980 KIOI 101.3 Hot Adult  
Contemporary
- 981 KDFC 102.1 Classical
- 982 KBLX 102.9 Urban  
Contemporary
- 983 KKSF 103.7 The Band
- 984 KFOG 104.5 Album  
Alternative
- 985 KMHX Mix 104.9
- 986 KITS 105.3 Alternative
- 987 KMEL 106.1 Hip Hop
- 988 KEZR 106.5 Hot Adult  
Contemporary
- 989 KSAN 107.7 Classic Rock

*To order additional premium  
services, or to report trouble with  
your cable connection, contact  
Comcast directly at 800-856-2374*





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## UNIT MODIFICATION REQUIREMENTS

The Association recognizes your desire to improve the comfort and value of your home. The Board of Directors and fellow Homeowners encourage such modifications as these improvements benefit the community as a whole. Some types of modifications, however, are subject to Board, and/or WCA office approval, and as such, require applications to be filed with the WCA office.

The following items are excerpts from the Watergate Community Rules that pertain directly to Unit Modifications, hours of construction, and responsibilities for maintaining Common Area cleanliness:

Page 21, #13 of the WCA rulebook states: *“Structural alterations to units require approval from the Architectural Control Committee and the Board of Directors. Unit modifications may require similar approval. Application forms and instructions are available at the WCA office.”* If you have any doubts as to whether the work that you are doing in your unit requires Board Approval, please do not hesitate to contact the WCA office.

Page 21, #14 of the Community Association rulebook: *“All contractors working on WCA units must register with Security at 4 Commodore Drive. WCA’s trash bins are not to be used for discarded items, such as appliances, carpeting, etc. Proper disposal of discarded items and clean up are the responsibility of the owner.”*

Page 22, #15 of the WCA Rulebook it states: *“Hours permitted for construction from 8:00 a.m. to 5 p.m. on Monday through Friday. Weekend work is allowed with prior approval from WCA.”*

Your signature below acknowledges that you have read and understood the rules pertaining to alterations within your separate interest Unit and will make every effort to adhere to them. Specific information as to what types of modifications require approval, as well as application schedules and guidelines are available at the WCA at your convenience during regular office hours (Monday through Friday, 8:30 a.m. – 5:30 p.m. excluding holidays).



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## Storage Room Bin Assignment Notice

If you are living in a unit that has a bin in a hallway storage room, please make sure that your personal belongings are stored in your assigned bin only.

If you discover that the bin assigned to you is full, please contact the WCA Office immediately so that we may assist you in regaining your storage bin. Do not take another bin that is empty at that time, as that action leads to additional problems and confusion due to multiple units using the wrong bins.

If your personal items are found to be in someone else's assigned bin, you run the risk having your items removed and stored at your expense. All unclaimed items are discarded after 30 days.

If you are not clear as to what storage bin number belongs to your unit, please refer to your lease agreement, or contact the WCA Office for assistance.

Thank you



# WATERGATE COMMUNITY ASSOCIATION

8 CAPTAIN DRIVE

EMERYVILLE, CALIFORNIA 94608 / (510) 428-0118 FAX: (510) 428-0379

## RESIDENT VACATION NOTIFICATION FORM

### Resident Information:

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

Unit Address: \_\_\_\_\_

Garage Space: \_\_\_\_\_ Street Parking Space: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

### Emergency Contact(s):

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

- ✓ Should the Association be required to perform maintenance in and around your unit in your absence, does the above Contact Person(s) have access to your unit? **Yes ( ) No ( )** **If you checked "No" then please be aware that if the Association employs the services of a locksmith to enter your unit in an emergency, or after providing 48 hour written notice to enter, you will be responsible for any and all locksmith charges.**
- ✓ Should the Association be required to perform maintenance in and around your assigned parking space, and/ or street parking, does the above Contact Person(s) have the ability to re-locate your vehicle? **Yes ( ) No ( )** **If you checked "No" then please be aware that if the Association needs to relocate your vehicle in an emergency, or after posting the parking space "no parking" for 5 days you will be responsible for all towing charges regardless of information given to you by others.**
- ✓ Have you made arrangements to put your mail and/or newspapers on hold, and/or for a second party to retrieve items delivered to the Clipper Club by submitting a "Package Pick-up Authorization" form? **Yes ( ) No ( )** **If you checked "No" then please be aware that items are not to be left in the common area hallways in your absence, and that the Association assumes no responsibility for such items left for you in the hallways.**

**Please Note: Vacationing residents will be responsible for any and all charges incurred by the Association in the event that the above arrangements are not made or communicated, or if these arrangements are insufficient to avoid such charges howsoever generated.**

\_\_\_\_\_  
*Resident Signature*

\_\_\_\_\_  
*Date*

### OFFICE USE ONLY

KEYS RECEIVED: \_\_\_\_\_

BY: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

BY: \_\_\_\_\_

Cc: Unit File  
Security



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## **WELCOME TO WATERGATE**

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**REASONABLE ACCOMMODATION REQUEST VERIFICATION**

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

To: \_\_\_\_\_

(HEALTH CARE PROVIDER'S NAME)

\_\_\_\_\_

(HEALTH CARE PROVIDER'S ADDRESS)

From: Watergate Community Association, 8 Captain Drive. Emeryville, CA 94608

Re: REQUEST FOR ACCOMMODATION

Member's Name \_\_\_\_\_

Address \_\_\_\_\_ Emeryville, CA 94608

The member named above has requested that our community accommodate his/her disability by *(state nature of accommodation request)*: \_\_\_\_\_

Under normal circumstances, our policies would require us to deny the request. However, under federal law, if an individual with disabilities requests a reasonable accommodation for that disability, we must consider the request. To do this, we must verify that the individual qualifies as disabled under federal law and requires the accommodation in order to have an equal opportunity to use and enjoy his/her home. We would appreciate your cooperation in answering the questions on this form and returning it to this address listed above. Enclosed is a stamped, self-addressed envelope for this purpose. The member has consented to this release of information, as shown below.

