



WELCOME!

On behalf of the entire management team at Greco Properties, we would like to take this opportunity to welcome you to your new home.

Many of the features you find within this community were designed specifically for your convenience and comfort. It is up to you, your neighbors, and the management team to make this a community of which we can all be proud. Mutual consideration and cooperation is expected from all residents. This information will help to ensure that your time with us will be a positive experience.

The purpose of the Community Policies is to inform you of the various guidelines for community living. In the case of conflict between these and any other provisions of the Lease Agreement, the lease provisions will prevail. Please note that in the following provisions, "you" refers to the resident, and "we" or "us" refers to management, staff, and/or ownership acting on behalf of Greco Properties. The words "unit", or "apartment" used in the lease or any other documents, also refers to those living in townhomes.

GENERAL CONDITIONS

We are proud of this community and the facilities we have to offer. Only with your assistance and cooperation can we maintain a well-kept property in which you can live and entertain your guests. We therefore ask that you abide by the following policies:

- Resident may be assessed fines or service fees for violations at the discretion of the Owner.
- Resident agrees to complete, sign, and return a move-in inspection form to Owner upon obtaining possession of the apartment.
- We reserve the right to make additions or changes to these Community Policies at any time. Changes will be communicated to you in writing. General community rules may be added to, or amended, by management with a thirty (30) day written notification to Resident.

1) EMERGENCIES

- A. **Maintenance Emergencies.** In the event of a maintenance emergency, please call the office and the staff will assist you. If the staff is unavailable, press option 2 for our 24-hour maintenance emergency technician. Please refer to section 4 "Maintenance" for more information. Maintenance emergencies are classified as, but not limited to:
1. No air conditioning – unit temperature is above 80 degrees
 2. No heat – unit temperature is below 65 degrees
 3. No electricity
 4. Inoperable toilet – If the apartment only has 1 toilet
 5. Any water intrusion
 6. Refrigerator/freezer not cooling
 7. Apartment door lock is not working
 8. Lost/stolen key and cannot access apartment
 9. Smoke detector beeping
 10. Garage door not operable
 11. Elevator not in service
 12. Building/unit alarm sounding
 13. Exterior doors and windows broken/inoperable

14. Gas smell – leave the area before using your cell phone and contact after-hours maintenance, and CenterPoint Energy.
 15. Anything not listed above will be responded to the next business day.
 16. Security issues should be directed to on-site security if applicable and/or 911.
- B. **Fire** In the event of a fire, or gas do the following:
- Go to the nearest exit and leave the building immediately.
 - Call 911 or the fire department immediately.
 - Notify maintenance/management as soon as possible.
- C. **Fire Prevention.** You are personally liable for any damage to your apartment as a result of fire caused by negligence or accidents. We suggest you take the following precautions:
- Do not store any flammable items in your apartment, storage locker, parking space or any other areas of the building.
 - Do not leave any open flames unattended.
 - Dispose of newspapers and other refuse regularly.
 - Clean grease and debris from the cooking range and oven regularly.
 - Replace worn electrical cords.
 - Do not overload electrical outlets.
 - Do not operate any kind of grill on your patio or in your apartment. The only exceptions are if you are in an apartment where there is a natural gas hook-up on the patio, and the grill is provided by the property.
 - Properly dispose of cigarettes off of the property.
- D. **Police.** If you need to call the police for any reason while occupying your apartment, please notify us as soon as possible. In the event of a noise disturbance, contact management or security first and we will attempt to resolve the issue. If this action is unsuccessful, we recommend calling 911, and filing a noise disturbance report, which will assist us in documentation and further action if needed. More than two police calls as a result of your actions, or the actions of your guests, during your residency can lead to lease infractions, non-renewal of your lease and/or eviction.

