



Kendal-on-Hudson Residents Association

Dear Resident,

As you no doubt have noticed, residents' contributions of belongings (pictures and decorative accessories) add greatly to the attractiveness, interest and character of our shared spaces – the Main Lobby, Residents Lounge, and dining areas.

Residents' tax-deductible donations are supplemented by the art and furniture bought by The Common Areas Furnishings and Art Committee (CAFA) with funds received from the Residents Association.

In Independent Living, many residents wish to put some of their own pictures on the walls outside their apartment door or add plants in a nearby elevator lobby. Before doing so, please review the Policy and Procedures regarding donations of art for common areas and neighborhood walls provided on the reverse of this letter.

Knowing the healing and emotional benefits of art, CAFA gives special attention to all of the health care common areas – by hanging pictures in Adirondack, Clearwater and Sunnyside, as well as the patient rooms in Clearwater.

The CAFA Committee building representatives will be glad to assist you as you make Kendal your new home. I will be happy to answer any questions you may have or direct you to your building's CAFA representative. Just give me a call on Ext. 1865.

Welcome to your new home. We look forward to working with you.

Marilyn Bottjer
Chair, CAFA Committee

DONATIONS OF ART FOR KENDAL ON HUDSON COMMON AREAS

PROSPECTIVE DONATIONS

- Current and incoming residents may offer art and accessories for use in Kendal on Hudson's public areas by contacting Ellen Ottstadt, Director of Resident Services, Ext. 1080, or Marilyn Bottjer, CAFA Committee Chair, ext. 1865.
- The CAFA Committee will accept or reject items, depending on their suitability and space available.

ACKNOWLEDGMENT FORMS

- Official forms for claiming income tax deductions for items given to Kendal are available from Ellen Ottstadt, Ext. 1080, or Marilyn Bottjer, Ext. 1865.
- Objects on long-term loan in common areas are also officially acknowledged. This form serves both as a receipt for the lender and "hold harmless" protection for Kendal.

MOVING FURNITURE AND OTHER ITEMS IN PUBLIC SPACES

- Residents and staff are requested NOT to rearrange or remove any furniture, lamps, pictures, plants or other decorative objects in public spaces (Main Lobby, Residents Lounge, elevator lobbies and main corridors). This does not apply to Facilities staff who occasionally need to move furniture.
- If residents or Kendal staff members would like a change made in any of these spaces, they should call a CAFA building representative to discuss the matter rather than moving or removing articles on their own.

INDEPENDENT LIVING CORRIDORS AND LOBBIES

Doorways:

- Residents are encouraged to put whatever they please in their own doorway niches and on the shelf next to the door.
- The door must not be penetrated with nails or hooks; an over-door hanger may be used. Small, securely placed, unbreakable, items on or under the shelf are fine.
- Plants and other objects must not protrude into the hall or become a safety (tripping) hazard.

“Neighborhood” Walls and Elevator Lobbies

- Residents are urged to get together with nearby neighbors before hanging their own pictures in the halls so that there is mutual acceptance of what is put there. CAFA Committee members are happy to assist in placing and hanging pictures.
- When residents are getting ready to install art, they are cautioned never to leave unsupervised pictures or decorative objects on the floors or corridors.
- In areas where residents do not have pictures to hang on walls near their apartments, the CAFA Committee can assist by using other residents’ donations or art purchased with funds from the Residents Association.

INSURANCE COVERAGE

If residents place any valuable art they own in corridors or elevator lobbies, they should be aware that insurance coverage is their responsibility.

PLANTS

- CAFA oversees the acceptance and placement of indoor plants that residents donate to public areas.
- Individuals who would like to put plants in an elevator lobby should check first with a CAFA building representative.
- Unless someone else on the floor agrees to do so, donors are responsible for watering and caring for plants, as well as providing a suitable saucer or other container that protects tables and other surfaces from water damage.

MAGAZINES

- Residents may only place current magazines on tables in elevator lobbies.
- Old magazines, those not of general interest and all catalogs should be put in the paper recycling bins.
- CAFA members will periodically cull magazines on their floors; residents on other floors should handle this task.

FIRE OR SAFETY HAZARDS

The Kendal Administration reserves the right to request that items that are a fire or safety hazard be removed from corridors, doorways or lobbies.

Questions? Call: Marilyn Bottjer, CAFA Committee Chair
Ellen Ottstadt, Director of Resident Services

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