

**Residential
and
Community Information
Seroe Colorado**

LAGO OIL & TRANSPORT CO., LTD.

ARUBA, NETHERLANDS ANTILLES

SEPTEMBER 1, 1960

TABLE OF CONTENTS

	PAGE
Introduction	1
Community Citizenship	1
Family-type Housing	2
Housing Regulations	3
Base Rents for Housing	7
Utility Services and Charges	8
Telephone Installations	10
Maintenance Policy	10
Maintenance Requests - Normal & Emergency	11
Home Repair Items and Material Sales	12
Renovation of Houses	12
Bungalow Modernization	13
Intermediate Painting - Kitchens & Bathrooms	13
Fire Extinguishers	14
House Alterations or Exterior Additions	14
Personal Work Orders	15
Moving - New Assignments	16
Plants and Shrubs	16
Pet Control	16
Garbage and Trash Collection	17
Furniture Rentals	17
Furniture Exchanges	17
Air Conditioners	18
Rodgers Beach and Little Lagoon	18
Boating	19
Water Safety	20
Use of Air Guns	20
Maids	21
Furlough Reminders	21
Gate Passes	22
Kite Flying	22
Television Antennas	22
Vehicular Traffic	23
Overseas Telephone Service	25
Barber Shop	25
Commissary	25
Seroe Colorado Post Office	25
Schools - Kindergarten and Grades 1 - 12	26
Esso Service Station	27
Picnic Grounds	27
Youth Canteen	27
Lago Community Church	27
Catholic Church	27
Clubs and Organizations	27
Scouts	28
Lago Community Council	28
Summer Recreation Program	28
Medical Services	29
Community Advisory Committee	30
Lago School Advisory Committee	30

EMERGENCY 'PHONE NUMBERS

Fire Department.....	2555
Ambulance.....	2444
Hospital.....	3222
Lago Police Department.....	3600

COMMUNITY FIRES

For All Fires That Require Help, The Following Procedure Applies:

The Person Discovering The Fire
Should Call Fire Headquarters
(Phone - 2555) Giving His Name
And Location of Fire.

INTRODUCTION

Seroe Colorado is operated by and is the responsibility of the Company. Most administrative functions normally assumed by a municipal government have been delegated to the General Services Department. This department is also responsible for the various services which the Company provides for residents.

To assist the General Services Department and to give residents a voice in establishing policies and solving problems of our community life, the Community Advisory Committee and the School Advisory Committee function in their respective areas. Suggestions may be made directly to the appropriate General Services Supervisor or to the suitable Advisory Committee. Individual problems are normally handled more expeditiously if referred promptly to the General Services Supervisor concerned.

This booklet is intended to classify helpful information concerning life in Seroe Colorado. Regulations, procedures and services are summarized in the belief that such a compilation is of use to community residents. An organization chart of the General Services Department is also included noting functional responsibility of the supervisors listed.

COMMUNITY CITIZENSHIP

Citizenship in Seroe Colorado carries the same responsibilities and is basically no different than that in any community anywhere.

- 1) Residence in the community is contingent upon compliance with company regulations.
- 2) Residents are subject to the applicable laws of the Netherlands Antilles.
- 3) All residents are expected to conform to generally accepted standards of morals, decency and good conduct.

- 4) When property damage is caused by the act of an individual or group, payment must be made by those responsible to cover necessary repair or replacement. This applies, but is not restricted, to such jobs as plugged up toilets and other plumbing repairs, furniture and upholstery repairs, replacing damaged refrigerator door-liners, damage to room walls or house structure and other miscellaneous work made necessary by carelessness, negligence, or willful acts on the part of the occupants.
- 5) The employee is responsible for the acts of family members, visitors, maids and domestic animals.
- 6) Company Management can immediately deny or refuse the right of residence or the right of use of community facilities to any person or persons who commit acts against the general community. Such person or persons if so instructed shall leave the community immediately.

FAMILY-TYPE HOUSING

Houses in Seroe Colorado are of wood frame and stucco construction set on moated piers, except fifty-two houses of concrete block construction. They range in size from 3-room to 8-room.

All houses are provided with basic furnishings including springs, mattresses, pillows, stoves, refrigerators and water heaters. Washing machines, dish washers, air conditioners, etc., are not provided but may be installed by the occupants. Lamps, end tables, kitchen utensils, dishes, silverware, linens, draperies, rugs, etc., are also provided by the occupant.

Property lines are normally half way between houses and occupants are responsible for the area included with their residences.

All foreign staff employees are eligible for and may be assigned family type housing in accordance with the following regulations.

HOUSING REGULATIONS

Eligibility

All foreign staff employees are eligible for housing.

Applications

Any foreign staff employee may apply for any posted house by personally filing an application. Application forms and a locked box for filing them are located at the west end (north wing) downstairs hallway of the Administration Building. Houses which have cleared the board without applicants may be assigned on request to eligible residents. Where competition exists such houses are re-posted. Assignments are made as outlined below:

Basis of Assignment

Management reserves and assigns some houses. All other housing assignments are handled as outlined below:

a) Family Status

- I - Employees must have family status as a prerequisite for obtaining family type housing larger than 4-room size. A single male employee who expects to be married may also be assigned accommodations on basis of family status.