**INFORMATION REQUESTED**

- 1) Is member named above disabled as defined below?  Yes  No
- 2) In your professional opinion, does member named above need the accommodation requested in order to have the same opportunity that a non-disabled individual has to use and enjoy the living quarters?  Yes  No
- 3) If you answered "Yes" to question number 1, can the member's condition be otherwise treated to prevent any substantial limits in any of his/her major life activities?

**DEFINITION OF "DISABLED"**

Under federal law, an individual is disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment; or is regarded as having such an impairment.

The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus infection, mental retardation, emotional illness, drug addiction, and alcoholism. This definition doesn't include any individual who is a drug addict and is currently using illegal drugs, or an alcoholic who poses a direct threat to property or safety because of alcohol use.

Name and Title of Person Supplying Information \_\_\_\_\_

Firm/Organization \_\_\_\_\_

Would you be willing to testify in any court action or related proceeding as to member's need for the requested accommodation?  Yes  No

Health Care Provider's Signature \_\_\_\_\_

Medical License # (If physician) \_\_\_\_\_

**RELEASE**

TO THE MEMBER:

YOU DO NOT HAVE TO SIGN THIS FORM IF THE NAME OR ADDRESS OF EITHER THE COMMUNITY association OR THE HEALTH CARE PROVIDER IS LEFT BLANK.

RELEASE: I hereby authorize the release of the requested information. Information obtained under the consent is limited to information that is no older than 12 months. There are circumstances that would require the community association named above to verify information that is up to five years old, which would be authorized by me on a separate, attached to a copy of this consent.

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



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## EMERGENCY PROCEDURES

### EARTHQUAKE

#### During an Earthquake

1. Take cover in your unit.
  - a. The best location is under a doorframe, desk, or table, or near an interior wall. Stay away from glass – mirrors, doors, and windows. Outside walls and tall-unattached furniture.
2. Kneel with your back toward windows, and cover the back of your neck with your hands.

#### After an Earthquake

1. Account for everyone in your unit.
2. Expect after-shocks; remain in a relatively safe location away from glass, tall furniture, or other items, which might fall.
3. You are safer inside than outside your building.
4. Avoid electrical wires, gas or water lines, open mains, cigarettes and matches.

#### If Evacuation is Necessary

1. Secure all jewelry and other precious items in your condominium unit. **DO NOT TAKE THESE ITEMS WITH YOU WHEN YOU EVACUATE YOUR UNIT.**
2. Lock all doors and windows in your unit before exiting.
3. Take emergency water, food, clothing blankets and first aid kit and medicines.
4. Do not use the elevators, as they can get jammed between floors. Go down the stairs and exit on the ground floor. Then proceed to the Assembly Area on Captain Drive (the tennis courts)
5. Upon arrival at the Assembly Area, report to the emergency crews and tell them the status of all members in your household
6. **REMAIN IN THE DESIGNATED ASSEMBLY AREA** and follow the instructions of the emergency crews.

The Manager, assisted by his staff and Security, will secure the building, coordinate evacuation routes out of the buildings, and provide for medical assistance in the designated Assembly Area.

### **MOST IMPORTANT: FOLLOW INSTRUCTIONS OF EMERGENCY CREWS AND STAFF**

#### In Advance

ASSEMBLE a flashlight, portable radio, extra batteries, light sticks, a handy whistle, blanket and sensible clothing for use in emergency, such as: low-heeled shoes, jeans, or other sturdy slacks, sweaters, jackets, work gloves and hats. Sleeping bags are advisable.

STORE one gallon of water per person, per day for drinking and cooking, sufficient for seven days. Store an adequate food supply for at least seven days consisting on non-perishable foodstuffs such as dried and canned food, in a safe place, accessible in the event of a disaster. Maintain a one-week supply of all medications. Keep an updated list of all of your prescription medications in your wallet, including your eyeglass prescription. Retain your last pair of prescription eyeglasses.

INSTALL safety latches on kitchen cabinets. Attach tall bookcases and furniture to the wall by placing a board across two or more studs and attach the furniture to the board.

## EMERGENCY PROCEDURES

PAGE 2

### **FIRE IN CASE OF A FIRE**

Please familiarize yourself with the location of the stairwell which gives you access to the ground level, and with the location of fire extinguishers and the fire alarms and equipment in your unit and on your floor. Also, have two alternative ways to exit the building. It is advisable that each unit has at least one 2-½ pound ABC fire extinguisher. All units need smoke alarms near the kitchen and bedrooms. **BATTERIES SHOULD BE CHANGED AT LEAST TWICE A YEAR** (When daylight savings begins and ends is a good way to remember to do it). This may save your life!

Each privately owned residence/unit has been equipped with a heat detector above the unit entrance, and an alarm speaker next to the bedroom. Common Areas such as hallways, trash rooms, laundry rooms and lobby entrances, have been appropriately equipped with smoke detectors and/or heat sensors as well as alarm speakers at regular intervals as per code. Each and every device is in constant communication with the central control panel that will indicate a trouble-signal in the case of a malfunction or if tampered with, or will initiate a general building alarm if activated.

1. CALL THE FIRE DEPARTMENT IMMEDIATELY (911) and give the following information:
  - a. Watergate address
  - b. Nearest cross street: Powell Street
  - c. Unit Number
  - d. What is burning
  - e. Give Security's phone number 772-5005, for call back.
2. Call the Security Office 772-5005. Tell them the same information that was given to the Fire Department.
3. If you can do so **safely**, fight the fire using the extinguisher in your unit or hall. Security will provide aid, if possible.
4. If you cannot **safely** extinguish the fire, leave your unit closing the door and leaving it unlocked. Pull the hallway fire alarm and proceed to the stairwell. Walk down the stairs and out of the building. Meet the fire fighters at your building entrance.

