

## **KORA POLICIES, PROCEDURES, AND GUIDELINES [new]**

*These policies may be revised by their respective committees, with the approval of KORA Council.*

### **1. KORA Council**

- A. Dissemination of KORA Information
- B. Payment of KORA Expenses [Old Policy 3]
- C. Guidelines for Special Requests for Non-Budgeted Funds [Old Policy 9]
- D. Donations and Loans of Tangible Property [Old Policy 5]
- E. Guidelines for KORA Committees and Special Purpose Groups
- F. Cell Phone Use [Old Policy 8]
- G. Voter Information [Old Policy 4]
- H. Guidelines for Auditorium Seating

### **KORA Committees**

- 2. **Archives Committee**: Guidelines for Archiving KORA Materials
- 3. **Art Committee**: Art Accessions
- 4. **Communications Committee**
  - A. Bulletin Board Policies [cf. Kendal policies]
  - B. Library Board Policies
  - C. Resident Biographies Committee - none
- 5. **Environmental Concerns Committee**: Guidelines for Recycling (see the KORA Website: <http://www.kaores.kendal.org/greenliving>)
- 6. **Horticulture Committee**
  - A. Plantings
  - B. Trees [Arboretum Committee]
- 7. **Pet Concerns Committee** [cf. Kendal policies]
- 8. **Program Committee**
  - A. Commercial Speakers (Old Policy 1)
  - B. Scheduling Events (Old Policy 2)
  - C. Auditorium Seating [cf. Kendal policies]
- 9. **Safety Committee** [cf. Kendal policies]
- 10. **Transportation Committee** [cf. Kendal policies]

### **Kendal at Oberlin Policies/Rules/Guidelines (refer to page in the Residents Handbook)**

- A. Alcohol
- B. Auditorium Seating
- C. Bulletin Boards
- D. Cottage Privacy (50' rule)
- E. Firearms
- F. Mobility Devices
- G. Petitions
- H. Pets
- I. Pool
- J. Recycling
- K. Resident Board Membership
- L. Safety
- M. Smoking
- N. Solicitations (including Petitions)
- O. Transportation

P. Defibrillator Policy?

**KORA POLICIES, PROCEDURES, AND GUIDELINES [new]**

Alphabetical List

Alcohol: Kendal at Oberlin  
Archiving KORA Materials: KORA Council 1F & Archives Committee  
Art Accessions: Art Committee  
Auditorium Seating: KORA Council 1I, Program Committee, & Kendal at Oberlin  
Bulletin Board Policies: Communications Committee & Kendal at Oberlin  
Cell Phone Use: KORA Council 1G  
Commercial Speakers: Program Committee  
Committees and Special Purpose Groups: KORA Council 1E  
Cottage Privacy (50' rule): KORA Council & Kendal at Oberlin  
Defibrillator Policy?: Kendal at Oberlin  
Dissemination of KORA Information: KORA Council 1A  
Donations and Loans of Tangible Property: KORA Council 1D and Kendal at Oberlin  
Firearms: Kendal at Oberlin  
KORA Expenses: KORA Council  
Mobility Devices: Kendal at Oberlin  
Payment of KORA Expenses: KORA Council 1B  
Petitions: Kendal at Oberlin  
Pets: Pet Concerns Committee & Kendal at Oberlin  
Plantings: Horticulture Committee  
Pool: Kendal at Oberlin  
Preserving Committee Records: KORA Council 1F & Archives Committee  
Recycling: Environmental Concerns Committee & Kendal at Oberlin  
Requests for Non-Budgeted Funds: KORA Council 1C  
Resident Board Membership  
Safety: Kendal at Oberlin  
Scheduling Events: Program Committee  
Smoking: Kendal at Oberlin  
Solicitations: Kendal at Oberlin  
Transportation: Kendal at Oberlin  
Trees: Horticulture Committee/Arboretum Committee  
Voter Information: KORA Council 1H

**KORA POLICIES, PROCEDURES, AND GUIDELINES [new]**

*These policies may be revised by their respective committees, with the approval of KORA Council.*

Policies help people work together in a positive way.