II - Family requirements for housing units are as follows:

3-room	None
4-room	Wife
5-room	Wife and 3 children, wife 7 months pregnant and 2 children, or wife and 2 children of opposite sex one of whom is over 6 years of age.
6-room	Wife and 4 children or wife 7 months preg- nant and 3 children.

b) Single Status

Single status employees compete for 3-room houses on equal basis; i.e., housing indices only, with family status applicants. Single status applicants are eligible for 4-room houses in accordance with Section (d) Priority of Assignment.

c) Choice of Housing

A Housing Index mathematically derived from permanent salary and service is used as a basis for choice of accommodations for both married and single status employees.

d) Priority of Assignment

I - Family status applicants take precedence over single status applicants for 4-room houses for both initial assignments and moves regardless of relative housing indices.

II - Single status employees may be assigned a 4-room house jointly under the following conditions:

1) Joint assignment will be made only in cases where the lowest

ranking individual by housing index is eligible for the assignment in his own right.

- 2) Individuals desiring a joint assignment must signify such desire at the time assignment is made.
- 3) Assignment will be made in the name of one individual obly who will be responsible to the Company for rent, care of property, etc.
- 4) The assignee retains control and all privileges of a householder until such time as he formally releases the house.
- 5) An individual residing in a particular bungalow forfeits all right to joint assignment provisions whenever he moves out of the bungalow and takes up residence elsewhere.
- 6) Should the assignee release the house, it succeeds to any other party of the joint assignment who has continuously resided in the house since the joint assignment was made.

e) Variations in Administration

I - After review and decision that there is a shortage of a specific size housing unit to meet the needs of applicants having family requirements, those not having such family size are not eligible in the competition. An employee assigned a given size unit is considered eligible for that size unit regardless of family size insofar as applications for moves are concerned.

II - If there are no applicants having family requirements for a 6-room unit, applicants having family requirements for a 5-room unit will receive first consideration. If there are no family applicants having at least minimum family requirements for a 5-room unit, all other applicants having at least one child will be in the competition for assignment.

III - Employees at certain job levels may compete for housing irrespective of family size.

Change in Marital Status

An employee who was assigned a 4-room or larger house on family status must re-apply if his status changes and if he desires family type housing on a single status basis. An employee assigned housing on single status must apply to the housing Administrator for a status change if he subsequently desires family status in accordance with regulations.

Retention of Housing - Family Status

Employees assigned housing on family status are eligible to retain their accommodations during the absence of their families including furlough under the following conditions:

- a) An employee assigned housing is required to occupy his new residence with his wife within four months from date of original assignment.
- b) An employee is allowed to retain his housing during the absence of his family for a period not to exceed twelve months from the departure date of his family, whether or not such period includes furlough. Such retention will be permissible once only between successive home furloughs.

- c) Exceptions to the above because of medical treatment or other reasons, must be approved by the Housing Administrator. In such cases full information should be presented to the Housing Administrator as soon as possible and well before the expiration of the 12-month period in order to permit adequate study.

Subletting Bungalows

Householders may sublet their accommodations to persons eligible for Community residential family housing privileges subject to approval of the Housing Administrator. Forms for this purpose are available at General Services Office, Room 142, Administration Building.

Liability for Company Property

The action of the temporary tenant, insofar as Company properties are concerned, remain the responsibility of the permanent bungalow resident.

Information

Any additional information or clarification desired on housing regulations or administration can be obtained from the Housing Administrator.

BASE RENTS FOR HOUSING

Base rents are reviewed periodically and revised in line with changes in the State of New Jersey Rent Index. Current charges are as follows:

U N I T	BASE RENT	ESTIMATED MAXIMUM RENT
3-Room House	\$ 27.50	\$ 68.00
4-Room House	41.50	95.00
5-Room House	55.00	103.00
6-Room House	64.50	115.50
1500-Series House	70.00	89.00

Base rent for the 1500-series houses includes certain exterior improvements such as maid's quarters, paving, garage, walls, etc., which were constructed as a part of the basic unit. All other base rents do not include exterior improvements and modernization items. These have been or may be added by occupants. Base rents are increased by \$1.00 per month for every \$100.00 of capitalized investment for approved additional improvements and by the applicable rate for the respective modernization changes. For information on exterior additions turn to page 14 and for changes under the modernization program see page 13.

UTILITY SERVICES AND CHARGES

Water

Three types of water - service, brackish and drinking are piped to each house by separate distribution systems and the uses for each are as follows:

Service (salt) water is used exclusively for the flushing of toilets.

Brackish water which contains a salinity content of approximately 30 grains per gallon should not be used for drinking or cooking, but is suitable for watering lawns, plants and for bathing purposes. This water is normally connected to outside hose bibs and to the cold water faucets of shower and wash basin.