If the fire is **outside of your unit**:

1. Assemble all residents in your unit. Feel the top of your front door with the back of your hand. **If it is hot, do not open it.** Stay inside your unit, and shut all doors and windows. Place a wet bath towel at the bottom of your front door to keep out the smoke. If your telephone is working, **CALL THE FIRE DEPARTMENT (911) AND TELL THEM WHERE YOU ARE.** Hand a sheet on your balcony to alert fire fighters that you are trapped. Wait on the balcony if it is safe, or go to the nearest window and await rescue from that location.
2. **If your door is not hot, open it cautiously** (*standing behind it prepared to close it if necessary*). If the hallway is not smoky, close your door and go down the nearest stairwell and away from the building. (Test each door for heat, and close each door as you pass through)
3. If the smoke is dense, stay close to the floor. Cover your nose and mouth with a wet cloth.

### **DO NOT USE ELEVATORS**

Stairwells are the safest exit to the ground level in the event of fire or evacuation.



# WELCOME TO THE CLIPPER CLUB

A great place to relax with friends and family! A variety of activities every day!

**Phone: 510 654-4040**  
**Address: 5 Captain Drive**  
**Emeryville, Ca 94608**

Frequently asked questions and answers about the Clipper Club.

## 1. What activities are offered at the Club?

Weekly activities include: Tai Chi, Yoga, Tuesday movies, Games Night and Flower Arranging. Several resident clubs meet monthly to share common interests. Monthly events such as Poolside BBQs, Special Dinners and Parties are also a lot of fun to attend. Check the monthly "Hatchcover" for new additions.

## 2. What facilities are available to me as a resident?

The Clipper Club has a health club with cardiovascular equipment, Icarian machines, and free weights. Each locker room has showers, a sauna, and a steamroom. Upstairs you will find the billiards room, big-screen TV, and activity room available. The Anchor Club has a racquetball court and a coed sauna. You can swim from the outdoor Anchor Club pool right into the club to enjoy the indoor spa.

## 3. When does the pool open and close?

The Clipper Club pool opens daily at 6:00 a.m. and closes at 10:00 p.m. It stays open until 11:00 p.m. on Fridays and Saturdays. The Anchor Club facilities are open from 9:00 a.m. until 9:45 p.m. daily.

## 4. When is the gym open?

The gym opens at 6 a.m. Monday through Friday. On Mondays, it closes between the hours of 9:30 a.m. and 3 p.m. Other days the gym stays open straight through until 10 p.m., and 11 p.m. on Fridays. Weekends, the Club opens at 9 a.m. and closes at 10 p.m. For closing purposes,

no residents will be given entry to the gym within 1/2 hour of closing time.

## 5. How can I use the gym?

Bring your valid Watergate I.D. card and leave it with the recreation attendant. You will be buzzed into the locker room.

## 6. Can I have guests?

YES, you can have 4 guests per unit at the pools, or 2 guests per unit in the GYM with you at any given time. If you would like your guests to use the facilities without your presence, you may get a guest card from the Clipper Club. Guest cards are valid for up to two weeks. **Guest cards DO NOT allow access to the HEALTH CLUB without a resident.** Guests with valid Watergate I.D. cards can use all the other facilities without a resident.

## 7. When may I pick-up my packages?

**The day you receive your notification, packages may be picked up after 6 p.m.;** this is to give time for the Recreation Staff to log all deliveries. **Bring your valid Watergate I.D. card when picking up packages.** For your protection, packages will not be released to anyone other than the addressee without written authorization. If your package has been at the Club overnight, you may come in after 10 a.m. to pick it up. Packages should be addressed to your unit and not the Clipper Club address to avoid problems with locating the receiver. **The delivery company is responsible to notify you.**

## 8. Where is the Lost and Found located?

Watergate Security Office has a Lost & Found. Call 510 772-5005 for more info.

## 9. Can I rent the Clipper Club for a private party?

YES! For more information call 510 654-4040, ask for Leah or Ira.





# WATERGATE COMMUNITY ASSOCIATION

8 Captain Drive  
Emeryville, California 94608 (510) 428-0118 Fax: (510) 428-0379  
E-mail: wcaoffice@aol.com Website: watergatehoa.com

## Community Update

To: All Watergate Residents  
From: Watergate Community Association  
Date: July 5, 2001  
Subject: Package Claim Procedures

The purpose of this update is to provide a friendly reminder of package claim procedures.

Page 28 of the Watergate Community Association Rule Book reads as follows:

***“Packages may be left at the Clipper Club by letter carriers and delivery personnel to be claimed by residents with proper Watergate I.D. cards.”***

If you do not wish to have a carrier automatically drop off packages at the Clipper Club, please contact the appropriate organization or delivery personnel to have your packages held at their depot (i.e. UPS, U. S. Postal Service, DHL, Airborne, Fed Ex etc.). Without your instructions, the carrier will most likely drop off your packages (along with hundreds of others) at the Clipper Club.

If you wish to have your package claimed by another person, please bring the completed authorization form (on the back of this notice) to the Clipper Club along with your Watergate I.D.

If you are a parent or legal guardian and plan to claim packages for your dependants, please complete the authorization form (on the back of this notice) to the Clipper Club along with your Watergate I.D.

If you are receiving packages addressed to your unit on behalf of others, please direct the sender to place your name “in care of” on the package.

If you are an executor of an estate or have power of attorney, please provide the supporting document(s) for the “Clipper Club Package Claim Authorization Binder.”

If your Watergate I.D. does not include your current legal name, please update your Watergate I.D. to avoid confusion and delays.

Thank you.



**WATERGATE PACKAGE CLAIM  
AUTHORIZATION FORM**

I understand that the use of the WCA package pick up service is optional and is available to all registered residents of Watergate. By affixation of my signature below, I do hereby release, hold harmless and indemnify the Watergate Community Association and it's employees against any and all claims in connection with this service. I understand that the Watergate Community Association assumes no liability by providing this service.