2) CARE FOR APARTMENT HOME

When you take possession of your apartment home, you assume responsibility for its care. This includes everything from day-to-day housekeeping, proper care of all fixtures, appliances, trash removal, and notifying management of any maintenance issues that are causing or could potentially cause damage to the building or apartment. These responsibilities are in the Lease Agreement and further explained below:

- A. **Maintenance & Housekeeping.** Resident is responsible for all resident obligations as established by applicable laws including, but not limited to, removal of trash from the apartment and disposal in the appropriate collection point, and maintaining the apartment in a clean and sanitary condition. Air conditioning and heating equipment, will be maintained by the landlord, although the resident must pay for any repair required due to resident's misuse or neglecting to inform us of needed repairs. Resident must not obstruct or place any personal property in front of the HVAC equipment or vents. Resident must use plumbing fixtures and facilities, electrical systems and other mechanical systems and appliances in the manner designed. Any damage to the apartment or other areas of the apartment building caused by the resident, or their guests will be repaired or replaced at resident's expense. Resident must immediately notify Landlord in writing of any needed maintenance or repair.
- B. **Decorating & Alterations.** Painting the walls in your apartment is permitted with prior written consent from management. If permission is given, you are responsible to either restore the apartment back to its original color(s) and condition, or be charged for restoration upon move out. A management-approved, and insured vendor must complete all painting. If you would like to touch-up your paint while residing in your apartment, you may drop off a disposable container with your name and apartment number, and we will supply the paint. We must approve any alterations to your apartment (i.e. paint, wallpaper, etc.) in writing prior to installation. Resident may not install or use additional major appliances such as washers, dryers, freezers, portable dishwashers, etc.
- C. **Wall Hangings.** Hanging of pictures, mirrors, shelves, etc. will be permitted subject to the following:
- Do not hang items on your walls with adhesive fasteners. Use proper metal picture hanging hooks and nails. Hanging anything on a historic wall can only be done with advance written permission. No mounting of any kind shall be attached to the ceilings. No nails or screws shall be driven into woodwork or concrete.

- If you would like on-site maintenance to mount your TV, please contact the office. The completed waiver form must be signed, and applicable fees paid. The request will only be approved if maintenance has time available to complete the request. Other maintenance requests will be prioritized before any special requests such as mounting a TV can be completed.
- D. **Draperies.** Window coverings have been provided and must be maintained in good condition. Sheets, blankets, foil, flags or any other items are not allowed. If you choose to install drapes, they must be properly hung on drapery rods over the window treatments provided, so that only the provided blinds are visible from the exterior of the building. They must not present a fire hazard with regard to the HVAC system or obstruct the HVAC vents. Improperly-hung drapes will need to be removed at our request. Any drapery attachments to the wall may be subject to a drywall repair fee upon move-out to return the apartment to its original condition. Blinds may not be removed without the written consent of management.
- E. **Balconies/Patios/Terraces.** Please be respectful of your neighbors; late night, early morning music and loud conversations are discouraged as it can interfere with your neighbors' enjoyment of their home. Voices carry easily over open spaces.
- No sign, signal, illumination, advertisement, notice or any other lettering or equipment shall be exhibited, inscribed, painted, affixed, or exposed on a window or any part of the outside or inside of the apartment or the building without the prior written permission of management.
 - No awnings or other projections including air conditioners, satellites, radio antennae or wiring shall be attached to or extended from the outside walls, balconies/patios/terraces or roof of the building.
 - No rugs, linens, or other items shall be hung or shaken from the windows, balconies/patios/terraces, stairways, or landings.
 - Resident agrees not to use balconies/patios/terraces for storage. Balconies/patios/terraces shall be maintained in a neat appearance and free from fire hazard at all times.
Grills of any type are not permitted on balconies/patios/terraces unless provided by the building and are connected with the buildings gas system.
 - When watering plants/flowers, do not allow the water to drip from the balcony/patio/terrace..
 - Windchimes are not permitted.
 - Artificial turf is not allowed.
 - Pets are not permitted to relieve themselves on balconies/patios/terraces. Use of pet relief products such as urine pads, turf, litter boxes etc are not permitted.
- F. **Ranges and Refrigerators.** Keep your appliances in good condition by cleaning them often. Clean the surfaces of your range regularly. If something is spilled when baking in the oven, clean it as soon as possible. If applicable, you can use the self-cleaning option on your oven. This is the easiest way to keep your range in good condition and avoid additional cleaning charges when vacating. Refrigerator filter replacements are the responsibility of the resident. If you need assistance with installing a water filter please submit a maintenance request.
- G. **Kitchen Exhaust Vents & Fans.** It's important to clean this area of your kitchen on a regular basis. This can best be accomplished by washing the exhaust vent with warm soapy water. If your vent has a filter, this should also be cleaned or changed regularly.
- H. **Carpet.** You are responsible for the daily care and maintenance of your carpet. In order to assist you in maintaining its good condition, we offer the following suggestions:
- Food and beverage spots should be cleaned up quickly by using club soda.
 - Remove grease by covering the spot quickly with flour and vacuuming the following day.
 - Remove ink by covering the spot immediately with salt. Vacuum the salt and repeat the process until clean. For stubborn stains, you may need to leave the salt applied overnight.
 - Vacuum carpets at least once a week to reduce wear and traffic staining.
 - You have already paid a move-easy fee that will cover basic carpet-cleaning costs when you vacate your apartment. Additional charges may be assessed for stains or damage above normal wear and tear.
- I. **Counter Tops.** Do not place hot objects directly upon countertops. Promptly remove any substance which might cause a stain. Do not cut anything directly on the surface.
- J. **Barn Doors.** Barn doors have double stoppers on both ends to prevent them from leaving the tracks. Do not slam barn doors or remove the stoppers from the tracks. You will be responsible for any repair/replacement costs above normal wear and tear.