**1. KORA Council**

- A. Dissemination of Information [new from Bylaws Committee]
  - 1. Notice of Association meetings shall be provided to each resident.
  - 2. Minutes of Council and Association meetings, and other important information will be made available online and on the KORA bulletin board.
  - 3. The authorized list of committees will be made available online, on the KORA bulletin board, in the library, and to the Kendal at Oberlin Office Manager.
- B. Payment of KORA Expenses [Old Policy 3]
  - 1. Requests for payment or reimbursement must be submitted to the KORA Treasurer in writing with bills or receipts attached if possible. Reimbursement requests should usually be submitted within thirty days, except that frequent small requests may be accumulated. All requests must be submitted within the current budget year.
  - 2. All expenses submitted for reimbursement must be approved by the Chair of the group involved.
  - 3. As long as expenses do not exceed the larger of 10% or \$50.00 over the approved budget of the organization involved, the KORA Treasurer will process the request. The KORA Treasurer is not authorized to reimburse requests that exceed this amount. Requests for the authorization to exceed the spending limits will be considered by the Budget Committee, with recommendation to the President for final disposition.
  - 4. Checks issued by KORA and lost or misplaced by payee will be replaced less the cost to stop payment on the lost check. Otherwise payee can wait 180 days after issue date, and if the check has not been presented for payment, the Treasurer will issue a replacement check.
  - 5. The KORA Treasurer will post a monthly budget report on the bulletin board, with copies to all members of the KORA Council.
- C. Guidelines for Special Requests for Non-Budgeted Funds [Old Policy 9]
  - 1. KORA solicits budget requests for recurring costs from KORA committees annually.
  - 2. KORA may also receive special one-time funding requests beyond the annual budget requests. While these may come at any time, it is preferred that they come at the time of the annual request, so they can be built into the budget.
  - 3. Requests must be submitted to the Budget Committee and include a reasonably detailed estimate of the costs involved.
  - 4. In evaluating such requests to determine the level of support, the Budget Committee will consider the following factors, each of which ought to be addressed by the person or persons submitting the request:
    - a. How and to what extent the proposed expenditure will benefit all or some sub-set of the residents of Kendal at Oberlin; and
    - b. Whether and to what extent other sources of funding will be sought and/or obtained to achieve the purpose identified. Where the administration benefits, it is expected that it will contribute to the cost.
  - 5. The Budget Committee will bring its recommendation to Council, which has the authority to approve special requests in amounts up to 10% of the total annual KORA budget. Requests for special funds beyond that amount require the support both of the Council and of the residents in attendance at the

appropriate KORA meeting. In urgent cases a special meeting of KORA may be called.

D. Donations and Loans of Tangible Property [Old Policy 5]

*Note: This is a summation of policies which have been adopted by Kendal at Oberlin (KatO) and the Kendal at Oberlin Residents Association (KORA). KatO has sole authority and responsibility for adoption of all policies regarding display of all tangible property in KatO public spaces, for the use of all indoor and outdoor public spaces and for donations and loans of tangible property to KatO. KORA Council has sole authority and responsibility for adoption of policies regarding donations and loans of tangible property to KORA.*

1. Which entities should receive and own tangible property?
  - a. All items of continuing value such as furniture, art objects, musical instruments, exercise equipment, equipment used in craft areas, [and trees] will be given to Kendal at Oberlin.
  - b. Miscellaneous items for which no continuing value is contemplated such as items which have been donated for re-sale, expendable items and items for which no tax deduction would be appropriate may be donated either to Kendal at Oberlin or KORA.
2. Acceptance procedures.
  - a. Kendal at Oberlin administration will have sole responsibility for accepting proffered gifts of tangible property which it will own. This acceptance should be evidenced in writing -- a letter of acceptance should be delivered to the donor. This procedure should be followed for both tax deductible and non-tax deductible items.
  - b. KORA Council and Kendal at Oberlin may develop more informal acceptance procedures so long as the property proffered conforms to the definition of "miscellaneous items" previously referred to.

E. Guidelines for KORA Committees and Special Purpose Groups [from KORA Council]

1. Membership: All Kendal at Oberlin residents are encouraged to join committees and groups reflecting their interests. KORA Committees and Special Purpose Groups (Service, Support and Interest) are urged to approach new residents to acquaint them with committee activities. Descriptions of the Committees and Groups and contact persons for them can be found in the Kendal library and on the KORA website. Kendal at Oberlin encourages all groups and committees to welcome any new members; special circumstances, however, can limit membership.
2. Scheduling: See Policy 8B for details on scheduling special events and committee meetings. Check with the receptionist for available time and space.
3. Photocopying: Residents are encouraged to make copies in the library. Provide name and how many copies, and if not personal copies, the name of the KORA committee or other group to be charged. (Two-sided copies count as two.)
4. Expense Accounts: Committees should follow expense account procedures adopted by KORA Council – Policy 1B. All expenditures submitted for reimbursement must be approved by the chair of the group involved.
5. Proposed Budget: Committees and Special Purpose Groups funded by KORA should submit their budget requests for the next calendar year, on forms provided by the Budget Committee, by the end of September. This will enable the Budget Committee to recommend a budget to Council on October 10, and

Council to reconcile the proposed Budget with available funds and publish a Budget in *The Kendalight* before the Annual Meeting of KORA in November.