\*\*\*\*\*

I, \_\_\_\_\_, resident of Unit No. \_\_\_\_\_

hereby authorize the following person(s),

\_\_\_\_\_

resident(s) of Unit No. \_\_\_\_\_, to pick up packages addressed to me.

\*\*\*\*\*

I, \_\_\_\_\_, resident of Unit No. \_\_\_\_\_,

claim legal guardianship for the following dependents:

\_\_\_\_\_;

I claim responsibility for packages addressed to the above listed persons.

\*\*\*\*\*

In making this written request we agree to take no legal action against WCA and/or its agents, employees and Board members as a result of the WCA complying with this request to allow and authorize package pick up by the person(s) listed above.

This authorization shall remain in force until revoked in writing, and said revocation has been delivered to the Clipper Club office, located at 5 Captain Drive, Emeryville, CA 94608.

Signature: \_\_\_\_\_

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

\*\*\*\*\*



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## Emeryville Smoking Pollution Control Ordinance

The Emeryville City Council passed a Smoking Pollution Control Ordinance at the December 5, 2006 regular meeting. Effective March 1, 2007, smoking will be prohibited in all indoor and outdoor common use areas at Watergate. As a result, residents and their visitors are only allowed to smoke in their unit and/or respective exclusive use patio or balcony.

Smoking is prohibited everywhere else on the Watergate grounds, including:

- ❑ Parking garages
- ❑ Hallways
- ❑ Elevators
- ❑ Stairways, stairwells
- ❑ Outdoor common areas, like the walkways, pool areas, tennis courts
- ❑ Clipper and Anchor club facilities, including decks

Please report complaints to the Watergate office during office hours.

These provisions were part of a comprehensive ordinance designed to reduce involuntary exposure to secondhand tobacco smoke citywide. Some of the other areas included in the smoking ban are: all parks, outdoor dining, bus stops, theatre lines, and within 25 feet of all doorways, operable windows, air ducts and ventilation systems of smoke-free workplaces.

The city council based its decision on two major events in 2006: 1) the release of the 2006 Surgeon General's Report on secondhand smoke which states that there is no safe level of exposure; and 2) the declaration that secondhand smoke is a toxic air contaminant by the Air Resources Board under the jurisdiction of the California Environmental Protection Agency.

For more information about secondhand smoke, quitting smoking, and other lung health issues, please call the American Lung Association at 1-800-LUNG-USA.



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## New Recycling Laws effective February 9, 2006

### INTERNET:

[www.watergatecommunityassociation.com](http://www.watergatecommunityassociation.com)

for a direct link to information regarding the new recycling laws that became effective on February 9, 2006.

Or go to Alameda County's website: [www.stopwaste.org](http://www.stopwaste.org) for information on the latest information on recycling electronic devices, batteries, light bulbs and other items



### ALAMEDA COUNTY HAZARDOUS WASTE DROP-OFF SITES:

#### Batteries and Light Bulbs:

Located at **2100 East 7th Street**  
@ Kennedy Street in Oakland.

Call **800-606-6606** for dates, hours and fees and complete list of items

Eligible items such as:

- Batteries –AA,AAA,C,D, button
- Bulbs – Florescent tubes and bulbs

#### Electronic Devices:

Located at **1501 Bayshore Hwy**  
in Berkeley.

Hours: M-F 10am-5pm and Sat  
12pm-5pm

Eligible items:

cell phones, computers, monitors,  
printers, faxes, electronics,  
televisions, VCRs

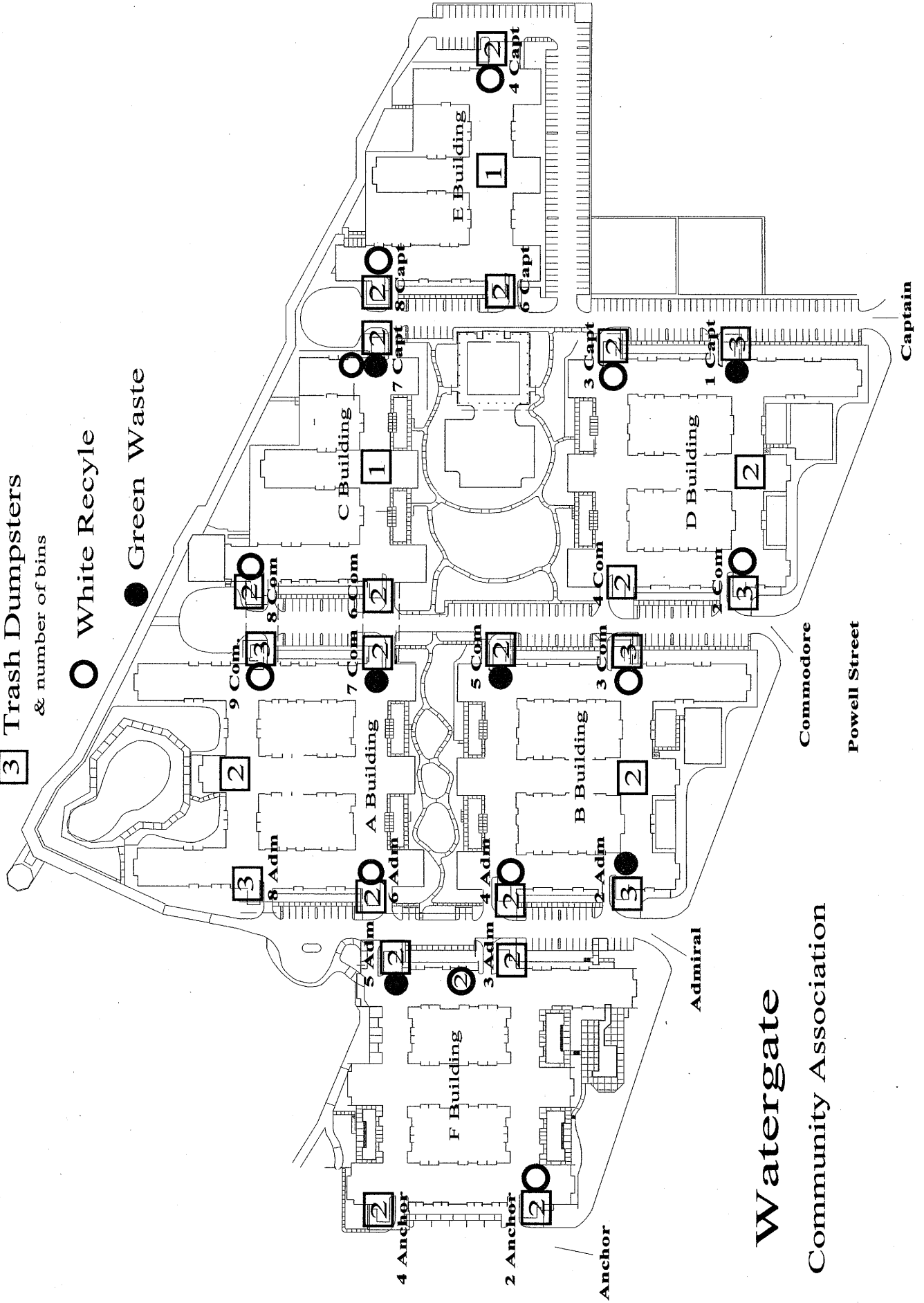
Call **510-528-4052** for more  
information

