

**What's What/ Ins & Outs/Useful Info--  
Mechanicsburg Schoolhouse Condo Association (MSCA)**

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**Emergency Contact information:**

Call 911 for life threatening emergencies.  
Call 717-766-1600 for the Schoolhouse answering service for building issues that need immediate attention. This service charges by the call so use it for exigent matters only.  
If the emergency siren sounds in the hall, please exit immediately. Do not use the elevator.  
Make a plan now on how you will gather pets and which exits you will take.

**General Schoolhouse Contact information:**

For general questions and communications from/to the MSCA Executive Board, email [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com). The MSCA Board secretary will reply or pass on information to the MSCA board, our accountant, our lawyer or Anthony Messimer, the Property Manager.

**Property Manager:**

Anthony Messimer is the property manager. He also does construction, painting, plumbing, etc for individual owners as he has time, at his own discretion. He will bill you directly. You may contact him at [schoolhouserock1@verizon.net](mailto:schoolhouserock1@verizon.net) or [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com) or by a note in the Comm Box in the mail room lobby.

**HOA Fees, where and when:**

HOA Fees are due on the 1st of the month. Fees are considered late after the 5th. Late fines are accrued after the 15th. Property liens, foreclosures and collection services are MSCA options for non-payment of HOA fees. If a collection

Send check or money order, paid to MSCA. Include your name and unit number in the memo. Also indicate if it includes pet fees or storage rental.

Send to:

Law Office of John C. Oszustowicz  
MSCA  
104 S Hanover Street  
Carlisle, PA 17013-3420

If you have questions you can send them to [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com)

Amy Brouse is our accountant at the law office who manages collecting fees and handling expenses.  
717-243-7437

[amy@carlislepalaw.com](mailto:amy@carlislepalaw.com)

**MSCA Communication:**

To receive MSCA communication regarding the Executive Board and other community information, send an email to [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com) to be put on our emailing contact list. Include your unit number, your name(s), and indicate if you are an owner, resident, property manager or renting your unit. Renters may also be on our mailing list to receive community information. There are also bulletin boards in the mail room entrance for MSCA communication and a board for anyone to post community information.

**Communication box:**

If you want to send a written note to the MSCA Executive Board or the building manager, use the Communication Box in entrance way near the mail area. It is checked daily. There is also a communication box in the High St entrance for notes and payments to Anthony Messimer, Property Manager.

**MSCA Website:**

Our website URL is <http://www.tshca.org/>

If you are interested in including anything on our website, send us an email [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com)

**MSCA Official Documents:**

If you did not received copies of the MSCA Official documents when you purchased your unit you may send an email to [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com)

The official documents include:

- MSCA Declaration (founding of The Schoolhouse Condominium laws and definitions)

- Rules & Regs - set by the MSCA Board of directors and agreed upon by the MSC Association members

  - Pet Registration - for dog ownership requirements

  - Volunteer form - for resident/owner to work on community areas

- Bylaws - legal document with Condominium requirements and laws

**Pets:**

Any residents may have up to two cats per unit. Only unit owner residents may have one small dog (up to 30 lbs). Dog owners are charged \$15. monthly. See the Rules and Regulations document for more information on Pet Ownership.

**Parking:**

The gate code is 1629#

Make sure the gate is fully up before you go through or the gate will remain up. Please drive slowly through the parking lot.

All of the parking spaces under the awnings are assigned to a unit. If you don't know your parking space number email [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com)

Visitors may park on Simpson Street or High Street. Delivery trucks may stop for up to 15 minutes near the mail room entrance as long as they don't block the ramp or parking spaces.

**Entrances and Floors:**

All doors to the outside and the storage room doors are opened with the same key. Do not prop open any door unless someone is within view of the door. Close any door that is not openly monitored. There are three levels in both the red and yellow buildings, C level (court yard level), 1<sup>st</sup> Floor, and 2<sup>nd</sup> Floor. There are 60 units altogether.

**Access Call Panels at the High St & W Locust St Mail Room Entrances:**

To be added to the access panel send your name, phone number and unit number to [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com) . Once you have been added, visitors can use the Access Call Panel to call you. When the visitor calls your unit code it will ring your phone. You may then press 9 to “buzz” them in (temporarily unlock the door). The general entrance code for maintenance and delivery services is #4395.

