



---

## COMMUNITY POLICIES AND RULES

---

So that all residents may derive the fullest possible enjoyment from their home, each Resident of the community must observe the following rules:

### **Smoking and Pets**

- No smoking is allowed anywhere on the property or in any apartment unit by any tenant or any guest. This includes in your vehicle in the parking lot. Smoking on Pioneer Road would be permitted because you would be on city property.
- The Village is a feline only property. No cats are allowed on the grounds. No other pets are accepted at this time. Fish tanks over five (5) gallons are not permitted.

### **Recreational Facilities**

These facilities, *if provided* are available for use during the hours posted at your community.

- Policies for each room are established and posted at your apartment community. These policies reflect local government ordinances as well as sound management experience.
- Smoking and consumption of alcoholic beverages is prohibited inside the clubhouse or anywhere on the outside property.
- Children under 14 years of age must be supervised by a responsible adult of 18 years of age or older while using recreational facilities.
- In order for all residents to be able to use the facilities, we ask that you limit your guests to two. You are responsible for the acts and activities of your guests while using the recreational facilities.
- Resident identification may be requested by the management at any time to ensure that only residents and their guests use the facilities.

### **The Clubhouse**

You may request limited reservation of the clubhouse, if provided for your private functions, however, no alcoholic beverages may be consumed. The following policies must be observed when using the clubhouse for private use.

- Your reservation only pertains to one area of the clubhouse and does not preclude other residents from using the recreational facilities.
- Advance reservations for the clubhouse must be made with the office. A non-refundable fee and/or deposit made payable to your apartment community may be required to reserve the clubhouse.
- The Manager will inspect the clubhouse the day following your function. If a deposit was paid, it may be partially refunded as long as there has been no damage, the

clubhouse has been left in a neat and clean condition, and the Rules, Regulations and Policies are observed.

- No smoking in or outside of the clubhouse or anywhere on the property.
- You are responsible for the acts and activities of your guests.

### **Parking and Motor Vehicles**

- All motor vehicles are required to be parked in designated parking stalls only. Guests should be directed to park only in areas not specifically designated for resident parking. We reserve the right to immediately tow all vehicles parked in areas or stalls not specifically designated for their use. Such areas include yellow or red curb areas, areas marked "No Parking" and/or fire lanes and any areas that obstruct dumpsters, driveways and/or walkways; as well as handicapped stalls.
- While driving in the apartment community, you must not operate your vehicle at a speed in excess of 5 miles per hour. Please be respectful of other tenants enjoying the grounds.
- Automotive maintenance and repairs are not permitted within the community. Inoperative vehicles, which includes vehicles with expired tabs/registration, are not allowed and are subject to towing at owner's expense.
- Storage of any items in a parking stall or carport is not permitted.
- Recreational vehicles, boats, trailers, and un-mounted campers may not be parked or stored in the community unless Residents receive prior written authorization and space assignment from the Manager. Unauthorized or illegally parked or stored recreational vehicles, boats, trailers and un-mounted campers will be towed or removed from the Property at the vehicle owner's expense.
- You must park your car head-in in all parking areas, unless otherwise posted.
- Owners of cars with gasoline, coolant or oil spillage will be responsible for the cost of asphalt cleanup and/or replacement as deemed necessary by Management.
- A motorcycle may not occupy an entire parking stall unless it is the resident's sole form of transportation. Motorcycles may not be parked on sidewalks, lawns or in walkways in the parking lot. If the resident has a car and a motorcycle, the two vehicles must occupy the same parking space.
- The number of parking spaces available to residents and guests are limited. In order to ensure availability, a maximum of one (1) registered vehicle per licensed resident is allowed.

### **Patios and Balconies**

- You must keep your sliding doors and windows closed and locked during your absence to protect against damage from rain and potential loss due to theft.
- Absolutely no hazardous and/or flammable materials are to be stored on patios, balconies, stairwells, and storage areas or in your apartment. Such storage is in direct violation of the rules of local fire codes and may carry civil and criminal penalties.
- All stairwells and entryways shall be left cleared for easy access to all apartments. Storage of any kind, including bicycle storage, is prohibited. Seasonal decorations may be installed or hung from patio areas, provided such decorations do not violate insurance or city fire codes. Seasonal decorations are to be removed at seasons' end.
- Antennas, wires or ropes for outdoor drying of laundry or other purposes are prohibited. You must keep your patio/balcony in a neat and clean condition. Only patio furniture and accessories may be kept on the patio/balcony. Reasonable bicycle storage is allowed.

Patio/balcony must not detract from the community's appearance. If in the opinion of the Manager, storage of any article on the patio detracts from community appearance, Resident shall, upon 10 days notice, remove all such personal property and refrain from storing the same on the patio/balcony.

- Residents are not permitted to place aluminum foil, reflective material, dark shades, cardboard or other window coverings on the windows.