# Dumpster Locations

**3** Trash Dumpsters  
& number of bins

**○** White Recycle

**●** Green Waste



# Watergate

Community Association



# WATERGATE COMMUNITY ASSOCIATION

8 Captain Drive  
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## **Processing/Registration/Transfer fee background:**

CC&Rs Section: 3.2.8. *“A fee to cover administrative costs incurred by the Association when residents move in or out of units.”*

Page 9, #1 of the Watergate Community Rules states: *“All residents must register with the WCA office. There is a Community Association processing fee applicable to both renters and new owners to cover the cost of processing as well as move-in/move-out costs. This applies to any resident who relocates from one unit to another. The fee is paid at the WCA office.*

The history of the fee is as follows:

Pre 1997: \$50

July 1997 to June 2003: \$100

July 2003 to present: \$150

**July 1, 2010: \$175**

The fee is/was designed to offset administrative costs associated with the moving in and moving out of residents. Essentially it is a user fee: The owner that bought a unit x years ago to live in incurs no additional fees, whereas the offsite owner that has a new tenant every year incurs the fee for each new tenant. The philosophy behind the fee is: Why should the owner that has lived in their unit for 30 years subsidize the administrative cost of owners that have new residents moving in and out (sometimes on a regular basis)?

These fees have been presented each year as part of the fiscal year-end budget approval process and have been specifically approved within each year's approved Pro-Forma Budget by majority vote. These fees represent a projected \$54,000 revenue stream for the Association. By comparison, an increase of \$60,000 in the annual budget represents a 1% dues increase (at the current funding level).

This fee is charged as a one-time per registration event charge regardless of the number of residents being registered. For example, three tenants moving in will pay one fee of \$175 provided that they all register on the same day. The same three tenants registering on three different days will incur three separate \$175 fees. An owner moving in for the first time pays a \$175 transfer fee as part of his/her escrow fees and is typically unaware of having paid it. An owner that rents his/her unit out and returns to live at Watergate is subject to this \$175 each time he/she moves back in. An owner that gets married or has additional persons move in is also required to pay the \$175 registration fee.

Until such time that the Association adopts a sliding-scale registration fee based on a menu of personal situations that present themselves at the front counter (owner, wife, son, mother, in-law, tenant, girl friend, etc), the fee is uniform.

In any event, the registration process / administrative costs these fees are meant to offset is as follows:



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## Front Desk Registration:

### Tenant (approx 250 units/yr):

- Make copies of lease and photo I.D.
- Handle cash and issue receipt and forward to accounting
- Track and verify payment of \$175 registration fee if a WSM or AEP tenant
- Log out and complete Registration paperwork
- Take ID card picture and issue ID
- Conduct new tenant orientation (minimum 15 minutes) and issue move-in packet (currently 33 pages)
- Issue WCA Community Rules book
- Answer questions
- Input tenant information in RUN
- File new tenant documents in unit file
- File copies of registration paperwork in binder for auditing purposes
- Input tenant name and phone # in Intercom database
- Print new intercom directory
- Go to lobby address to post new intercom directory and program phone #

### Owner: (approx 60 units/yr)

- Make copies of closing docs and/or grant deed and photo i.d.
- Track and verify payment of transfer fee from Title Co. for accounting
- Take ID card picture and issue ID
- Conduct new tenant orientation (minimum 15 minutes) and issue move in packet (currently 33 pages)
- Issue WCA Community Rules book
- Answer questions
- File new resident documents in unit file
- File copies of registration paperwork in binder for auditing purposes
- Purge & archive specific documents pertaining to previous owner
- Input resident phone # in RUN
- Input resident name and phone # in Intercom database
- Print new intercom directory
- Go to lobby address to post new intercom directory and program phone #

### Returning owners / New spouses

- Discuss registration fee
- Log out and complete Registration paperwork
- Handle cash and issue receipt and forward to accounting
- Take ID card picture and issue ID
- File new resident documents in unit file
- File copies of registration paperwork in binder for auditing purposes
- Input resident names and phone # in RUN
- Input resident name and phone # in Intercom database
- Print new intercom directory
- Go to lobby address to post new intercom directory and program phone #



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## Security Dept.:

- Process Moving Permit Application (make copies and post on each floor of affected lobby)
- Issue and retrieve protective elevator pads
- Field complaints regarding inconvenient use of elevator and presence of moving truck
- Investigate complaint and report CC&R Violations
- Register vehicles and issue parking stickers
- Hand deliver CC&R violation letters

## Maintenance Dept.:

- Repairs to the Common Area from move-ins and move-outs (scratches and gashes to walls, paint, ceilings, doors, damage to lobby doors, elevators, etc)

## Custodial Dept.:

- Clean up of packing materials from move ins
- Break down of boxes overflowing the garbage and recycle bins



# WATERGATE COMMUNITY ASSOCIATION

## Registration and ID Card Schedule of Fees Year Ending June 30, 2017

All residents must register at the WCA office according to the following parameters:

### **GUEST**

#### **1 to 14 Days**

Guest cards are obtained at the Clipper Club, no charge. Guests must have their Guest card and a picture ID when not accompanied by a resident while using the Watergate Community facilities except for the Health Club. Guests may not use the Health Club unless accompanied by a Watergate Resident.