K. **Washer.** All apartment homes include a washer and dryer. When using the washer:

- Never reach into washer while it is moving. Wait until the machine has completely stopped before opening the door.
- Please keep the area underneath and around your appliances free of combustible materials such as lint, paper, rags, chemicals, etc. Do not wash articles that have been in contact with combustible or explosive substances such as wax, oil, paint, gasoline, degreasers, dry-cleaning solvents, or kerosene. These may ignite or explode. Do not add these substances to the wash water. Do not use or place these substances around your washer during operation.
- Do not mix chlorine bleach with ammonia or acids such as vinegar and/or rust remover. Mixing different chemicals can produce a toxic gas, which can be harmful.
- Use a garment bag for any small items such as undergarments, socks, etc. Failure to use a garment bag could result in damage to the machine or your clothing. Resident will be responsible for damages to clothing, in addition to damages to the machine which was caused by not using a garment bag.
- We are not responsible for damages to your clothing, for any reason caused by the washing machine.
- Do not use harsh or gritty cleaners in the machine which could damage the interior.
- To clean the exterior, immediately wipe off any spills with a damp cloth.
- Keep the washer door open, utilizing the door vent bracket (if equipped) when not in use to prevent mold/mildew. You may be held responsible for any damage caused by mold/mildew accumulation in the machine, or in the laundry closet.
- Forcibly closing/slamming the door can break the lid switch or cause other damages.
- Overloading the machine will cause the contents to not get clean and can cause damage to the machine.
- Any repair costs due to negligence/misuse may be charged back to you.