Drinking water is purchased from the government water distillation plant. Specified minute quantities of chemicals are injected in the water. This water is piped to the water heater, thence to all hot water outlets, and to the cold faucet of kitchen sink.

Occupants have the option of making piping changes to meet their particular needs and the piping at the individual houses may vary. Anyone desiring to change the type of water to any outlet may have this done at a nominal charge. To avoid contamination, crossconnections between water distribution systems are not permitted.

Electric power - 60 cycles, 110 & 220 volts - is provided to each house.

Brackish water, drinking water and electricity are charged for according to metered consumption as per following schedule.

There is no charge for service water.

MONTHLY UTILITY RATES

WATER			
FR. WATER GAL.	RATE/GAL.	BR. WATER GAL.	RATE/GAL.
First 150 Gal/Day	\$.00027	First 150 Gal/Day	\$.00010
Next 100 Gal/Day	\$.00050	Next 100 Gal/Day	\$.00027
Next 100 Gal/Day	\$.00100	Next 100 Gal/Day	\$.00050
Next 100 Gal/Day	\$.00150	Next 100 Gal/Day	\$.00100
All Above: 450 Gal/Day	\$.00300	All Above: 450 Gal/Day	\$.00150
ELECTRICITY			
First 26.6 KWH per Day @ \$.010 per KWH			
Next 6.6 KWH per Day @ \$.014 per KWH			
All Above 33.2 KWH per Day @ \$.020 per KWH			

The meters are read at three month intervals. However, billings are made monthly based on average consumption and adjustments made after the meters are read. Consumption figures appear on an IBM card left with or mailed to each resident. During furloughs and other absences when all three meters cannot be read simultaneously the charges are held in abeyance. When an occupant is in Aruba but no one is home a 'red' card is left at the house on which the householder may insert the electric meter reading and drop in the inter-office mail box at Seroe Colorado Post Office.

Non-registering or broken meters should be reported to telephone 3212.

No charges are made for electricity and water during the interval that a house is under renovation.

Questions regarding utility consumption or charges should be referred to the Operations Clerk, telephone No. 2165.

TELEPHONE INSTALLATIONS

Monthly charges for telephone installations are:

Private Line	\$3.00
Party (2) Line	\$2.00
Extension	\$0.50

Requests for installation, removal, cut-off switches, additional equipment and all other services are made by originating the required form at the General Services Office, Room 142, Administration Building.

Lago telephone directories are provided free of charge. Government telephone directories may be obtained at General Services Office, Room 143, Administration Building, for Fl. 1.00.

When an occupant moves from one bungalow to another, the telephone or telephones will be relocated at no charge.

To relocate an existing instrument within a bungalow, a one-time charge of \$4.00 is made. Arrangements may be made to disconnect and reconnect 'Phones free of charge in connection with furlough or other absences.

MAINTENANCE POLICY

Essential maintenance of the houses is a company responsibility. Both routine and scheduled maintenance are provided. The Company depends on the occupants to call in needed routine or emergency repairs. It is intended that normal maintenance shall be provided to the extent that major re-

pairs or deteriorations are avoided. Such normal or routine maintenance includes but is not restricted to repair of screens, leaking roofs, replacement of termite infested or rotted structural members, eliminating drain stoppages, etc. Repairs involving painting are held to a minimum. Repairs for defective stoves or refrigerators, water line breaks, sewer stoppages, etc. are handled on a rush or emergency basis.

Scheduled maintenance involves complete renovation and redecoration of houses and intermediate painting of kitchens and baths.

The procedure to be followed in requesting maintenance work is outlined under the next five headings.

MAINTENANCE REQUESTS - NORMAL & EMERGENCY

All maintenance requests including plumbing and electrical calls should be made to the Maintenance Clerk, telephone No. 3212, during normal working hours listed below:

Monday thru Friday:	7:00 AM - 12:00 NOON
	1:00 PM - 4:00 PM
Saturday :	7:00 AM - 12:00 NOON

Repairs requiring emergency attention after normal working hours should be handled as follows:

Call:	J. M. J. Wagemaker - 3132
	D. T. Hanlon - 2459
	H. P. Smith - 2457
	T. D. Cole - 2938

In the event of failure to reach the above, calls should be directed to:

F. Legenhausen - 3129
P. J. Tricarico - 3378

HOME REPAIR ITEMS AND MATERIAL SALES

Miscellaneous small repair items are available without charge on request at the "call for" window of storehouse Section "H" (north of the commissary). These include screws, nails, sandpaper, screen door springs, small barrel bolts, laundry tub stoppers, hooks and eyes, hasps and staples, etc.

Various other items for use in Seroe Colorado are available for sale "over the counter".

Hours: 9:00 a.m. - 11:30 a.m.
 2:00 p.m. - 3:30 p.m.