6. Record Keeping: Committee chairs and Special Purpose Groups should keep records (membership lists, annual reports, financial statements, etc., in digital or paper form) to pass on to the succeeding chair or group member, in order to facilitate a smooth transition. Chairs should inquire annually of members whether they wish to continue on the committee the following year.
7. Annual Report: In November, chairs of Committees and Special Purpose Groups will report briefly on the year's activities, on a form provided by the KORA Co-ordination Committee. ~~[List major accomplishments and any plans for the next year. Include a list of active members, indicating special responsibilities carried.]~~ If a chair has been elected for next year, please note. Pages may be added to provide helpful information for new residents and future members of the committee. Residents should refer to these reports, which are kept in the library. They are located in a 3-ring binder under the dictionary.
8. Choosing a Chair: Committees and Special Purpose Groups are encouraged to choose chairs from the current membership in order to provide continuity and experience. From Section 5.4 of the Constitution: "Standing Committees shall select Chairs for a one-year term, with a maximum of four consecutive terms. The same applies to subcommittee chairs. Any exceptions must be approved by KORA Council."

#### F. Cell Phone Use [Old Policy 8]

Residents, guests and staff are requested not to use cell phones audibly during meal times in Langston, the Fox and Fell, and the Friends Corner, during programs in the Auditorium, or at any time in the Library. Please turn off phones, set to "vibrate," or text only in these areas, and be considerate when using cell phones audibly in the hallways and the Heiser Lounge.

#### G. Voter Information [Old Policy 4]

Recognizing the importance and value of an informed electorate in a democracy, prior to each election KORA shall make available to Kendal residents as complete voting information as possible, including:

1. Information on voter registration and absentee voting.
2. Information on issues and candidates to be placed in the Library, the Central Activity Room, Whittier Lounge, and the Employees Lounge.

KORA shall maintain a strictly non-partisan position on all matters to appear on the ballot, and shall be careful not to present speakers or programs supporting any candidate or issue, except at a program in which speakers representing all sides of an issue or all candidates for a position have been invited to participate.

#### H. Auditorium Seating Guidelines [new, for approval by KORA Council]

1. The front row seats nearest the front exit door are reserved with signage for residents using rollators who must keep them close at all times for sitting and rising as well as for walking or to support oxygen needs. These residents are asked to enter the Auditorium using the open front door.
2. The end two seats of the second and third rows of this section are reserved for residents using rollators with a companion who will remove the rollator to the outside corridor after the resident is safely seated. The second seat is for the rollator-retrieving companion.
3. The right-most aisle is to be left wide so that residents in wheelchairs can sit at the end of the rows. The last chair in these rows is reserved for a person who pushes the wheelchair.

4. No chairs are to be added in aisles, which must be kept clear for safety.
5. Everyone is asked to respect these reserved seats to assure that residents with mobility devices can enter and exit in a safe and convenient manner.

### **KORA Committees**

#### **2. Archives Committee:** Guidelines for Archiving KORA Materials [from the Archives Committee]

*Note: The KORA Secretary and committee chairs shall keep their parts of the website up to date and are responsible for transmitting meeting minutes and other information, such as agendas, work documents, events, annual reports, to their successors and for discarding items no longer needed for the work of their committee. The KORA Archivist shall transfer material to the Archives at the end of each year and shall have access to all accounts. The Archives Committee is responsible for overseeing this process.*

##### A. The following KORA materials shall be kept in the KORA digital Archives online:

1. Written Histories
2. By-Laws and Policies
3. Annual Meeting minutes and President's Reports
4. Annual Budgets and year-end Financial Reports
5. Annual Committee Reports
6. KORA Council Minutes and Reports

Each document shall be dated in its file name. The KORA Archivist shall be responsible for maintaining these materials.