L. **Dryer.** When using the dryer:

- Clean the lint filter before each load to prevent lint accumulation inside the dryer or in the room. Do not operate the dryer without the lint filter in place. To clean the lint filter, moisten your fingers, reach into the opening, and run your fingers across the filter.
- Please keep the area underneath and around your dryer free of combustible materials such as lint, paper, rags, chemicals, etc
- Do not dry articles containing rubber, plastic, or similar materials that may melt or burn. Some rubber materials, when heated, can produce fire by spontaneous combustion.
- Do not place items exposed to cooking oils in your dryer. Items contaminated with cooking oils can create a chemical reaction that could cause a fire.
- Use a garment bag for any small items such as undergarments, socks, etc. Failure to use a garment bag could result in damage to the machine, or your belongings. You will be responsible for such damages.
- Never climb on or stand on the dryer.
- Do not store plastic, paper or clothing that may burn or melt on top of the dryer.
- Garments labeled *Dry Away from Heat* or *Do Not Tumble Dry* cannot be put in the dryer.
- To clean the exterior, wipe or dust any spills with a damp cloth. Some laundry pretreatment soil and stain remover products may damage the washer/dryer control panel and finishes. Make sure to apply these products away from the appliances.
- We are not responsible for damage to your clothing.
- Any repair costs due to negligence/misuse may be charged back to you.

M. **Toilet.** The toilets and other plumbing fixtures shall not be used for any purpose other than which they were designed. Any damage resulting from or related to the misuse of such fixtures shall be paid for by the resident.

- Do not flush any of the following items: Any type of wipes - even if they are labeled as flushable wipes, tampons or any other feminine products, condoms, kitty litter, hair, excessive amounts of toilet paper etc. Human waste and the appropriate amount of toilet paper are the only items permitted to be flushed.

3) MANAGEMENT'S RESPONSIBILITIES

It is our responsibility to protect the rights of all residents living in the community. Conditions pertaining to both the responsibilities of the property owner and management are further explained in your Lease Agreement. If you have any questions, check your Lease Agreement or the various sections of this Community Policies Addendum.

With your cooperation, we will maintain your apartment in such a condition that all health and safety standards are met. This may include mandatory pest control appointments, periodic inspections, and maintenance repairs. Please submit a maintenance request immediately of any repairs or pest control needed, and we will take action to ensure all issues are resolved as soon as possible, within our control.

We may conduct semi-annual apartment inspections to ensure all homes are being maintained in safe, and sanitary conditions and to ensure maintenance requests are being reported for necessary repairs. If we receive a complaint, or have reason to believe the apartment is in unsanitary conditions, including pest control issues, we will contact you with an inspection date, at least 24 hours prior to entry. We will provide at least 24 hour notice prior to entering your home, except in emergency situations. In the event you are not home during an emergency, notice of entry will be communicated to you as soon as possible.

4) MAINTENANCE

- A. **Routine Maintenance Requests.** You agree to maintain the apartment at all times in a clean, pest-free, and sanitary condition. Please make requests for repairs and maintenance by utilizing the on-line resident portal. We require the following information in order to complete maintenance requests:
- Pet information – If you have a pet, it will need to be kenneled at the time of entry.
 - Please indicate if we have permission to enter your apartment if you will not be home.
- Maintenance will leave a notice of service in your apartment to let you know the status of your request. Maintenance requests are completed in the order they are received however, urgent repairs will take priority. Requests will be addressed within 24 hours Monday through Friday, but may take longer than 24 hours to fully resolve if parts, replacements or additional service is required.
- B. **Light Bulbs.** All light fixtures and appliances have the approved light bulbs in working order when you take occupancy of your apartment. We will replace all burned out light bulbs in your home at no charge. Charges may apply for broken bulbs and fixtures.
- C. **Tampering with/disabling smoke detectors or fire system devices.** Tampering with or disabling any smoke detectors or fire safety equipment, is strictly prohibited. Upon discovering that a smoke detector is non-functional and/or requires maintenance, notify us immediately. Never hit or hang anything from fire sprinklers. In most instances, when a detector or device is disabled or damaged, we will receive an alert on the main fire panel system. If this occurs, you will be charged for staff and/or vendor time to rectify the situation.
- D. **Plumbing/Toilets.** Please notify management or maintenance of plumbing problems as soon as possible. Plungers will take care of most minor plumbing backups before they overflow or worsen. If you are unable to clear the problem with a plunger, or water continues to overflow, use the shut off valves, which are located under the sinks and/or behind the toilet. Turn the water valves off and notify maintenance immediately.
- E. **Sink Backflow.** It is required that the small opening on the kitchen sink backflow device is faced towards your sink at all times. This is in place in case there is a back-up caused by the dishwasher.
- F. **Electrical.** Every apartment is equipped with a circuit breaker box. Please ask management or maintenance to show you where it is located, if you are unaware. In the event you experience an electrical issue with lighting or appliances, check the circuit breaker box. A tripped breaker is typically the cause of an outage. Switch the breaker back to reset it. If this does not resolve the issue, please submit an online maintenance request, or call after-hours emergency by dialing the office number and selecting option #2.