Storehouse material not warehoused at Section "H" may be purchased through the General Services office, Room 142, Administration Building - telephone No. 3212. Items normally available from Section "H" or other Storehouse locations include lumber, concrete blocks, crushed coral, cement, paving mix, paints, varnishes, fertilizer, peat moss, etc.

RENOVATION OF HOUSES

Periodically houses are completely repaired and repainted. At the same time all necessary furniture re-conditioning is done. A bungalow is considered due for renovation any time after 5 years from the starting date of the previous renovation. Renovations are scheduled only at the request of the occupant. A tenant, whose house is due and who wishes, may schedule a renovation by contacting the Maintenance and Services Supervisor, telephone No. 2346.

Approximately two months prior to the start of the work, a Bungalow Renovation Outline is issued to the occupant whose house is to be renovated. This outline covers all work which will be done at Company expense and indicates what other work may be done for additional rent or for the account of the occupant.

During the renovation period, to the extent available, a temporary residence or "paint house" is provided on a rent, water and electricity free basis. Rent is charged for the permanently assigned house, but charges for water and electricity are discontinued during period work is in progress.

BUNGALOW MODERNIZATION

In conjunction with renovation at the wood frame and stucco bungalows it is possible to make interior modernization changes which are chargeable to rent.

These changes include the following items: tiling of existing bathrooms, extending living room to include porch, kitchen modernization by replacing cabinet doors, hardware, covering workboards with Arborite, providing additional cabinets, and constructing additional bathroom at 4-room houses. Also the Company at no charge replaces the old type kitchen sinks, ceiling lights, Hoover cabinet, as well as the broom cabinet where no pantry exists.

For additional information on modernization call the Maintenance and Services Supervisor, telephone 2346.

INTERMEDIATE PAINTING - KITCHENS & BATHROOMS

In addition to the scheduled periodic maintenance of the houses as outlined above, an occupant may request his/her kitchen and bathrooms re-painted in the 2½-4 year interval from the starting date of the previous renovation. This work consists of one coat in the existing color and does not include the interior of cabinets. An occupant desiring to change color may do so by making prior arrangements with the Maintenance and Services Supervisor. Such arrangements will require that the occupant prime-paint the wall and exterior of the cabinets in the desired color, following which one only finish coat will be applied at Company expense.

FIRE EXTINGUISHERS

Carbon dioxide fire extinguishers in Seroe Colorado houses are inspected and weighed semi-annually. Residents whose fire extinguishers have been fully or partially used should call the Fire Maintenance Foreman (Tel. No. 2550) for a refill.

HOUSE ALTERATIONS OR EXTERIOR ADDITIONS

In general, alterations and interior changes, except those specifically covered by the modernization program, are for the account of the occupant. Approved exterior additions within allowable limits are capitalized for additional rent.

For all alterations or additions, both exterior and interior, written approval of General Services Operations Division must be obtained prior to the start of work. A sketch indicating the extent of the project, dimensions and other pertinent details should be forwarded with the request for approval. On work in which the occupant is confronted with design problems, assistance may be obtained from the General Services Operations group. Memorandums approving alterations or new construction will refer to specific sketches submitted or drawings prepared and will include all conditions under which approval has been granted.

Limits for exterior improvements at each size house are listed below:

3-Room	\$1,500
4-Room	1,700
5-Room	2,000
6-Room	2,267
1500 Series	900

In addition to the reimbursable amounts indicated above, occupants are permitted to spend up to \$300.00 of their own funds on exterior construction. Cases of this nature also require prior approval of General Services Operations.

Construction of exterior improvements is an occupant's responsibility. Materials, to the extent available, may be purchased through General Services Office and paid for by payroll deduction. Local contractors are available to perform the desired work. It is suggested that at least two (2) labor bids be obtained and the bid amount be validated by contacting the General Services Assistant on telephone 2165. Upon completion of a project an appraisal is made, the resident is reimbursed to the amount of the appraised value and the rent is increased at the rate of \$1.00 per month for each \$100.00 of capital improvements.

Maid's quarters, second garage and improvements to exterior porch walls are reimbursable over and above the monetary limits indicated above and become rental items on the established basis of \$1.00 per month per \$100.00 of appraised value. Information concerning or assistance in developing plans for construction or additions may be obtained by contacting the General Services Assistant at General Services Office, telephone No. 2165.

At the time an occupant vacates a house, improvements and alterations not capitalized by the Company may be removed provided they are "portable" in nature. For example: kitchen cabinets are considered "fixed"; valances are considered "portable." General Services Operations reserves the right to differentiate between "fixed" and "portable" where questions arise.

PERSONAL WORK ORDERS

Residents may place personal work orders to have work done for their personal account by company forces. Such work includes various alterations and changes at renovation time over and above that normally performed at company expense. Personal work orders are accepted at any time for shop fabrication of various items, repairing and re-finishing of furniture, tropicalizing air con-

ditioners, repairing and repainting personal equipment, haulage service within the community, cleaning and waxing patio floors, etc.

Residents may place requests for either material or personal work orders over the telephone after having signed an authorization form at General Services Office, Room 142, Administration Building.