**Semi-Annual Mechanicsburg Schoolhouse Condo Association meetings:**

The association is required to hold at least two meetings a year for all unit owners. The scheduled date and time are the 3<sup>rd</sup> Tuesday in February and September at 7:00 p.m. They typically run about an hour and a half. The Executive Board may shift the date and time if necessary. An email will be sent out and notice posted on the bulletin board a month in advance. Residents may suggest agenda items up to the week before the meeting by email to [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com) or a note in the Communication box in the entrance way in front of the mail room.

**Volunteering:**

All residents and owners may volunteer to help out maintaining the inside and outside of our property. The MSCA Board and Building Manager, on behalf of the community, request that volunteer activities be approved prior to beginning the activities and that a Release and Waiver be signed. Such activities include any activities that affect the common areas, inside and outside. Send an email to [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com) to receive a copy of the Release and Waiver form.

**Gym:**

Entrance is through the mail room on the C Level. Wipe down equipment when finished. Report any items in need of repair to Anthony Messimer, Property Manager  
[schoolhouserock1@verizon.net](mailto:schoolhouserock1@verizon.net)

**Carts:**

Carts are available for community use. When the cart is not actively in use please return it to its parking space (see below). Return them as soon as your finished. Please wipe them down if they become soiled during your transport.

Cart Parking Spaces:

Red building, level 1, near the Simpson St entrance  
Yellow building, level 1, stairwell by Unit 106  
Yellow building, level 1, near the walkway between the two buildings  
Yellow building, level 2, stairwell by Unit 206

### **Grill and picnic area:**

C level outside courtyard area between the two buildings has a grill and picnic area. Please be thoughtful in using this area. Clean the grill when finished. Clean up the area when you are finished and remove any trash.

### **Storage areas:**

There are two rooms on the C Level with “cages” for storing items. The cages can be rented by the month for \$35 - \$55. Email [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com) if you are interested in renting. You must provide your own lock for locking your cage.

### **Bike storage area:**

The bike storage area is in the stairwell on the C level, south east corner of the yellow building (near the flower shop and the main trash room). Locks are recommended.

### **Trash and Recycling:**

No furniture or electronics may be disposed of in the trash rooms. You may contact Anthony Messimer [schoolhouserock1@verizon.net](mailto:schoolhouserock1@verizon.net) for information on cost and procedures for disposing of these items.

Put cat litter in specialized containers in the trash room in the red building lobby or the yellow building level main trash room, C-10.

Put bagged dog waste in specialized outside containers by main entrances.

### **Recycling:**

- o Flatten/break down boxes
- o Do not recycle boxes with grease (such as pizza boxes)
- o No items with string or wire
- o Rinse plastic/glass/metal containers
- o If recycle container is full, hold your recycling for later or take to the main trash room on the C - level in the yellow building.

### **Recycling and Trash Locations:**

Red building

C level next to the storage area (trash and recycling)

- 1st floor off the main lobby (trash and recycling)
- 2<sup>nd</sup> floor middle of the High Street side (trash and recycling)
- Yellow building
  - Trash shoots to the compactor (trash only)
    - SE Corner on level 1 and 2, (by the flower shop on Simpson St side)
    - Well-bagged trash only. No liquids or litter.
  - Level 1 (recycling)
    - Stairwell near 106 (recycling only items that will fit in the bin. Do not put items on the floor or cart)
  - Main trash and utility room (trash and recycling) near the SE corner, Room C10, Simpson St side

### **Garbage Disposals:**

Run water down drain first, turn disposal on then put **small** amount of food down at a time.

Items that should NOT be put into garbage disposals:

- Egg Shells
- Woody, stringy vegetables or meats
- Oils/Grease
- Large batches of vegetable or fruit peelings

### **Smoking:**

Please restrict all smoking to the smoking area outside. There is a bench with an ash receptacle on the West Locust St side between the mail room and emergency exit.

### **Mail Room Freebies:**

If you have small items that you no longer need, and think that some one might want, you may leave it on the dividing wall in the mail room. If it is still there after two days please take it back.

Do not leave:

- Broken items
- Prescription Medications
- Underwear/personal items
- Unwrapped food items

### **Community Room:**

On the second floor of the red building on the Simpson Street side, there is a small community room set up for residents. There are tables and chairs for about 10 people. Puzzles, books, games, art and crafts supplies can be donated and borrowed. Please email [mechanicsburgcondo@gmail.com](mailto:mechanicsburgcondo@gmail.com) if you would like to reserve the room for a specific time. Otherwise when it's not in use feel free to drop in anytime--work on a puzzle, draw on the board, read, just get away. There are comfy chairs and a nice view of Simpson Street.