5) OCCUPANCY

- A. **Occupancy and Use:** Only the persons listed in the lease as residents/occupants can live in the apartment, including any dependents born to, or legally adopted by residents during the lease term. Resident shall not allow unauthorized persons or animals to occupy the apartment. Resident understands that ownership has strict occupancy limits set by the City or other regulatory agencies. Residents can use their apartment and utilities for normal residential

purposes only. Occupancy by any unauthorized persons may subject to eviction. Resident shall not perform or permit any practices that are unlawful or that may damage the reputation of, or otherwise be injurious to the owner, that are disturbing to other residents, or which could cause an increase in the rate of insurance of the building. Individual apartments or townhomes, and all rooms and spaces therein are to be used exclusively as a private residence for residents that have been screened and approved by management and their authorized household members, occupants, or medical aids. All business and commercial uses, including hosting guests or visitors through a home swapping, Airbnb type site, social media sharing club or activity, or other use where a resident/occupant receives any benefit or consideration, whether in the form of cash, credits, barter, or right to use another person's premises or property, are prohibited. Residents are expected to have periodic guests or visitors with whom they have a familiar or personal relationship, for social and family purposes. If a resident/guest has received any payment, credit, or consideration for the visit, the visit and use is not permitted. If any solicitation, ad, promotion, or offering, for use of a unit/community space is reported to, or discovered by management, this will be considered a material lease violation whether or not management is able to verify that such violation has occurred. A home-based business that results in excessive visitors or packages is prohibited.

- B. **Subletting:** Subletting is not permitted.
- C. **Security Deposit.** The security deposit is indicated in your lease agreement. Your deposit will be returned, or a move out statement will be sent, within 21 days of your lease end date or termination date. Deductions for unpaid rent, utility charges, court fees, late fees, excessive cleaning, or damage to your unit beyond normal wear and tear will be deducted from your security deposit. Deposits cannot be applied to rent charges during occupancy.
- D. **Lease Agreement.** All adult household members must be screened and sign the lease agreement. The lease is a legal contract. Please review it in its entirety and verify all dates and charges. All pets that will be occupying the apartment, including ESA animals, are required to be listed on the lease.
- E. **Lease Terms.** Your lease is for the period indicated on your lease agreement. A written notice of two full calendar months, as well as the signed Notice to Vacate form must be received by management prior to the last day of the month. You are required to request the form, have it signed by all lease holders, and returned to management via email, no less than two full calendar months in advance.
- F. **Guests.** We must be notified in writing if your guests are expected to stay in the apartment for more than fourteen (14) consecutive calendar days.
- G. **ButterflyMX Call Box & Virtual Keys.** This system allows you to open and manage doors from your smartphones and issue virtual keys for visitor access. Virtual keys give your guests access to the building through a QR code, which is monitored frequently by management. If misuse is discovered, this feature will be disabled.
- H. **Transfer Fee.** Any resident requesting to transfer to a different apartment within the community can do so with prior written approval by management. If the transfer is at the end of a lease term, and two full calendar month notice was provided, the transfer fee may be waived. A new lease must be signed. A new security deposit and move easy fee will be required. Please note, if you paid the original deposit amount of \$100, you be required to pay the new deposit amount of \$500. If you were required to pay more than the standard deposit amount upon move in, your new deposit will be equal to that amount. The original deposit will be returned within 21 days of the completed transfer. The transfer fee amount is subject to unit type and availability. Your current apartment must be inspected before the transfer will be approved. Excessive damages or unsanitary conditions could be cause for your transfer request to be denied. Lease infractions, excessive maintenance requests, complaints from neighbors, ongoing issues with management, excessive late payments, or a current balance due could also result in a transfer request being denied.
- I. **Abandoned Property.** Twenty-eight (28) days after a notice of abandonment has been sent, or it has become reasonably apparent that the unit or belongings have been abandoned, management may sell or dispose of the property. Management must make a reasonable effort to contact the resident/previous resident at least fourteen days before the sale of the items to let the resident know they are being sold or disposed of. Management must do this either by giving the resident a written notice of the sale, or by sending the notice by certified mail (return receipt requested) to the resident's last known address. Management must also post a notice of the sale in a clearly visible place on the premises for at least two weeks before the sale.

