

# THE ARCADIA CO-HOUSING COMMUNITY NEWCOMER'S GUIDE

## WELCOME TO ARCADIA!

We hope you find this resource list helpful as you learn your way around Arcadia. Please refer to your **Arcadia Blue Book**, a three-ring notebook which contains the Arcadia Covenants, Bylaws and other Arcadia Policies. One notebook per household stays with the house and a master copy is in Common House office. See Arcadia Covenants for the online version.

Your Arcadia host contact is: \_\_\_\_\_

**E-MAIL LISTSERVE:** To receive and send email communications from other Arcadians, join the Yahoo List Serve. To join, or if you need assistance, contact one of the listserv moderators- Jeff Klee [jeffrey.s.klee@gmail.com](mailto:jeffrey.s.klee@gmail.com) , or Peg Nolan [pegnolan@gmail.com](mailto:pegnolan@gmail.com)

**WEBSITE:** The website address is [arcadiacohousing.org](http://arcadiacohousing.org). Contact: Jim Tsuruta.

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## **GENERAL INFORMATION**

**NEWSPAPERS:** The Carrboro Citizen is a free paper delivered weekly on Thursdays and the Chapel Hill News is a free paper delivered on Wednesdays and Sundays. You may pick up a copy at the Common House below the mailboxes. Other newspaper subscriptions are dropped at the ends of the fire lanes near the parking lots.

**PARKING:** Each household has one assigned numbered parking space and one floating unnumbered space. Guests should park in unnumbered spaces only (additional spaces are available at the NW corner of the parking area past the basketball hoops). If you expect a large number of guests you may want to ask

them to carpool and you are responsible to be sure they do not park in marked spaces. See **Appendix C** for directional and address/phone information.

**SPEED LIMIT:** Please note the **maximum speed limit is 15 mph** and lower speed is acceptable! Please inform your guests, your clients, and your delivery people. Arcadia is strict about this speed limit for safety as well as quality of life reasons.

**PET POLICY:** Dogs must be leashed in common areas around and between homes. The only off leash area is in the woods away from the paths and on the playfield under supervision. The Arcadia Pet Policy and Carrboro ordinance state animal waste **must** be scooped. Rabies vaccine records are kept by the Pet Committee. See Blue book Covenants for more information.

**VISITOR INFORMATION:** See **Appendix C** for directions to Arcadia, parking, and other information.

**INTERNET ACCESS:** For Internet access, a community-wide wireless network is available for \$15/month. Contact: Jeff Klee

**CONTACT INFORMATION:** Residents are requested to fill out the Information Sheet (**attached**), which will be filed in the common house office in a purple binder for use in emergencies. Please give sheet to Katherine Hamil, who will file it.

## **INDIVIDUAL HOME**

**ASSESSMENTS:** If you expand the heated square footage of your house, you will be assessed a dollar amount per square foot according to a formula. See Arcadia Covenants.

**BILLING FOR WATER USAGE:** OWASA (Orange Water and Sewer Authority) bills Arcadia HOA for collective water usage recorded on the community's master meter. An Arcadian (sweat equity volunteer) reads each home's meter monthly and individual home owners' water bills are included on the monthly bank draft payment with reconciliation at the end of the year. Your monthly individual usage will be e-mailed to you if you request it. Contact Susan Kandel

**INSURANCE:** Because we live so close together, if a residence is hit by fire, all are seriously impacted. To be certain that all residences are insured so that repairs would be made expeditiously, it is requested that all households submit a copy of their current and updated household insurance policy to Katherine Hamil. These will be filed in the common house office.

**TERMITES:** Several homes in Arcadia, as well as the Common House, have suffered termite damage. Avoid storing wood, cardboard, or mulch next to your foundation to help decrease your risk of termite infestation. It is also helpful to avoid plantings and wood mulch within 1 foot of the foundation. Plantings disturb the preexisting termite treatment that was required during construction and wood mulch draws termites and termite infestations may also be hidden from view. See Arcadia Covenants Article X Section 11. Environmental Control.