##### B. Hard copies of the most recent materials shall be kept in the Library for 2 years.

Each document shall be dated on its cover and/or title page. The KORA Secretary shall be responsible for maintaining the hard copy material.

##### C. The following materials shall be kept online and maintained in the Library or other designated areas by the appropriate committees:

1. *Who's Here* and *In Memoriam* volumes (Resident Biographies Committee).
2. *Kendalight* issues (*Kendalight* editor).
3. *Eureka!* issues (*Eureka!* Board)
4. Commemorative Tree Records (Arboretum Committee)

##### D. Kendal at Oberlin and Kendal Corporation. The most recent copies of the following materials contributed by the Administration shall be kept in the Library for 2 years (older copies should be returned to Administration):

1. Kendal at Oberlin Resident Handbook
2. Kendal at Oberlin Annual Report
3. Kendal at Oberlin Annual Disclosure Report
4. Kendal Corporation Annual Report
5. Documents released by Administration for community information such as current emergency protocols, satisfaction and health surveys.

*Note: Older Kendal at Oberlin, Kendal Corporation, and other administrative materials are kept in the administrative offices.*

#### **3. Art Committee:** Kendal at Oberlin Art Selection Policy [from the Art Committee]

Art plays an important role in Kendal at Oberlin's mission which includes "continuous learning, engagement in and service to the wider community, social...relationships" and "a vibrant...community." The Art Committee selects and displays art around the Kendal at Oberlin campus to enhance our public spaces, enriching the environment for residents, staff and visitors through exposure to the arts.

##### A. Art Acquisition

1. Selection Criteria. The selection of artwork for each area of the campus is based on the following criteria:
  - a. Artistic merit, quality and innovation. Our goal is to provide the highest quality artwork available, promoting excellence and demonstrating variety of media which expand people's artistic experiences and knowledge.
  - b. Appropriateness of form, medium, scale, and content.
  - c. Community support and interest, considering community values and culture.
2. Gifts of Artwork. Kendal will consider for acceptance as gifts paintings, sculpture, wall hangings, photographs, and other works in various media. Gifts of works of art will be accepted without limitations or conditions placed on Kendal at Oberlin by the donor or artist unless those limitations or conditions are approved by the Art Committee.  
 Title to all gifts of art will pass to Kendal at Oberlin. Gifts to Kendal at Oberlin remain outright and unrestricted donations to be used according to the sole discretion of Kendal at Oberlin. The Art Committee will determine whether to accept or reject any gift of art work and where to display it.  
 The Art Committee will provide documentation which identifies and acknowledges the gift without appraising the work of art. By law, Kendal at Oberlin cannot provide value estimates on gift material.
3. Loans of Artwork. The Art Committee will consider for acceptance loans of art work which meet the Art Selection Criteria. The Art Committee will determine where to display it. Insuring such art and providing current contact information are the responsibility of the person loaning it.
- B. Deaccessioning Art Work. On a periodic basis, the Art Committee will evaluate the art collection to determine if art works still meet the selection criteria. Removal from the collection is dependent upon the physical and artistic quality of the work. In some cases the work may be damaged, faded or otherwise deteriorated.  
 If a deaccessioned work was a donation to Kendal at Oberlin, the Art Committee will attempt to contact the donor to see if she/he wants it returned. If the donor cannot be contacted, the Art Committee, at its sole discretion, will determine the disposition of the work.  
 If a deaccessioned work was a loan to Kendal at Oberlin, the Art Committee will attempt to contact the donor to see if she/he wants it returned. If the donor is deceased, the Art Committee will work with Kendal's Social Services to determine the proper disposition.
- C. Complaints. If there is a complaint to the Art Committee about any work of art in the collection, a committee comprised of the Chair of the Art Committee and two Art Committee members will evaluate the complaint. Such evaluation will be based upon the selection and deaccessioning criteria. Complaints will be responded to in a timely manner via phone call, letter or email.
- D. Removal of art work. No art work may be removed from its location except by a member of the Art Committee who must notify the Art Committee Archivist of its removal and disposition.

#### **4. Communications Committee [from the Communications Committee]**

- A. Bulletin Board Policies [see also Kendal policies]
  1. The Bulletin Board near the mailboxes has three major panels and counters.
    - A. Panel I is for Administration and KORA Council use.
    - B. Panels II and III are under the supervision of the Bulletin Board subcommittee of KORA's Communications Committee.