The owner may use a reasonable amount of the money from the sale to pay for the costs of removing and storing the property, back rent, damages caused by the resident, and other debts the resident owes to the property. Money earned in excess of the owner's costs, belongs to the resident if the resident has written and asked for it. If the resident has asked for the property back before the 28-day waiting period ends, management must give the property back.

Management must return the resident's property within 24 business hours after the resident's written demand, or 48 business hours if the owner has moved the resident's property somewhere other than the building.

6) GENERAL POLICIES

- A. **Residents & Guests.** You are responsible for the conduct of all members of your household and your guests. Bicycles, toys or any other personal items must not be left unattended. Items left unattended are subject to being removed/discarded. Guests are expected to comply with the community policies and provisions of the lease agreement. Residents and guests may not interfere with the management or maintenance staff at the property including but not limited to, failing to allow staff to enter the apartment for maintenance repairs or leasing tours, yelling at, or using foul, offensive, intimidating, or threatening verbal or body language towards staff, vendors, other residents, or guests.

Music, singing, speakerphone conversations, other sounds, smells, or any other conduct that may disturb or annoy other residents or staff is not permitted at any time.

Resident promises not to act in a loud, boisterous, unruly or thoughtless manner, or disturb the rights and peaceful enjoyment of other residents, guests, vendors or staff. Exercise equipment, or exercising, in the apartment may be prohibited if it creates a disturbance to residents, guests or staff.

- B. **Waterbeds.** Resident agrees not to keep or permit waterbeds or any other water-filled furniture/objects on the premises, unless written consent of management is obtained and resident has water damage coverage included in an active renter's insurance policy.

- C. **Keys & Lockouts.** There will be one set of keys to the building, apartment and mailbox given out for each adult leaseholder. All keys are to be returned to management upon vacating your apartment. Under no circumstances are you to make duplicate keys. This is a breach of your lease agreement and compromises building security. If lockout service is required after business hours, the charge is \$175, plus the replacement cost of keys if they are lost. Charges are subject to double-time on holidays. The charge will be added to your account ledger. Please be prepared to show identification to the afterhours maintenance technician or staff, as you must be listed on the lease agreement to be given entry.

Resident shall not alter any lock or install a new lock, knocker, peephole or other attachments on any door of the apartment without the written permission of management. All permitted alterations, shall remain part of the apartment unless otherwise agreed upon with management, in writing.

- D. **Disturbances & Noise Concerns.** Please be considerate of your neighbors. Do not interfere with the peaceful enjoyment of fellow residents/guests when you are entertaining guests or participating in other potentially noisy activities. If you are disturbed by activities of a neighboring apartment, often it is best to contact the concerned party directly in a considerate, respectful, manner. If you are contacted by a neighbor, please respond in an equally considerate manner. If conflicts or concerns are not resolved between neighbors, please contact management for assistance. Please provide all details of the disturbance including dates, times and apartment number of where the disturbance is coming from. Residents and guests are restricted from running or loitering in the hallways or other common areas of the community.

