

Welcome to Indian Ridge Apartments!

Your new address is:

1025 Reynolds Road _____
Johnson City, New York 13790

We hope your stay at Indian Ridge will be a long and happy one!
If we can assist you in any way, please do not hesitate to call the office at
607-729-9641

The following information will help you with your move.

ELECTRIC SERVICE

New York State Electric and Gas (NYSEG)
1-800-572-1111

*It is necessary for you to call NYSEG prior to
move-in to guarantee service will be in your
name by that day.

TELEPHONE SERVICE

Verizon
1-800-VERIZON (1-800-837-4966)

CABLE/INTERNET SERVICE

Time Warner Cable
607-798-8001

NEWSPAPER DELIVERY

Press & Sun Bulletin Circulation
1-800-253-5343

RENTAL OFFICE HOURS

Weekdays 8:30 am – 5:00 pm
Saturday 10:00 am – 4:00 pm
Sunday Closed

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT

Johnson City Fire Department
Dial 911 or 797-2311

POLICE

Johnson City Police Department
729-9321

New York State Police
775-1242

POISON CONTROL CENTER

1-800-222-1222

HOSPITALS

BINGHAMTON GENERAL HOSPITAL

Admissions/Registration
762-2375
Emergency Department
762-2231

LOURDES HOSPITAL

Admitting/Registration
798-5286
Emergency Services
798-5231

WILSON MEMORIAL

Admissions/Reservations
763-6137
Emergency Department
763-6611

DIRECTIONS

GROCERY STORES

- WEGMANS** Take a right out of Indian Ridge onto Reynolds Road, take a right at the second light, Harry L Drive, and Wegmans is directly on your left.
- WEIS MARKET** Take a right out of Indian Ridge onto Reynolds Road, take a left at the second light, Harry L Drive, and Weis is directly on your right.

PHARMACIES

- WEGMANS** Same as above directions.
- CVS** Take a right out of Indian Ridge onto Reynolds Road, take a left at the second light, Harry L Drive, CVS is one mile down on your left.

RESTAURANTS

- BLUE DOLPHIN FAMILY RESTAURANT**
CONSOL FAMILY KITCHEN, INC.
CORTESE RESTAURANT
THE GREEK HOUSE RESTAURANT
LITTLE VENICE RESTAURANT
MEKONG VIETNAMESE RESTAURANT
- All of these restaurants are locally owned and have been in business for many years.
- If you need directions, please ask.

SHOPPING MALLS

- OAKDALE MALL** Take a right out of Indian Ridge and follow Reynolds Road for about one mile. The mall will be on your right.
- TOWN SQUARE MALL** Take a right out of Indian Ridge onto Reynolds Road. Follow Reynolds Road through the intersection at Harry L Drive and over the bridge to the traffic circle. Take the first right off the traffic circle to Route 201. Take the second right off 201 onto the Vestal Parkway. Follow the Parkway about two miles and the Town Square Mall is on your right.

GENERAL POLICIES

CARS

Please register your vehicles including the make, model, year, and color at the rental office. Only cars with proper permits are allowed to park in the handicapped parking spaces.

WINDOW TREATMENTS

Please use only light colored backed draperies or blinds to keep our exterior appearance uniform. Please do not let your draperies or blinds hang over your baseboard heater.

PLEASE KEEP WINDOW COVERINGS SAFE

There are potential dangers to children of your window coverings. Here are several tips:

- Never leave children unattended around window blinds and keep cribs away from any corded blinds or drapes.
- In nurseries and playrooms, hang cordless blinds.
- Hang cords on a hook out of a child's reach or use cord shorteners on long-corded blinds.
- Check that inner cords (through the center of the slats) are not loose.
- Cut your blinds' lift cord loop and replace with safety tassles.

FITNESS CENTER

Please be sure that you have signed the fitness center rules and waiver forms prior to using the center. Sign in is required each time you use the facility.