### **Keys**

- It is required for Management to have a key to your apartment in case of emergency. Should you lose or misplace your door or mailbox key, there will be a charge for each new key. The charge will be \$10.00. If Management has to replace the complete lock/key combination the charge is \$175.
- Locks may not be installed or changed by the resident. Security devices may not be installed by the resident without Management's prior written approval.

### **Lock Outs**

- A fee of \$25.00 will be charged on all lockouts occurring after office hours. If on-site staff is unavailable to assist with lockouts, the resident is responsible for charges incurred for service rendered by a locksmith.

### **Guests**

- Residents are financially responsible for the actions of their guests, agents and invitees.
- Residents and their guests shall not play or run in public halls, stairways, sidewalks, garage or parking areas.
- Guests are required to park in designated "Visitor Parking". Should guests not park in the designated spaces, they are subject to being towed and/or booted.

### **Appliances and Fixtures**

#### **Dishwashers**

- Please do not overload dishwasher. Use only detergents made for automatic dishwashers; we recommend liquid detergent.

#### **Disposals**

- Turn on cold water before starting your disposal and allow water to run at least 15 seconds after grinding is completed. Do not insert fibrous food waste such as cornhusks, artichoke leaves, celery stalks, bones, egg shells, etc. Prevent plumbing stoppage by NOT pouring grease into drains or disposals. If your disposal stops, check the reset button on the outside of the unit before calling the maintenance department.

#### **Refrigerators**

- Please do not use sharp objects to defrost your refrigerator, as they will puncture the freezer walls. Please do not use abrasive cleaning supplies to clean your refrigerator.

#### **Washer and Dryer**

- Your apartment comes equipped with a washing machine and dryer. Management will explain its operation to you upon move-in if you require it. It is imperative that you do not

overload either appliance as appliance failure can lead to either fire or flooding of the apartment. You are responsible for all such damages. You should never operate either appliance without being home for its full cycle.

- Cost of any repair or service on appliances and/or fixtures due to their misuse by resident will be charged to that resident; as will any damage caused by misuse.

### **Waterbeds**

- Waterbeds are not permitted without a Management's written consent. The Resident is responsible for damage caused by waterbeds.
- If a waterbed is permitted, waterbed insurance is required.

### **Water Heater**

- According to state law, the water heater in your apartment is set at 120 F. The temperature cannot be altered by Management or Residents.

### **In-Window Air Conditioning Units**

- In-window air conditioning units are not permitted.

### **Televisions, Stereos and Appliances**

- Please respect the privacy of your neighbors. Parties, televisions, stereos or radios that can be heard outside the perimeter of your apartment are not permitted.
- Between the hours of 10 p.m. and 8 a.m. please refrain from vacuuming, drying laundry, or engaging in other activities that can be heard outside the perimeter of your apartment.
- Remember that not everyone keeps the same hours you do. Please be respectful of your neighbors and they will be respectful of you.

### **General Maintenance**

- Please report any needed repairs in your apartment to the leasing office immediately. Requests may be made in person, in writing, on the phone or via Internet through The Village website.
- Whenever we enter your apartment to perform work, we will leave a copy of the service request to let you know what was done.
- Emergency maintenance is provided 24 hours a day. After office hours, call the leasing office at your community for emergency maintenance requests. There will be instructions you will need to follow.
- All wet garbage shall be wrapped in a plastic bag and boxes shall be crushed before placing in garbage container.
- Exterior windowsills and ledges shall not be used for storage of bottles, food, etc.
- No sign or placards shall be posted in or about the apartment community without written permission of the management.

### **Move-out Procedure**

- Move-out cleaning will be done according to the Move-Out Cleaning Checklist. If cleaning is not done accordingly, appropriate charges will apply and will be deducted from security deposit. If charges exceed security deposit, tenant will be required to pay the difference. If the difference is not paid, tenant could go through the legal process.
- Move-out walk through must be done during regular office hours and appointment must be made at least three days in advance.

- Move-out walk through will be completed after apartment is completely empty and cleaned.

**Illegal Drugs and Illegal Firearms**

- Any use or illegal possession of drugs or firearms or any illegal activity on the property is a violation of these rules, regulations and policies.

**Packages**

- Management may, from time to time, accept mail or packages addressed to the resident. Management accepts no liability for resident packages or mail and may at any time refuse to accept them.

**Solicitation**

- Door-to-door commercial solicitation of any kind is not permitted. Nonprofit charitable solicitation may be permitted with prior written approval of the Manager. Please promptly notify the Management Office if unauthorized solicitors are observed in the Community.

We welcome you to your new home and sincerely hope that you enjoy every day of your residency to the fullest. We appreciate your cooperation in making our community a happy home for all. If you have any questions, please contact your Manager. All of the above policies are subject to modification at any time.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date