MOVING - NEW ASSIGNMENTS

Each bungalow resident is allowed one free move and a flat charge of \$25.00 is made for each subsequent move. General Services Office arranges mutually agreeable times for moving and taking inventory of furnishings in both new and former assignments. Clothing hampers, packing boxes and clothes racks are provided in preparation for the move.

An additional free move is allowed to persons who change locations or sizes within three months of the initial (i.e., their first) housing assignment.

PLANTS AND SHRUBS

All houses have some trees, plants and shrubs. The care of these or the extent of gardening is optional with the tenant. Any plant that grows in the soil around the house is considered to belong to the house and may not be moved prior to any move nor during any period a bungalow is vacant between assignments. Potted plants are considered the property of the occupant.

PET CONTROL

Every dog must have a tag carrying a government license number. To obtain these licenses, a declaration form must be filled out and mailed to the Government Tax Office. Upon receipt of the declaration, an assessment form will be mailed to the owner at which time a fee of Fls. 3.00 must be paid to the Island Tax Collector's Office (either

in San Nicolas or Oranjestad) where the license will be issued. Declaration forms are available at General Services Administration Office, room 142 Administration Building. Failure to comply with these regulations makes the offender liable to a fine of up to Fls. 100.00. Unlicensed dogs which become strays or a nuisance may be picked up by the Lago Police Department and if not claimed, are held for seventy-two hours only; afterwards they are considered as 'without owners' and will be disposed of.

Animals which are not allowed to be kept in Seroe Colorado include chickens, turkeys, ducks, donkeys, burros, horses, goats, sheep, etc.

GARBAGE AND TRASH COLLECTION

Garbage is collected on scheduled days and will be removed from the garbage container located at an occupant selected site within the bungalow yard. Providing a covered garbage container is required of the occupant.

Trash collection is picked up once a week or more often if possible. In order to facilitate pick-up, trash should be placed close to the road. Dumpster buckets are available upon request if large amounts of trash are accumulated during yard clean-up or construction.

Questions regarding this service should be referred to telephone 3212.

FURNITURE RENTALS

Surplus items of furniture are available for rental on an annual basis at a nominal charge. Rental requests may be placed by personally contacting the "Front Desk" (telephone 3212) at General Services Office. Filling of requests is on a "first-come, first-serve" basis.

FURNITURE EXCHANGES

Within the types of furniture normally provided the frame and stucco houses, complete suites

(bedroom, living room and/or dining room) may be exchanged for other styles and finishes to the extent available from stock. Opportunities for exchanges are handled in the order of request on an as is basis; i.e., no refinishing or reupholstering except in conjunction with renovation. In connection with exchanges, the occupant is charged for hauling furniture items from stock to bungalows except at time of bungalow renovation.

AIR CONDITIONERS

Air conditioners may be installed by residents at will; however, routine clearance through the General Services Assistant (telephone 2165) is required. This formal clearance is necessary to assist in avoiding difficulties developing in the electrical distribution system from possible overloading of transformers. It is recommended that air conditioners larger than $\frac{1}{2}$ h.p., be 220/230 volts, single phase, 60 cycle units to minimize operational difficulties.

The Company will install in a bedroom upon request at no charge, one (1) 220 volt outlet per house providing one was not previously installed at Company expense at that house and that there is not an existing 220 volt outlet in that room. Additional 220 volt outlets may be installed on a personal work order for the occupant's account.

Alterations necessary for installing the machine and sealing the room for air conditioning must be approved as outlined on page 14, alterations and Exterior Additions. Such changes are for the account of the occupant; however, he may leave the room as is when he releases the house. It is the responsibility of the new occupant to make such changes to the previously air-conditioned room as he deems necessary or desirable.

RODGERS BEACH AND LITTLE LAGOON

These facilities are for the enjoyment of community residents and Esso Club members and their families. Every effort is made to keep the area

clean and the equipment in good repair. Users are urged to place broken glass, bottles, tin cans and other litter in trash cans provided for this purpose. Dogs are not allowed at the swimming beaches. Swimmers are prohibited in the boating area, especially around the boat docks. Boats are strictly prohibited from entering the swimming area and from cutting in and around at reckless speeds in any area.

No life guard is provided at the beaches and swimming is at the risk of the individual. It is expected that all users will exercise reasonable judgment and stay well within the bounds of their ability and physical limitations.

BOATING

The Yacht Club is looked to as representing all boat owners. The officers assist in formulating and enforcing rules for the use of the Lagoon by boat operators.

All vessels, oar, sail or motor-powered, must be registered with the government and the designated letters and numbers painted on the boats for identification. Motor-powered boats which use public waters must also obtain a government license at a fee of Fls. 20.00 plus Fls. 4.00 for plates. The Lago Police provides application blanks and will assist residents in registering and licensing their boats. In addition, boats regularly anchored in the lagoon should also be registered with General Services Office, room 142, Administration Building, telephone 2574 so that prompt identification may be made whenever necessary.