The fitness center is open:

Weekdays 5:30am - 9:00pm

Weekends 5:30am - 7:00pm

NOISE

Please be considerate of your neighbors by keeping the volume of your television, stereo, etc. at a reasonable level.

RECYCLING

Recycling is mandatory in Broome County. You should find a yellow recycling bin in your apartment. Please place recyclable items in the bin and bring them to the Recycling Center, located between the "B" and "C" buildings. Please call the office, if you have any questions.

LAUNDRY ROOMS

There is a laundry room located in each building. The laundry rooms are open from 8:00 am to 11:00 pm. The machines cost \$1.55 to wash \$1.30 to dry. Please clean the washer and dryer filters after each use. Please be considerate of your neighbors by promptly removing your laundry after your machine has stopped.

In the fitness center, there is a smart card machine where you will need to purchase a laundry card. The cost is \$5.00 and there is \$3.00 value on the card. You will also use this smart card machine when you need to add value to your laundry card. The machine takes \$5, \$10, and \$20 bills. If you lose your card you will need to purchase another card. Please return your laundry card to the leasing office at move out.

HELPFUL ENERGY SAVING TIPS

You can conserve limited natural resources and save money on your utility bills by following these suggestions!

- Maximize the life of your bulbs by turning off fluorescent lights only when you will be out of the room for over 20 minutes. Switch incandescent or regular lights off even if you leave the room briefly. Frequent switching shortens the life of a fluorescent bulb but not an incandescent bulb.
- To use your range top efficiently, match pan size to the burner size. Using a small pan on a large burner allows heat to escape.
- Save energy by covering sauce pans and thawing frozen foods before cooking to shorten preparation time. The faster your food cooks the less energy you use.
- Save water by turning the faucet off while brushing teeth, shaving, washing dishes by hand, etc.
- Lower heating bill by:

Keeping your thermostat set as close to 68 degrees as possible

Pulling draperies closed on windy days

Opening draperies on sunny days

Keeping baseboard heat elements uncovered

Keeping your windows closed in the winter

PHASE II **HELPFUL HINTS**

DISHWASHER

To operate dishwasher, make sure the wall switch is on and the dial on your dishwasher is set. Run hot water in kitchen sink until hot and then start dishwasher. Rinse dishes well prior to loading.

GARBAGE DISPOSAL

Your garbage disposal is located under the kitchen sink and is used to dispose of soft foods.

When using the disposal, always run a steady stream of cold water. After use, let the water run for a minute to push the food through. This will help prevent blockage. ***The garbage disposal should be turned on at least twice a week to keep it working properly.***

If your garbage disposal stops working and there is a humming sound, call the office at 729-9641. If you do not hear a humming sound, press the reset button located on the bottom left hand side of disposal. If that does not correct the problem, please call the office. Please, never put the following in your disposal: Grease, celery, popcorn, cornhusks, seafood shells, large amounts of rice, hard stringy objects, noodles, or egg shells.

RANGE

Drip pans should be cleaned regularly.

To self clean your oven, the oven clock must be set at the correct time of day. By pushing in on the time start and stop clocks, you can set the cleaning period from 1 to 4 hours depending on how dirty your oven is. To begin, move the locking bar into the locked position and set the oven heat control on clean. The orange light indicates the oven is working. A second light will go on when the oven is too hot to be opened and the oven door has self locked. When cleaning is complete, the oven will unlock and turn itself off. The ashes can then be removed.

WATER HEATER

Located in your bedroom closet is a 50 gallon water heater.

Should you run out of hot water, there is a manual reset button on/ or inside the timer box. Push the reset button and the heater will automatically begin operation.

If you run out of hot water often, extra clips can be added to heat the water for a short time in the afternoon. Your timer will automatically reset itself the following night.

The timer on your hot water heater is set between 4:00 am and 7:00 am. This sets the heating time on the night rate, reducing your billing rate by two thirds.

WINDOWS

Easily remove the windows by lifting them up and pulling them out at the bottom. The screen can be taken out by pushing on the side and pulling on the tabs.