**ARCHITECTURAL REVIEW:** Contact person: Giles Blunden. See Arcadia Covenants Article VII Section 1. **Any changes to outsides of houses must be approved first by this committee.**

## **COMMON HOUSE Phone:919 960-5007**

**COMMON HOUSE CONTACT:** Marywinne Sherwood, Common House Committee Convener, call or contact to report any problems or issues pertaining to the Common House.

**THE COMMON HOUSE** has a large dining room, commercial kitchen, children's playroom, bathrooms, two guest bedrooms, a library and a laundry room for Arcadians' use.

**SEE POSTED GUIDELINES** for common house and guest room use on bulletin boards.

**KEY TO COMMON HOUSE** The common house is locked at night. Your previous owner should pass your house keys as well as common house and mailbox keys on to you. If the owner has not given you the keys, please ask and if you cannot obtain them, contact Katherine Hamil.

**PRIVATE USE OF COMMON HOUSE:** The Common House may be reserved for personal, private use by any resident Arcadian acting as sponsor of the event, by signing up on the calendar posted across from kitchen. Only Arcadians (not guests) may host social gatherings. Please indicate the name of the person responsible for cleaning up after the event. **Donations are suggested and appreciated.** Donation envelopes are located in the common house, in a wire rack under the bulletin board across from the kitchen.

Any event involving outside groups must also sign up on the events calendar and must also have a resident Arcadian sponsor who is a participant in that group and agrees to take responsibility for parking, clean up, checking that lights and fans are turned off after every meeting.

**LIBRARY:** There is a lending library upstairs in the Common House. Please feel free to borrow books to read. You may also contribute books but do not put books there that you want back. Culling procedures are posted in the library. Contact Ginger for information.

**GUEST ROOMS:** Two guest rooms, each with private bath, are available in the Common House. The room on the east side has 2 twin beds and the room on the west has one double-sized bed. You may reserve the guest rooms by contacting Jeff Klee and also on the Arcadia web site. (Jane Vincent and Betsey Granda are backups if Jeff is out of town.) All guests must have an Arcadia host to book the room and be responsible for cleaning the room and laundering linens and towels at departure. Cleaning supplies are in the library closet. The cost is \$7.00 per night, which must be paid in cash or by check for all nights reserved (whether your guest stayed there or not) at the time you pick up the room key. You may use your own linens or the common house linens found in the drawers in the guest rooms (see below). If you have questions or concerns, contact Jeff.

In the laundry room there are two large plastic boxes under the counter labeled "East" and "West" containing back up linens for guest rooms. If you are using the guest room linens instead of your own, simply rotate the boxed linens into the dresser drawers and refill the box with the newly laundered linens. This way you will be able to quickly turn the room around without waiting for the laundry to wash and dry. Please refill the box within 24 hours for the next guest.

**LIGHTS/FANS:** Please turn lights and fans off when not needed or when leaving the Common House. If you notice a burned out light inside the Common House, please contact Marywinne Sherwood. If you notice a burned out light outside in the common area, please contact Bubba Dickson.

**PLAYROOM:** Toys, games, books, large chalkboard are available. TV entertainment center is in locked cabinet. Several Arcadians, including John Mader, have keys. Please follow the playroom guidelines developed by the children, which includes cleaning up after each use. Guidelines may be found \_\_\_\_\_

**KITCHEN:** Contact person: Marywinne Sherwood. You may temporarily borrow items from the kitchen but please leave a note with name/date in case the item is needed by a cooking team. Prompt return is appreciated. Any food left unlabeled in the refrigerator can be used by common meal cooks. Please do not leave meal leftovers in the fridge unless you know another cook will be using them. **Do not leave alcohol in the Common House.** If you or your guest use the kitchen, you are responsible for cleaning it up

**MEALS:** Contact person: Etan Gumerman; Scheduling of volunteers to cook, assist cook, or clean occurs approximately every 6 weeks. Everyone is encouraged to participate in meals but participation is not required. Frequency of meals depends upon the availability of volunteers. Please read posted reminders for cooks and cleaners. Sign up in advance if you want to attend a meal. Meal sign up sheets are posted on the bulletin board across from the kitchen and include the cost of the meal. Sign-ups are closed 48hr prior to the meal. There is typically a choice of meat or vegetarian entrée and space for you to sign up for one or the other. Children under 12 may be considered ½ a serving when signing up. Children 12-16 may be considered ½ a serving at the discretion of the parent. The cost must be paid when you arrive for dinner to reimburse the cooks for the food they have purchased. If you sign up, you will be expected to pay for that meal even if you do not attend. If asked, the cooks will package your meal for storage in the CH refrigerator for pick-up by the next day.