- a. Panel II is devoted to Resident Notices. These include a monthly birthday list, networking (items or services offered or requested by residents), the Care Center calendar of events, and notices of events or recurring activities **at** Kendal, for Kendal residents.
  - b. Panel III is for Town and Gown--events at Oberlin College, in Oberlin, or in the region of particular interest to residents (e.g., music, art, lectures) plus general information for all residents (e.g., transportation or senior-discount options).
  - C. The counters are reserved for local non-profit organization brochures or newspapers, plus signup sheets for selected events or activities (e.g., Lunch Bunch, Cleveland Orchestra bus, bocce teams). On the counter below Panel II, there is a business-card file of local providers of various services.
  - D. In addition, the subcommittee oversees the "Points of View" bulletin board next to the Kendal library.
2. Posting Policies
- a. Items for possible posting must be placed in the BULLETIN BOARD OPEN MAILBOX (at the far right of the open mailbox section). Residents should **not** place items on the board or counter themselves. The exception is items for the Points of View board or for networking requests/offers. Items for those areas must comply with posted guidelines.
  - b. The Bulletin Board subcommittee will check the open mailbox regularly and will post appropriate items 7-10 days ahead and remove any notice immediately after the event has occurred. Activities with advance reservations will be posted ahead of the deadline. The Bulletin Board subcommittee will review items; it reserves the right **not** to accept items that are oversized (larger than 8 ½" x 11"), hard to read, or deemed inappropriate.
  - c. No solicitations, e.g., candidate information, will be posted. In addition, cards in the business-card file will be checked periodically, but the subcommittee does not evaluate those service providers. Residents are welcome to add comments about customer satisfaction with various providers.

For other specific information and advice about posting, please contact the Bulletin Board subcommittee.

#### B. Library Bulletin Board

- 1. An item for display must include the date and the name and cottage number of the one who posts it .
- 2. Items more than 2 weeks old and non-news items will be removed.

**5. Environmental Concerns Committee**: Guidelines for Recycling (see the KORA Website: <http://www.kaores.kendal.org/greenliving>)

#### **6. Horticulture Committee** [new]

##### A. Guidelines for Planting by Residents [from the Horticulture Committee]

Since the earliest days of Kendal at Oberlin, the Horticulture Committee has worked with residents to help make our campus a plant-friendly place. The area surrounding each cottage has its own landscape features, and rules that apply to all cannot be easily formulated. However, you – or anyone you employ to plant for you – need to consider the following when you make planting decisions, and the Horticulture Committee and the Grounds Coordinator can advise you about the impact of these decisions.

1. **Planting Close to Your Cottage:** Consider the expected size of the plant at maturity. Plants which grow against the cottage or walkway covers may be pruned or even removed if they cause damage or interfere with needs for repairs. Take into account the following:
  - a. A space of 18 inches between plants and buildings is needed to permit repair work on buildings. Consult with the Grounds Coordinator about size and location of raised beds, fences and trellises, which must be free standing.
  - b. Mulch or other landscaping materials within the 18 inches need to be at least one inch below the vinyl siding to avoid water damage to the wood beneath the siding.
  - c. Lawn mowers need seven feet for clearance, and they cannot easily mow around sharp angles. Mowers try to exercise care, but damage to encroaching plants is sometimes unavoidable.
  - d. Cottage gardens generally extend no farther than five feet from the cottage. A consultation with the Grounds Coordinator is in order if your ambitions exceed the five-foot limitation.
  - e. Bird feeders, pet anchors, hoses and hose reels, lawn ornaments, and other objects need to be within your garden and not in the lawn.
2. **Planting in Common Areas:** Obtain the Kendal at Oberlin Resident Project Authorization Form (available at the front desk) to begin the approval process for a horticulture project in common areas. Such plans require approval by the Grounds Coordinator, who will work in consultation with the Horticulture Committee, the Arboretum and others who may be impacted. The responsibility for caring for such plantings is yours alone, and when you can no longer do so, the decision on how to continue, modify or dispose of them becomes that of Kendal at Oberlin.
3. **Planting in and Next to the Walkway Pebble Strips:** Grounds outside the walkways are common areas. They may be treated with herbicides, unless the resident declines their use. Before applications are scheduled, residents' preferences are surveyed. White bands are fastened to walkway uprights to indicate that applications are not to be made in the adjacent grounds.
4. **Watering:** You are encouraged to water trees in your area when needed. The Grounds Coordinator can advise you on watering protocols.
5. **Transformers:** If there is an electrical transformer by your cottage, separate it from grass and plants with an 18-inch strip of pebbles or mulch. Encroaching plants are subject to pruning to conform to safety requirements. Any covering, such as a decorative lattice you may erect, must be easily removed for servicing of the transformer.
6. **Disposing of Unwanted Soil, Sod, or Plants**
  - a. Place plant refuse in a bag or bundle outside your trash room and notify the Grounds Coordinator to arrange pickup. Do not include non-vegetative materials.
  - b. If you prefer, take plant refuse to the dumpster area in the Facilities staging area southeast of the employee parking lot.
  - c. Do not discard any material in common areas of the grounds or near the community garden.