Skiing

Skiers should leave the boat dock in a westerly direction and travel counter clockwise in the area between the dock, the reef and the Esso Club. With all persons traveling in the same direction the possibility of a collision is lessened.

Boat Dock

Small, unattended children should not be on the boat dock. With persons launching, removing boats from water and raising and lowering masts, etc., there is danger of a child being injured. Parents are urged to caution their children not to go on the boat dock. Swimming is not permitted in this area.

WATER SAFETY

The safe use of the lagoon facilities depends mainly on the good judgment of the users. The Lago Police Department assists and should be advised of flagrantly unsafe actions, violations of posted rules or accidents. Sail boats and row boats have the right of way over motorpropelled boats. Boat operators are subject to the same investigation as automobile drivers in traffic accidents in the event of personal injury. Cases which are deemed to require disciplinary action are reported to the General Services Department Superintendent.

USE OF AIR GUNS

Air guns may be used in open areas at least one hundred (100) yards from the nearest dwelling. Open areas recommended are: east of the 1500-series houses and south of the Colorado Point lighthouse, North Shore east of the Hospital and east of the Tank Farm area along the north shore to the fence.

Air guns must be transported covered, in a case, or taken down.

Possession of air guns is prohibited in areas of public gatherings such as schools, playgrounds, bathing beaches, picnic grounds, etc. Residents are requested to notify the Lago Police Department of infractions of this rule.

The Lago Police Department is responsible for the enforcement and normally takes the following steps to deal with violators:

INFRACTIONS BY MINORS (up to 19 years of age)

First Offense: Parents notified of incident and weapon placed in their custody.

Second Offense: Weapon confiscated, held for six months and returned to parents.

INFRACTION BY ADULTS

Weapon to be confiscated, held for six months and returned to owner.

MAIDS

Residents who are interested in employing a maid may arrange to interview applicants by contacting the Industrial Relations Department - Maid Service on telephone 2050. All maids should have a Health Registration Card. In addition to the pre-employment physical examination and issuance of the Health Registration Card, the Lago Medical Department annually re-examines domestic servants. To assist in keeping information concerning maids up to date, terminations should be reported to telephone 2050.

Residents are responsible for the conduct of their servants in Seroc Colorado. Residents who employ servants for whom they assume responsibility with the Immigration Department must carry special insurance for these maids. The employer is also responsible if the individual becomes a public charge. Questions regarding responsibility or extent of liability may be referred to the Industrial Relations Department.

FURLOUGH REMINDERS

A resident whose bungalow will be unoccupied during vacation, furlough or other absence may arrange to have the premises checked by the Lago Police Department by making a request to the Maintenance Clerk, telephone 3212.

Unnecessary consumption of electricity may be

avoided by throwing the load center flip-on for the water heater to the "off" position. As a precaution it is also suggested that the flip-ons for the electric stove be turned to the "off" position.

Telephone charges may be discontinued during an occupant's absence. Arrangements may be made by signing a Telephone Control Form at General Services Office, Room 142, Administration Building. The form sent out by the Industrial Relations Department to individuals preparing to depart on furlough inquires concerning possible release of facilities or services. Completing this form does not constitute authority for such releases.

GATE PASSES

Community residents who transfer personal property to persons outside Seroe Colorado are required to execute a gate pass for presentation to the Patrolman at Gate No. 6 (Seagrape). Passes should be completed on standard forms which are available at the Seroe Colorado Post Office, Commissary and General Services Administration Office. Passes for building materials must be approved by a General Services Operations supervisor during regular working hours at General Services Office.

KITE FLYING

Flying of kites in the residential districts is prohibited. This sometimes innocent pastime can be very dangerous should a kite string come in contact with a high voltage line. The power line may become short circuited, and should the string be wet (thus acting as an electrical conductor) serious shock or death might result. Such locations as Lone Palm Stadium, the Picnic Grounds, north of the Hospital, etc., that are free of overhead wires are recommended for this sport.

TELEVISION ANTENNAS

Specific safety regulations apply to the installation of television antennas in the com-

munity. Residents contemplating the installation of an antenna (television or special radio) should obtain approval from the General Services Assistant, Room 147, Administration Building.

VEHICULAR TRAFFIC

In general, the traffic laws of Aruba apply to Seroe Colorado residents. The Lago Police is the enforcement agency. All traffic accidents whether minor or serious must be reported immediately to the Lago Police Department and the vehicles involved should be moved only after permission from the Lago Police has been received.

Additional information concerning the following or assistance in obtaining drivers' licenses, etc., may be obtained by contacting the Lago Police Department on telephone 3600.

Automobiles

Operators of automobiles whose vehicles are equipped with government license plates are required to have a Government "Inspection Card," certifying that the brakes, lights, steering, etc., are in good order. This card, costing Fls. 3.25, must be carried at all times and failure to produce it if asked by the Government Police may result in a fine.