**LAUNDRY:** There is a laundry room upstairs in the common house for your use. Please observe posted hours when guests are staying at the Common House. Charges are 75 cents for cold wash, 80 cents for warm wash, \$1 for hot wash, and 65 cents for dryer. These prices are subject to change at any time. A clipboard on the laundry room counter is provided for recording the number and type of wash and number of dryer loads. Please record your laundry use on this clip board after each time you use it. Perfume-free, dye-free, HE powdered detergent is provided for your use. Use only this soap in the Common House laundry for the protection of our environment as well as those who are allergic to the perfumes in other soaps. Note: this detergent is concentrated and you need very little per load. **The new washers require HE (high efficiency) detergent ONLY.** Charges for use of the laundry will be billed by draft, with monthly HOA dues.

**STORAGE:** There is space available in the common house attic based on first come first serve. The west side of the attic is sectioned off for personal use (space is limited so one space per household is suggested and sharing is encouraged). Each section and stored items stored in others' areas must also be labeled. Storage on the east side (left of stairs) is for construction or other items donated for common use.

# **COMMON AREA**

**PETS:** Arcadia has a **Pet Policy** which is available for you to read in the **Covenants** in the Blue Book. Basically, it says dogs must be on leash in the internal areas of the community and may be off leash in woods away from paths, and on the play field under supervision. See Vicky Dickson for questions.

**MAIL:** Mailboxes are located on the front porch of the Common House. Your US Mail box is a locked box with your personal key, which should have been given to you by the previous home owner (please ask!). Katherine Hamil keeps copies of those mailbox keys that have been given to her. If you are unable to obtain the keys from the previous owner you may ask Katherine Hamil for a replacement. Unwanted mail may be recycled in the milk crate near the mailboxes. If you receive packages, a yellow notice will be placed in your box and the packages will be left on the shelf inside the glass (really, plastic) door cabinet. Please return yellow notice to nail inside glass door cabinet. Each Arcadia household has a mail cubby inside the “glass” door cabinet for community mail. There is a light switch to the left of the cabinet if needed. Outgoing mail should be placed in the mailbox on the Common House porch.

**UPS/FED EX/etc.** These couriers will deliver packages to your door.

**LARGE DELIVERERIES:** **See Appendix A** for tips for help with moving in, getting a load of a compost, etc. Large, heavy trucks and moving trucks are not allowed on the east-west pathways which are not built strongly enough for vehicular traffic.

**ARCADIA BULLETIN BOARD COMMUNITY NOTICES:** Check the bulletin boards on the Common House porch for community notices and meeting announcements. The small board to the right of the front door is reserved for Arcadia meeting notices and agendas. The right half of the big bulletin board to the east of the front door is for Arcadia-specific information. The left half can be used for everything else. **Put your name and date on all your postings, and remove them in a timely fashion.**

**TRASH:** Large **green** trash cans are located in three places in Arcadia. Two cans are in the enclosure next to the carport, three in the East Lane enclosure, and three at the start of the West Lane. Trash cans are moved to the edge of parking area (on the white circles) for Friday pickup by the city. The trash can roll out schedule is posted at the Common House. Arcadians may sign up on the bulletin board for this weekly job for sweat equity credit.

**RECYCLING IN ARCADIA:** Large **blue** recycling carts are located in the enclosure next to the carport. See multi-family recycling information in **Appendix B**, for accepted items. Remove bottle tops for recycling. Mixed paper is now collected on-site in the blue bins, but corrugated cardboard is NOT accepted for on-site pickup. Please do not leave cardboard on the Common House porch or by the trash/recycling bins. Magazines may be placed upstairs in the Common House library for re-use in the magazine exchange.

**OFF-SITE RECYCLING CENTERS** are located at Carrboro Plaza Shopping Center off HWY 54 behind the laundromat and also off Eubanks Road near the landfill. These sites take most recyclables and cardboard. The hazardous materials drop off is also at the Eubanks Road location. Eubanks site has an exchange center.

