

The most up-to-date Beaverdam Run Handbook is available on all of our community websites: [BeaverdamRun.org](http://BeaverdamRun.org), and, after you've been registered and have logged into [CondoControlCentral.com](http://CondoControlCentral.com) [the Handbook is found in the Library under "Governing Documents and Records"].

Discover other options for accessing the Handbook by reviewing the **Beaverdam Run Handbook: New Owner Access Options** following this page.

Contents of Beaverdam Run's Official Handbook:

- 1 Introduction and Guide
- 2 First Things First
  - Amenities
  - Garbage & Recycling
  - Gates
  - Gazebo (Mailboxes)
  - Insurance
  - Snow Plan
  - Water System
  - Visitor Map
  - Property Map & Walking Paths
- 3 Declaration & Bylaws
- 4 Rules & Regulations
- 5 Money Matters
  - The Basics and Monthly Assessment
  - Financial Policies & Procedures
  - Long-Range Capital Plan
  - Capital Plan Supplements
- 6 Building Maintenance Policy and Guidelines
- 7 Landscape Policy and Guidelines
- 8 Association Organization
  - How Beaverdam Run is Organized & Governed
  - Current Board, Officers & Key Contacts
  - Committee Descriptions
  - Committee Chairs & Members (Protected)
- 9 Emergencies & Home Safety
  - Emergency Phone Numbers
  - Where To Locate Carbon Monoxide Detectors
  - Emergency Call Notification System (One Call Now)
  - Individual Shelter-in-Place Preparedness
  - Emergency Evacuation Preparedness
  - Alternative Driving Routes From & To Beaverdam Run
- 10 Helpful Hints

# Beaverdam Run Handbook: New Owner Access Options

## Online Handbook

The Handbook is a resource that includes the Declaration, Bylaws, Rules and Regulations, information about our community, amenities, governance, financial plans, emergencies, and even a few helpful hints.

Handbook revisions will be posted to the Beaverdam Run website and to our Resident portal, Condo Control Central. When a significant change is made, you'll be notified by email, a notice at the Gazebo (where you pick up your mail), and an article in *News and Views* (our community newsletter).

Our website provides up-to-date Handbook information, eliminating the need to wait for paper revisions to replace out-of-date pages. Use your browser to visit:

[BeaverdamRun.org](http://BeaverdamRun.org) → select the **Buying & Selling** menu → **Shortcuts** → **Handbook**.

On the resident portal, the Handbook is available in the Library and may be downloaded to your own device to review. Log into Condo Control Central at <https://condocontrolcentral.com/login>, select 'Library' from the menu on the far left, select **Governing** and then select **BRCA Handbook** to view the contents of the Handbook. (If you need assistance or have not received your welcome email, contact the Technology Committee at [brca.technology@yahoo.com](mailto:brca.technology@yahoo.com))

## Access Options

Because not all owners have the required equipment or the ability to access the website, the following options are available:

### A. View Handbook content from the Beaverdam Run website.

If you choose this option, please return your current Handbook binder and contents so both **can be recycled**. Please write your address on the first Handbook page if it's not already there. Place the Handbook on the Clubroom table nearest the pool for recycling.

### B. Download and print Handbook revision(s) from the Beaverdam Run website or from Condo Control Central

Follow the **Paper Handbook** directions (below) to update your paper Handbook. You'll need 3-hole paper or a 3-hole punch. The Corporate Secretary or Recording Secretary **can provide 3-hole paper or lend a 3-hole punch at no cost**. The punch must be returned within 2 days.

### C. Write or email the Corporate Secretary or Recording Secretary for help.

Note your current revision information (see **Paper Handbook**, below, for its location). You'll receive the revised pages (3-hole-punched) and the information necessary to update your paper Handbook. (Your Handbook **cannot** be more than two revisions behind.)

*Note: You may switch to a different option at any time.*

## Paper Handbook

If you prefer a paper Handbook, the website includes the **most-recent** revision and at least **two prior** revisions (in case you've fallen behind with updating). Revisions may be downloaded and printed to update your paper version of the Handbook. The current revision number and date of *your* paper Handbook should be on the **Table of Contents** page or the most recent cover letter.

You'll need to **print each revision one-at-a-time**, starting with the revision *after* yours and ending when you've printed the most recent revision. Follow the instructions on the cover letter of **each** revision you download before downloading the next (more recent) revision.

To access the Handbook revisions from [BeaverdamRun.org](http://BeaverdamRun.org) select:

**Community** → **Governance** → **Governing Docs-Handbook**

Then click on the **Handbook Updates/Revisions** link at the bottom of the page.