B. Trees [to be supplied by the Arboretum Committee]

**7. Pet Concerns Committee** [see Kendal policies]

**8. Program Committee**

- A. Commercial Speakers [Old Policy 1]: a speaker who requires a fee and/or travel expenses for speaking) or a speaker who is selling or promoting a product or service.
1. The Program Committee itself does not schedule commercial speakers. However, if another Standing Committee or group of Kendal residents proposes to financially sponsor such a speaker (i.e., pay their fees and expenses), the Program Committee will consider that request to determine if the proposed event is consistent with program guidelines and that the proposed date does not conflict with other Program Committee plans.
  2. The Program Committee does not schedule or consider speakers who are selling or promoting a product or service, under any circumstances.
- B. Scheduling Events in Heiser Auditorium at Kendal at Oberlin [Old Policy 2 revised]
1. The Program Committee is responsible for scheduling events in Heiser Auditorium (other than those scheduled by Kendal at Oberlin Administration or the Memorials Committee).
  2. Most events are open to all Kendal residents. Exceptions will occur, for example, for resident family reunions and Kendal at Oberlin catered meals.
  3. Other Standing Committees or Kendal residents wishing to schedule an event in the Auditorium must submit a request to the Program Committee at least six weeks ahead of the intended date so that the Program Committee can determine if the proposed event is consistent with program guidelines and that the date does not conflict with other Program Committee plans. The procedure works as follows:
    - a. First check with the Kendal Heiser Reception Desk to find a suitable open date and time for the proposed event in the Kendal event calendar and ask the receptionist to place a hold on that date and time (be sure to allow enough time for setup and take down).
    - b. Then fill out a *Blue Sheet* (Room and Set-up Request Form, available at the front desk). Be sure to fill out each section, front and back. The *Blue Sheet* also alerts the Kendalight team about the event. However, a detailed event listing must be separately sent to Kendalight at [klite600@yahoo.com](mailto:klite600@yahoo.com), by the 15<sup>th</sup> of the month prior to the event.
    - c. If the program requires extra space, might be distracted by events in Heiser Lounge, or if a reception is planned, put a hold on the Lounge and fill out a Gold Sheet.
    - d. Send the *Blue Sheet* to the Chair of the Program Committee for consideration by the committee at their next meeting (second Monday of each month). The representative or resident proposing the event may be asked to attend the Program Committee meeting to discuss their plan.
  4. The Program Committee will notify the Standing Committee representative or resident of their decision shortly after the meeting. If the proposed event is approved, the Program Committee Chair will submit the *Blue Sheet* to the Kendal Heiser Receptionist for processing, which will finalize the Auditorium reservation and alert all necessary Kendal departments and KORA entities who are needed to support the event. If the proposed event is declined by the Program Committee, the Chair will notify the Kendal Heiser Receptionist to remove the calendar hold on that date/time.
- C. Auditorium Seating [see KORA and Kendal at Oberlin policies]

## 9. **Safety Committee** [see Kendal policy]

The Safety Committee enforces already existing safety practices. For example, observing our community's speed limit of 20 mph. Keeping bike riders off sidewalks is a City of

Oberlin regulation that protects pedestrians. Maintaining clear walkways around cottages is a common-sense safety practice to assure clearance for emergency responders and for housekeeper carts, etc. [from Toni Merleno]

**10. Transportation Committee** [see Kendal policy]

**Kendal at Oberlin Policies/Rules/Guidelines** [refer to section in the Residents

Handbook]

A. Alcohol

B. Auditorium Seating

C. Bulletin Boards

D. Cottage Privacy (50' rule)

E. Firearms

F. Mobility Devices

G. Petitions

H. Pets

I. Pool

J. Recycling

K. Resident Board Membership

L. Safety

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P. Defibrillator Policy?