**YARD WASTE:** Leaves and natural debris fallen on the roads (like nuts) may be raked into the woods on the woods-side of the road (but not in the swale) or may be added to compost. (They are really the only waste that we can feel comfortable about hauling into the woods.) Grass clippings may be added to compost sites (see below). Larger limbs, branches, brush or tree trimmings too big for compost piles will be picked up by the town if you place them at the road. The town requests that brush be no longer than 4 feet in length and 4" in diameter and may not stick out into the road.

**COMPOST PILES:** There are two composting piles in Arcadia. One is at the end of the OWASA easement next to 106. The other is at the back of the community garden. Please always cover your food scraps with leaves provided near the site and note signs indicating which piles are open for contributions and which not.

**POISONS:** Use of herbicides or pesticides is **not permitted** in Arcadia, except for poison ivy.

**NORTH WEST CORNER STORAGE AREA:** Black or green plant pots of one gallon size or larger may be put neatly on their sides in the NW corner storage area. They will be recycled appropriately. Smaller pots, plant packs, plant trays, and decorative plant pots of any kind should not be left there. You may recycle them at the exchange at the Eubanks Road center. Other reusable construction materials can also be placed neatly in the NW corner storage area. Check with the common-area committee convener if in doubt whether the material is desirable for reuse.

**BEE HIVES:** There are community bee hives near the common garden. Ask Elisabeth, Bubba, Norma or Susan K. for details about this fascinating adventure! Sometimes we even get honey!

**CHICKEN COOP:** This is a privately owned co-op behind the common garden, owned and managed by a small group of Arcadians. Questions or want to join? Ask Norma, Abraham or Susan K. If you want to start your own, present your proposal to the Common Area Work Group (CAWG).

**WORM BIN:** Arcadia's worm bin is located on the east side of Center Lane. If you are interested, contact Denise Caignon.

**COMMUNITY GARDEN:** Contact person: Maureen Hayes; Contact Maureen if interested in a garden bed. The garden is generally maintained as an organic garden. Nominal fee of \$2/bed for water usage is requested. An asparagus bed is located behind House #106. Weeding here is a good sweat equity job.

**TREE COMMITTEE:** Contact Katherine Hamil if you are concerned about a tree on your property or about community property. The committee needs to approve any tree removal.

**LANDSCAPING COMMITTEE:** Contact persons: Norma Safransky and Denise Caignon, committee convenors. See them for answers to your landscaping questions from use of common land to tree problems. Also read the Covenants. NOTE: If unsure *at all* about the location of the numerous utility lines criss-crossing Arcadia (electric, gas, phone, and cable) and **always** before you dig, call the North Carolina One-Call Center at 1-800-632-4949 or see on line at <http://www.ncocc.org/> . They will come out and mark lines for you.

## **Homeowner's Association (HOA)**

**DUES:** Monthly dues is based on the number of adults in household. Payments are made via automatic draft to Harrington Bank. See Susan Kandel to arrange bank draft.

**SWEAT EQUITY:** Monthly sweat equity hours (sliding scale based on the number of adults in each household: 4hr/1 adult, 5hr/2 adult, 6hr/3 adult, etc.) are needed from each household in order to maintain common areas and fulfill business operations at Arcadia. You are responsible for tracking your own sweat equity hours. Extra hours from the previous 12 months may be saved or "banked" and used later as needed. You must document the number of your hours and activities on the sheet on the Common House office door, monthly, in order not to be automatically billed. You will be billed \$12 per hour for any hours not worked. In general, any activity contributing to social and functional maintenance of Arcadia counts towards sweat equity. Examples of sweat



equity activities include weeding, mulching, repairs, meal cook/clean, cleaning/maintenance in the common house, participation in scheduled work days and planning social events. If you are unable to complete some or the entire sweat equity requirement due to hardship, you may request that your hours or fees be reduced or waived by submitting a written request, each year, to the Executive Committee.