### **TEMPORARY RESIDENT**

#### **15 to 90 Days**

Temporary Resident cards are obtained through the Watergate Community Association office. The Homeowner (or agent) must sign the WCA Registration Authorization form, authorizing the WCA to provide a Temporary Resident card. The processing fee is \$20.00 and the card is non-renewable after the 90 consecutive days. Temporary Residents may use all of the Watergate Community facilities, even if not accompanied by a resident, as long as they provide the Temporary Resident card along with a picture ID card.

### **RESIDENT**

#### ▪ **TENANT(s):**

##### **Up to 1-Year**

\$225.00 for the initial move-in processing fee. All additional move-ins are \$225.00 per move, per unit.

Must provide a signed lease agreement and a valid picture ID to register. To update your registration after the initial term, a signed Registration Authorization form is required.

Persons Residing with Homeowner (In excess of 90 consecutive days): Homeowner must sign the Registration Authorization form.

A Watergate ID card is issued at a cost of \$10.00, along with a \$25.00 refundable deposit (**refundable only upon return of the ID to the WCA office**). This also applies to the replacement of lost or stolen Watergate ID cards.

Yearly ID registration fee is \$10.00 per Watergate ID card, upon receipt of the expired ID card.

#### ▪ **HOMEOWNER(s):**

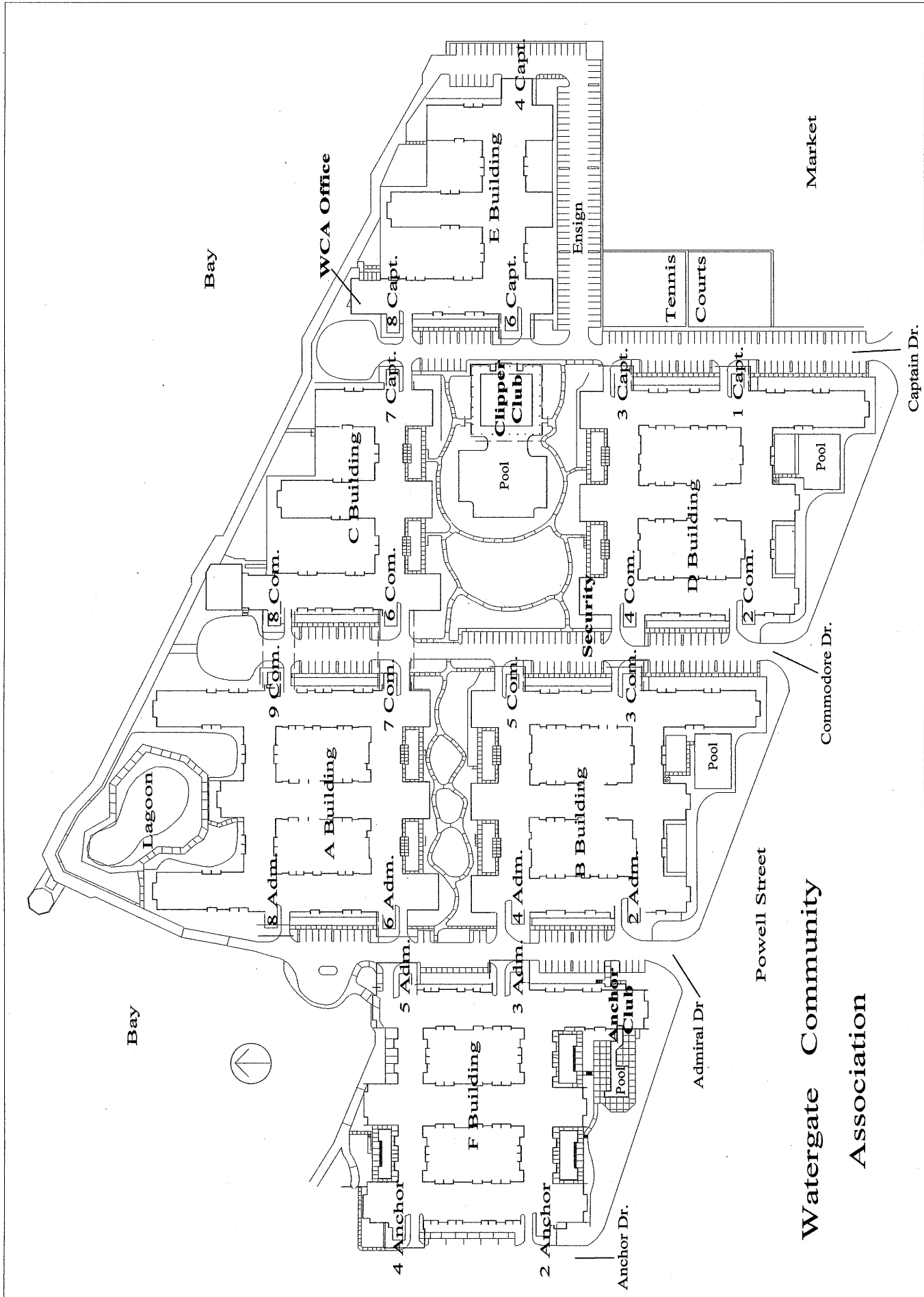
##### **5 -Year**

\$235.00 move-in transfer/processing fee, including the Dues Coupon book. All additional move-ins are \$225.00 per move, per unit.