Persons eighteen (18) years of age and older may obtain an operator's license for a five year period, at a cost of Fls. 28.25 upon submission of a certificate of physical fitness, two passport-size pictures and the passing of the test administered by the government police. Upon request the Lago Police Department will assist in arranging the necessary details. Licenses are renewed at a cost of Fls. 8.00 and are valid for 5 years.

The current annual passenger automobile tax payable at the Island Receiver's Office in Oranjestad or the Government Office opposite the San Nicholas Post Office is Fls. 65.00 plus Fl. 1.00 for plates. All motor vehicles driven within Seroe Colorado limits must have either valid government

license plates or valid Company plates issued by Lago Police Department at no charge.

Special arrangements for driving privileges are made for visitors. Details may be obtained from the Lago Police Office at Gate 1.

Motorcycles and Motor Scooters

An individual must be over 18 and in possession of a valid Government Drivers' license (Type A - same price as for automobile drivers' license) to operate a motor cycle or motor scooter. Special driving permits are not issued for operating these vehicles. Motorcycles and motor scooters operated on public roads must be equipped with valid government license plates, cost: Fls. 26.00, including plates. If operated within the confines of Seroe Colorado only, Esso plates issued by the Lago Police free of charge may be used.

Bicycles with Auxiliary Motors

An individual must have reached the age of 16 and be in possession of a valid Government Drivers' permit, costing Fls. 2.50, to operate a bicycle with auxiliary motor. Such vehicles may be driven to a maximum speed of 40 KM per hour where limits permit. Licensing requirements are the same as for motorcycles and motor scooters, cost: Fls. 25.00 plus Fls. 1.00 for plates.

Bicycles

Pedal-powered bicycles may be operated by individuals of any age. No license is required.

Family member of Seroe Colorado residents between ages 16-18 may be issued Special Driving Permits to drive a family-owned automobile within the confines of Seroe Colorado between the hours of 6:00 a.m. and 12:00 midnight under the following conditions:

- 1) Satisfactory completion of 'Driver Education Course' given at Lago High School.
- 2) Pass Lago Police Department motor vehicle test.
- 3) Application by parents of the family member to the Lago Police Department for a "Special Driving Permit." Full details and application forms may be obtained from the Lago High School or the Lago Police Department.

OVERSEAS TELEPHONE SERVICE

Outgoing and incoming overseas calls may be initiated and/or received at the residence telephone as well as the booths in the lobby of the General Office Building. A cancellation fee of Fls. 1.50 is made on an overseas call for which arrangements have been made but which is not consummated through no fault of the service. Calls can be accepted in the United States on a collect basis and calls originating in the United States can be accepted at the resident's telephone on the same basis.

Arrangements for overseas telephone service should be made through the cable office, telephone 3400.

BARBER SHOP

Seroe Colorado Barber Shop - Telephone 3300.

COMMISSARY

The commissary operates on a cash system and personal checks in even dollar amounts up to \$150.00 may be cashed at the store.

Commissary Hours

Monday thru Friday: 8:30 a.m. - 12:30 p.m.
3:00 p.m. - 5:00 p.m.
Saturday : 8:00 a.m. - 1:00 p.m.

SEROE COLORADO POST OFFICE

There is no mail delivery, but individual post

boxes are available free of charge on request at the Seroe Colorado Post Office. To expedite the distribution of incoming mail, correspondents should be advised of correct post office box numbers. Netherlands Antilles or the abbreviations Neth. Ant. is the correct designation for Aruba mail.

Post Office hours are:

7:00 a.m. - 12:30 p.m.) - Monday thru Friday

1:30 p.m. - 4:30 p.m.)

7:00 a.m. - 12:30 p.m. - Saturday

Mail closings are as follows:

To Miami Monday, Wednesday & Friday at 7:30 a.m.; Saturday at 7:30 and 11:00 a.m.

To New York Monday, Wednesday, Friday & Saturday at 7:30 a.m. for mail leaving the same day.

Monday and Wednesday at 2:30 p.m. and Saturday at 11:00 a.m. for mail leaving the following day.

Airmail closings are dependent on flight schedules and will be changed whenever necessary to meet deadlines.

SCHOOLS - KINDERGARTEN AND GRADES 1-12

Accredited by the Southern Association of Colleges and Secondary Schools, the Lago Community Schools offer a typical Kindergarten - 12th grade education on a tuition free basis to employees' children. School is in session from mid-September through mid-June. School hours are:

Elementary School: 8:00 a.m. - 11:00 a.m.
1:15 p.m. - 3:25 p.m.

High School: 7:45 a.m. - 11:45 a.m.
1:05 p.m. - 3:10 p.m.

Call at either school office (telephone 3442 or 3441) for a comprehensive handbook outlining the activities, services, and procedures of the School system.

ESSO SERVICE STATION

The Esso Service Station is open from 6:30 a.m. to 6:00 p.m. on Monday through Saturday. Discounts are available to employees on all cash purchases of Company branded petroleum products; Atlas tires, tubes, batteries and other Company branded accessories; lubrication; car washing; tire and battery service. All other merchandise and service are excluded.