**BUSINESS MEETINGS:** A schedule is posted on the outdoor Common House committee bulletin board on the Common House porch. Meetings are typically 3<sup>rd</sup> Sunday of the month, 4-6pm at Common House. A quorum of households is needed for consensus decisions. Meeting minutes are distributed via email; a hardcopy is available by request (contact Susan Kandel). Master copy of minutes are kept in the Common House library and on the clip board at the bottom of the stairs. The HOA Secretary maintains a master list of all consensus decisions, also in the Common House library. Minutes and consensus decisions may be found on the Common House bookshelf in three-ring binder notebooks which are labeled.

**CONSENSUS PROCESS:** All Arcadia HOA decisions are made by consensus and not by voting. Consensus attempts to eliminate the win-lose aspect inherent in the majority-rule decision-making process. Consensus seeks neither unanimity nor decisions by majority. Instead, consensus strives to discover the true concerns of community members and to find solutions that encompass everyone's concerns. (See [Arcadia Covenants](#) for the online version)

**WORKGROUPS AND COMMITTEES:** There are four work groups: Common House, Common Area, Community Life, Administrative. Every Arcadian is expected to participate on at least one of these workgroups. Member lists are posted on the common house bulletin board. There are also other committees, some ad hoc and some ongoing, such as the pet committee, tree committee, dispute resolution committee, architectural review committee, etc. Committee information may be found on each committee's clip board on the bulletin board located at the bottom of the Common House stairs.

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# APPENDIX A: INTERNAL PATHWAYS

## **Arcadia's Internal Pathways.**

WHEN YOU MOVE THE POTS AT THE END OF THE FIRELANES:  
PLEASE REMEMBER TO REPLACE POTS at the junction of the fire lanes and the internal pathways.

### **Guidelines for Vehicular Traffic: see definitions below**

**Fire lane** use: Since these portions of the internal pathways are reinforced (the lanes that are north-south orientation only), it is acceptable to CAREFULLY AND SLOWLY drive vehicles down the fire lanes, only, to get as close as possible to deliver heavy items to individual households. It is expected that this will be a rare event and reasonable efforts will be made to notify neighbors. It is also expected that great care will be taken to avoid damaging items adjacent to the fire lane pathways (for example: solar bench lights, landscaping, bikes left on the path, small children and pets). In the event of damage, the responsible households will make immediate and contrite restitution, or at least apologize.

Other **internal pathways**: Given the layout of Arcadia, some households are more isolated from the main road. In an effort to ease the transportation needs of the internal portions of Arcadia (for mulch and heavy items), it is acceptable to drive only **light-weight** vehicles on the internal paths (these are the pathways that orient east to west) to deliver to these areas. They should use even more caution than when driving on the fire lanes. Given the less sturdy and narrower nature of the internal paths, we suggest the following size limits for these vehicles to be no larger than a small pickup truck (Class 1: weight < 6000 lb, pay load capacity ½ ton (1000 lb). In particular, the wheel base needs to be less than the path width (average: 8 ft). These limits also apply to larger passenger cars.

Definitions: **Fire Lanes**: There are three in Arcadia, north/south orientation. They are located at East and West ends of the community ("East Lane" and "West lane") between the parking lot to the north and the internal pathway (between houses 130-132 and 128 on the west and 103-105 and 111-114 on the east, and along the side of the Common House at the Center, called "Center Lane."). These paved paths are usually wider than others and built with a reinforced foundation to support the weight of a fire truck. The edges of the paths have also been reinforced with grass-road pavers (black plastic mesh-like) to help support fire trucks.

**Internal pathways**: all other paved areas in Arcadia, (east/west orientation). These are also paved and superficially look like the fire lanes, but they only have standard gravel base under the asphalt.

# **APPENDIX B: ARCADIA MULTI-FAMILY RECYCLING**

## **ON-SITE RECYCLING**

CARTS FOR MIXED PAPER may include: office paper, envelopes, junk mail, newspapers, phone books, post-it notes, egg cartons, brown paper bags, gable boxes, etc. Clean and dry, please.

Do not include plastic bags or corrugated cardboard.\*

CARTS FOR CANS, GLASS AND PLASTIC may include: plastic bottles and jugs ONLY if neck is smaller than base; all colored and clear glass bottles and jars; all steel and aluminum cans and aerosol cans, aluminum foil, aluminum pie pans.