Owners, their spouses and dependants residing at Watergate, are issued an ID card free of charge.

Registration must be updated every 5 years at no charge upon receipt of the expired ID card at the WCA office.

Owners, their spouses and dependents pay \$10.00 for replacing a lost/stolen Watergate ID card.



# Watergate Community Association



# WATERGATE COMMUNITY ASSOCIATION

8 Captain Drive  
Emeryville, California 94608 (510) 428-0118 Fax: (510) 428-0379  
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## WELCOME TO THE WATERGATE CONDOMINIUMS!!

\*\*\*\*\*

Upon registering as an Owner or Tenant at the Watergate Homeowners office, you will receive your Watergate ID card. The next step is to proceed, with your vehicle, to the **Watergate Security Department, located at 4 Commodore Drive**, to register your vehicle and receive a vehicle registration/parking permit. *Please make sure that you have a valid vehicle registration.*

**Vehicle registration hours are from 7:00 a.m. - 3:00 p.m. seven days a week.**

<u>IN CASE YOU EXPERIENCE:</u>	<u>CALL:</u>	<u>PHONE #</u>
Noise or Disturbance:	WCA Security	510-772-5005 Cell 510-450-1729 Office
Smoke, Fire, Crime or Emergency:	Emeryville Fire Dept and/or Police Dept.	911
Power Outage:	PG&E	1-800-743-5000
Drain Blockage*:	Abante Plumbing	510-534-1636
*(If blockage is a main-line problem, submit invoice to WCA Office for reimbursement)		
Intercom/door entry problem:	WCA Office	510-428-0118
Cable Reception Problems:	Comcast Cable	800-856-2374

## THE FOLLOWING ARE LOCAL SERVICES & NUMBERS:

### Emeryville Police Department

Emergency: 911  
Non-Emergency: 510-596-3737

### Emeryville Fire Department

Emergency: 911  
Non-Emergency: 510-596-3771

Watergate Community Association Office: 510-428-0118  
Watergate Clipper Club: 510-654-4040  
AC Transit (Bus): 510-891-4777  
Airport Shuttle (Bayporter Express) 510-864-4000  
All Emeryville Properties 510-450-3800  
Arrow Glass Company: 510-525-2118  
Comcast Cable Services: 800-856-2374  
Berry Brother's Towing: 510-465-7215  
City of Emeryville: 510-596-4300  
Emery Go-Round (Free Shuttle): 510-451-3862  
AT & T Customer Service: 800-310-2355  
AT & T for Deaf/Disabled Service: 800-772-3140  
PG & E (Pacific Gas & Electric): 800-743-5000  
Reed Brothers Locksmith: 510-451-1747  
Roba's Pizza: 510-547-7773  
Terminex (Pest control): 510-357-9102  
Two Sails Realty: 510-655-8228  
US Postal Service: 800-275-8777  
Watergate Market: 510-655-2550  
Watergate Property Management: 510-654-7666  
Watergate Sales Company: 510-654-8700  
Watergate Tennis Pro Shop: 510-547-7577  
Yellow Cab: 510-841-8294

### **WATERGATE CLIPPER CLUB HOURS**

(A current Watergate ID must be presented when using ALL facilities):

Monday: 6:00 am - 9:30 am  
(Closed for cleaning 9:30 am - 3:00 pm) 3:00 pm - 10:00 pm  
Tuesday Thru Thursday: 6:00 am - 10:00 pm  
Friday: 6:00 am - 11:00 pm  
Saturday & Sunday: 9:00 am - 10:00 pm



# WATERGATE COMMUNITY ASSOCIATION

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## Parking at Watergate

Page 23, #1 of the Community Association Rules states: *“Parking regulations must be observed at all times by residents and their guests. All garage spaces are assigned. Numbered street parking is not assigned and is available for both residents and their guests, except under special circumstances during construction.”*

#2 states: *“Vehicles belonging to residents and parked on WCA property must have a valid Watergate parking permit displayed on the left rear bumper. Residents may register up to three vehicles per unit.”*

As per the above WCA Rules, all vehicles parked on Watergate streets will be easily identifiable by either a **Watergate Parking Permit sticker** on the left, rear bumper, or by a **Temporary Parking Permit** that is clearly visible on the dash of the vehicle in question. Registered Residents may obtain a Temporary Parking Permit for their guests from Watergate Security 24 hours a day by calling (510) 772-5005. Arrangements will then be made to meet at a location convenient to all parties concerned. In addition, Registered Residents may obtain Temporary Parking Permits from the WCA office at 8 Captain Drive Monday through Friday, from 8:30 a.m. to 5:30 p.m. Please note that Temporary Parking Permits will not be issued in excess of than three days unless the Clipper Club has issued either a Guest Pass, or Temporary Resident I.D. card to the owner of the vehicle. In these two cases only, the expiration date will be commensurate with the expiration date of the I.D. In addition, each unit will be limited up to a total of four (4) Temporary Parking Permits (at the discretion of the issuing authority) at any one given time.

These permits allow staff to easily identify that a vehicle is allowed to be on the property and if necessary, provides a quick and convenient way to contact the owner of the vehicle should the unforeseen need arise. It also increases the likelihood that a vehicle will be re-located on-site (as opposed to being towed off-site) should staff not be able to contact a given unit/vehicle owner. (These charges would still be borne by the owner of the unit and/or vehicle.)

Any vehicle(s) parked on Watergate streets not displaying a Watergate Parking Permit sticker, or a Temporary Parking Permit WILL BE TOWED off-site at the discretion of Management at the owner's risk and expense.

As an alternative to obtaining a Temporary Parking Permit, Watergate residents may park their Watergate “permitted” vehicles in any available Watergate street parking space in order to make their assigned garage space available to their guests. Additional public parking may also be available on Powell Street.

Thank you in advance for your cooperation.



# WATERGATE COMMUNITY ASSOCIATION

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## Intercom Instructions

Welcome to the Watergate Community Association. Your building is equipped with a Select Engineered System automatic call and entry control system. After registration at the WCA, your intercom system will be programmed as soon as there is a land line telephone number provided to the office.