PICNIC GROUNDS

Residents planning a party at the Picnic Grounds near the Little Lagoon should register the date with the Public Relations Secretary Tel. 3605. Comments regarding physical arrangements should be directed to General Services Operations, telephone 3212.

YOUTH CANTEEN

Membership in the Youth Canteen is open to all children who are enrolled in grades 7-12. A canteen card entitles a member to the use of club facilities and to attend various social functions such as dances, picnics, beach parties, etc.

LAGO COMMUNITY CHURCH

The Lago Community Church is inter-denominational. Church school and the Sunday worship services are at 9:30 and 11:00 a.m. respectively.

CATHOLIC CHURCH

St. Theresia's Catholic Church is located in St. Nicholas. Masses are held at 5:00 a.m.; 6:15 a.m.; 7:30 a.m.; 8:30 a.m. and 5:00 p.m. on Sunday.

CLUBS AND ORGANIZATIONS

Esso Club	Gun Club
Theater	
Lounge	Flying Club
Library	
Bookstore	Tennis Club
Restaurant	
Soda Bar	Stamp Club

Cocktail Lounge	Camera Club
Bowling Alleys	Instrument Society
Golf Club	Women's Club
Yacht Club	Dramatic Workshop
Engineer's Club	Women's Guild
Foot & Fiddle Club	St. Christopher's Club
Newman Club	Lago Community Concert Band
American Legion	

SCOUTS

Mariners
 Girl Scouts
 Brownies
 Sea Scouts
 Boy Scouts
 Cub Scouts

LAGO COMMUNITY COUNCIL

The Lago Community Council is a coordinating and fund raising organization composed of representatives of charter organizations and duly elected officers. Its purpose is to provide means of coordination and cooperation between the principal Seroe Colorado organizations, to hold fund drives for the purpose of aiding welfare and charity organizations and to administer such funds as designated by the donors. In addition, it promotes and directs community organization activities.

SUMMER RECREATION PROGRAM

The Lago Community Council sponsors a summer recreation program for children of residents which is arranged and organized by an appointed committee. Activities consist of games, water sports, arts and crafts, home economics, etc., which are directed by qualified instructors. The program is held for approximately two month period during school vacation.

MEDICAL SERVICES

The Company operates a Hospital for in-patient care of employees and family members, a Clinic at the Hospital for family member office-type medical visits, and the Employee Medical Center located in the Refinery area for employee clinic visits. (Female employees, however, receive their clinic services at the Hospital Family Clinic). Charges are made to family members for medical services rendered; the charge schedule is posted and available for inspection in the waiting-rooms of the Family Clinics.

Hospital Patient Visiting Hours are: 2:00 to 3:00 p.m. and 6:00 to 8:00 p.m. daily.

Family Clinic Hours are:

Week Days : 8:00 a.m. to 9:30 a.m.
 Sundays and Holidays: *10:00 a.m. to 11:00 a.m.

*Urgent cases only

Clinic service is available at all other hours of the day and night but this service is intended for those patients suffering from sudden illness, accidents and other medical emergencies. House-call service is available by telephoning the Hospital Switchboard number 3222 but the Medical Department urges all family member patients, so far as practical, to come to the Hospital Clinic facilities and not to request housecalls because the diagnostic and immediate treatment facilities at the Clinic are far superior to those which can be made available on a housecall basis.

Specialty Clinics for family members are operated by the Medical Department but, except for obstetrical cases, direct appointments for the Specialty Clinics will not be made. Family members are requested first to attend the General Clinic in order that the Physician-in-Charge may direct the patient, as necessary to the proper Specialty Clinic serving the medical condition involved. No second clinic visit charge is made on such references to a Specialty Clinic. Ob-

stretical patients may make direct appointments with the Obstetrician by telephoning the Hospital Switchboard number 3222 and asking for Extension number 52.

The entrance to the Hospital Family Clinic is from the back porch of the old hospital building and not through the lobby of the main hospital building. Patients should present themselves at the Clinic Receptionist's Desk, opening onto the back porch, and will be directed by the Receptionist to the proper clinic location in accordance with the requirements of the individual clinic visit.

After 4:00 p.m. on weekdays and on Sundays and holidays outside of the clinic hour stated above, emergency clinic service is rendered in the Emergency Room adjacent to the main hospital lobby. Patients requiring emergency service at these irregular hours should enter through the main hospital lobby and present themselves to the Hospital Switchboard Operator who is available at all times in the hospital lobby.

COMMUNITY ADVISORY COMMITTEE

The purpose of the Community Advisory Committee is to advise and consult with Community Management and the Company on housing, commissary and other Seroe Colorado centered subjects except those specifically within the scope of other committees. The Committee acts in behalf of its constituents to improve living conditions.

LAGO SCHOOL ADVISORY COMMITTEE

This committee is composed of 6 residents elected from and by parents having children attending the Lago Community Schools. The purpose of this organization is to advise and consult with School Management on matters associated with the operation of the Lago Community Schools.