Empty, rinse, discard plastic lids, and flatten. Do not flatten or puncture aerosol cans.

Yogurt containers and other tub-type containers may **NOT** be put in the blue carts.\*

Take-out food containers are NOT RECYCLABLE.  
**DO NOT** put them in blue carts.

Mirrors, drinking glasses, cookware, ceramics, window glass, light bulbs, or dishes are NOT RECYCLABLE.

\*See off-site recycling. Arcadia is multi-family recycling. More up-to-the-minute information available at [www.co.orange.nc.us/recycle](http://www.co.orange.nc.us/recycle)

## **OFF-SITE RECYCLING**

### **FOR ITEMS NOT ALLOWED IN BLUE CARTS**

- **CORRUGATED CARDBOARD**  
This must be recycled at the numerous drop-off sites.
- **STYROFOAM**, packing peanuts, bubble wrap, and stiff styrofoam packing material, may be recycled at several area UPS stores.
- **BATTERIES AND COMPACT FLUORESCENTS**  
You may leave used batteries and CFL's in the bag hanging from the front of the recycling shed and Ray will recycle them. Batteries can also be recycled at drop-off sites, at Whole Foods, or at Weaver Street Market, CFL's at Home Depot.
- **RIGID PLASTICS (#2 and #5)** may now be recycled at the drop-off sites. This includes tubs, pails, flower pots, and lots of other stuff. Check the website.
- These items **MAY NOT GO IN BLUE CARTS.**
- **COMPOSTABLE PLASTIC FOOD BOXES**  
These can be recycled at Weaver Street Market for composting, but may not be put into Arcadia's compost piles.
- **NO PLASTIC FOOD BOXES IN BLUE CARTS, PLEASE,**
  - **COMPOSTABLE OR OTHERWISE!**
- **PLASTIC GROCERY BAGS** may be recycled at grocery stores
- **JUNK MAIL** may be left in the container on the porch or put directly in the recycling carts. "SOMEONE" needs to empty the porch container into a blue cart when it gets full. **PLEASE DO NOT LEAVE ON THE PORCH ANY MIXED PAPER OTHER THAN JUNK MAIL.**

- HAZARDOUS WASTE site at Eubanks will accept pharmaceuticals, fluorescent light tubes, and containers with solvents, poisons and other potentially harmful materials, including paint cans.
- What you can and cannot recycle seems to change frequently. More up-to-the-minute information available at [www.co.orange.nc.us/recycling](http://www.co.orange.nc.us/recycling)

# APPENDIX C:

## Directions to Arcadia in Carrboro, NC

NOTE: Call your host or the Arcadia Common House at 929 960-5007 if you get lost.

**Address:** 134 Circadian Way, Carrboro, NC (this is the actual location).  
The mailing address is as follows: 134 Circadian Way, Chapel Hill, NC 27516

Find map on Map Quest.

From the South:

Take 15-501/54W around Chapel Hill. 15-501 will head south to Pittsboro, thus stay on 54W, which will pass Carrboro Plaza (shopping center) on the left and post office on the right. There is a light at this intersection. Go through this light to top of hill to next light and turn right onto Old Fayetteville Road. Go past McDougal School to next light. Turn right at this light onto Hillsborough Road. Take the second left onto Barrington Hills Road, travel through a stop sign, go down hill. This road turns into Circadian Way at the entrance to Arcadia. Go around curves, across wooden bridge and to top of hill (where you will see many parked cars) to enter the community and find parking. Please do not park in numbered spaces.

From Franklin Street or from 15-501 By Pass by University Mall:

Take Estes Drive towards Carrboro (North), crossing Martin Luther King Blvd. onto Estes Road Extension and go to the end (a "T" intersection). Turn right onto Greensboro Road, which will turn into Hillsborough Road. After about 2 miles, look for "school" written on the road pavement. After the two school signs (the last one will be upside down for you!), turn right onto Barrington Hills Road and follow the above directions into the community.

Parking is along the road at the top of the Circadian Way. Park in un-numbered parking spots. There is plenty of extra parking in the North West corner (at the end of the road). NOTE: Please do not drive down the paved fire lanes into the community.