1. Your own telephone number will be / has been programmed into the memory of the SES system and remains confidential.
2. The visitor will see your assigned code number on the outside lobby directory. When this code number is dialed, he or she will be placed in a direct, two-way telephone conversation with you over your normal telephone (no special wires or alterations to your phone line are necessary). You can answer the incoming call and release the entry from any telephone in your apartment (call time is limited to one minute and will cut off, background "beeps" will indicate when there is 10 seconds left before cut off).
3. Using the SES system is like using your telephone as normal. You can admit entrance to your visitor simply by dialing a "6" on your rotary or touch-tone telephone. **Depress the "6" key for half a second to one second only. Holding it longer does not make the door open and stay open longer but actually delays the opening.** You will hear a tone indicating the lock has been released. Then hang up as normal.

In either case, the number "6" will cause the entry door lock to be released. When the lock buzzes, your visitor has merely to hang up the SES entry-phone and open the door.

**IF you wish to deny entrance simply hang up and call Security at 772-5005.**

**Important** – Inform the visitor of your apartment number before he or she hangs up. The code number has no relationship to the number of your apartment.

If you are using your phone when a visitor tries to call you, unless you have call waiting, he or she will receive a busy signal. Therefore, if you are expecting a visitor, be brief with your phone calls at the time so that your expected visitor doesn't have to wait long to reach you.

## Move-in/Move-out Procedures Watergate Community Association Rules

(Pages 14 – 16)

1. Responsibility for the move and any damage to the building or common area rests with the homeowner and tenant. Arrangements for move-in move-out must be scheduled at least 24 hours in advance with the Watergate Community Association (WCA) Office at 8 Captain Drive. If the WCA office is closed, WCA Security at 4 Commodore Drive must be notified.
2. All new residents are charged a non-refundable processing fee which covers certain administrative costs as well as the cost of moving in and moving out. Tenants are charged an additional fee which is refundable upon return of their I.D. card to the WCA office when they move out. *This processing fee also applies to residents who relocate within WCA.*
3. A refundable security deposit must be left to cover loss of the pads or damage to the common area.
4. Move-ins/move-outs are permitted every day from 9:00a.m. – 9:00p.m.
5. Care should be exercised not to damage the elevators or common area during moves. This includes the following:
  - a. Elevator pads are to be in place. They are available through WCA Security.
  - b. Caution should be used when loading elevators so that they do not exceed 1,500 pounds. Overloading will cause the elevator to malfunction. The cost of any subsequent service calls will be the responsibility of the homeowner and the tenant.
  - c. Lobby front door is to be protected by the movers.
  - d. Unit door exterior is to be protected by the movers.
6. Boxes, bicycles, strollers, etc. are not to be placed in the lobbies or hallways in such a way that they block mailboxes or doorways or create a nuisance during the move. All hallways and doorways must remain wheelchair accessible.
7. At the end of each day and at the end of the move, all areas, including hallways, lobbies, and elevators, must be cleared of all debris. Packing materials and containers must not be disposed of in the garbage chutes. All cartons must be flattened and placed in the garbage rooms in the garage.
8. Owners are to obtain all keys directly from the seller or agent. WCA is not responsible for such items. Replacement or additional lobby door keys are available from the WCA office for a refundable deposit for each key.
9. All incidents of problems or damage to the common area should be immediately reported directly to WCA Security.

**Move-in/Move-out Procedures**  
**Watergate Community Association Rules**  
(Pages 14 – 16)

10. The lobby door should be kept closed when unattended.
11. If the unit is rented, a copy of the lease must be provided to the WCA office prior to move-in.
12. No commercial moving vehicles (moving vans, vehicles, or trailers) may be left on WCA property without permission from Security.
13. Vehicles belonging to residents must be registered with WCA. Refer to the "Street and Parking" section from the Watergate Community Association Rules booklet on page 23.



**WATERGATE COMMUNITY ASSOCIATION**  
**MOVING PERMIT APPLICATION**

Please complete and return this application to the Watergate Security office prior to the date of your move. Watergate Security Department is located at 4 Commodore Drive; the 24-hr. cell phone number is (510) 772-5005. You may fax this application to the WCA office at (510) 428-0379.

**Moves are permitted between the hours of 9:00 a.m. – 9:00 p.m. only.**  
**NO STREET PARKING SPACES MAY BE OBSTRUCTED.**

MOVE-IN UNIT #: \_\_\_\_\_ MOVE-OUT UNIT #: \_\_\_\_\_

REQUESTING PERSON: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

LANDLORD'S NAME \_\_\_\_\_

LANDLORD'S ADDRESS: \_\_\_\_\_

LANDLORD'S PHONE # \_\_\_\_\_

DATE/TIME OF MOVE: \_\_\_\_\_

TYPE OF VEHICLE USED: \_\_\_\_\_

MOVING COMPANY: \_\_\_\_\_

The undersigned agrees to the following rules listed below. Any violations will result in an enforced halt of the move-in and/or move-out process by the WCA Security Department until all rules are complied with.

- I will contact and coordinate my move with the Watergate Security Department at 4 Commodore Drive, 24-hr. cell phone (510) 772-5005, prior to the day of the move.
- I will install and use the Elevator Moving Pads, obtained from the Security Department.
- I will post a deposit of \$400 for use of the elevator pads, and I am aware that the full amount is refundable upon return of the elevator pads to Watergate Security if there is no damage to the pads and no damage to the elevators and/or to other community common areas.
- I agree to be responsible for any damage incurred to WCA property during move in and/or move out.
- I am aware that I may not obstruct any lobby, hallway, elevator, etc.
- I am aware that I may not dispose of any moving boxes via garbage chutes (Boxes must be disposed of by the movers).

SIGNATURE: _____	DATE: _____
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<b>SECURITY USE ONLY:</b>	
PROCESSED BY: _____	DATE: _____