- E. **Smoke-Free Policy.** This is a **smoke-free** property. No smoking is allowed in any interior space within the community. This includes apartments, balconies/patios/terraces, and all common areas including garages, driveways, and parking lots. This applies to all residents, guests, and vendors of the building. This includes, but not limited to all types of smoke emitting devices including cigarettes, marijuana, hookah, vapes, incense etc. Please refer to your lease for more details of the smoke-free policy.

- F. **Pets.** This property is a pet-friendly community. When outside of your apartment, pets/animals must be on a leash, and with a responsible adult at all times. We understand that accidents may happen in common areas, but we ask that you please clean up after your animal or notify us immediately for assistance. Any pet/animal owner observed not cleaning up after their animal, or failing to notify us, may be subject to fines, lease infractions, and/or the revocation of pet

privileges for repeated violations. Pets are restricted from theater rooms, community rooms, pools/hot tubs and surrounding pool/hot tub areas, fitness rooms, bike lounges and any other areas not specified for pet use. Within the dog park, you are responsible for your pet's behavior and for picking up after your pet. Any pet that acts in an aggressive manner, may be asked to wear a muzzle, or permanently vacate the dog park or the property. Please be respectful and mindful of residents with animal allergies or with religious beliefs in reference to animals.

Fines for not picking up animal waste:

- 1st Fine - \$500.00
- 2nd Fine - \$500.00
- 3rd & final fine – \$500.00 and 60 day notice of pet privilege revocation.

G. *Landscape.* Landscape includes paved, grass, turf, rocks, mulch, shrubs, trees, flowers, and all landscaped areas. Please refrain from using landscaped areas to relieve your pets/animals. Pets may use the dog park or designated pet relief areas for urination and defecation. Allowing your pet to urinate or defecate in any areas not specified for relieving your pet, will result in fines.

H. *Package Delivery.* Management will sign for packages on your behalf. Residents may access the package room at any time to retrieve their package(s) with their FOB or the package management software. Please note that this room is equipped with video surveillance. Management is not responsible for any items within the package room, or left anywhere inside or outside the building. Packages are to be picked up within 48 hours of delivery. Due to limited space, oversized packages are to be picked up within 24 hours. Package delivery and storage may be revoked in instances of excessive packages delivered or being stored, or that are being stored for an excessive amount of time.

I. *Trash Disposal.*

1. Place all trash in sealed plastic bags.
2. In the event we pick up trash, belongings, or litter identified to be yours, you will be charged a fee for each occurrence.
3. No trash or recycling is to be left outside your door for any period of time. There will be charge for removal of each bag. Trash and recycling are to be carried in sealed bags to the trash and recycling chutes. If a chute is unavailable, or for items that do not easily fit down the chute, those items must be carried to the dumpster.
4. Place all recycling in biodegradable or paper bags before disposal.
5. Recyclable items are not to be disposed of in plastic bags.
6. Do not dispose of oversized trash or recycling items or cardboard boxes in the trash or recycling chutes, as this clogs the chute. Bring oversized items and boxes directly to a dumpster.
7. Any items left in a trash room, dumpster, or anywhere else on the property, which are not accepted by the waste management company, will result in a charge to your account. The fees vary depending on the item. If you'd like to dispose of something such as a couch, mattress, computer, TV, etc., please contact management.
8. Sorting and separating of trash/recycling:
 - a. Resident agrees to comply with all present and revised laws, orders, and regulations regarding the collection, sorting, separation, and recycling of waste products, and trash. Resident shall sort and separate such items into categories as described by federal, state or local authorities, and in accordance with the rules and regulations adopted by management. All trash/recycling is to be placed inside the trash/recycling chutes, or the provided dumpsters. All boxes must be flattened before disposal. Placing oversized items such as furniture in or around the dumpster area is not permitted and may result in charges to the resident.
 - b. Management reserves the right, where permitted by law, to refuse any waste product which is not separated and sorted as required by law, and may require resident to arrange for such collection, at resident's sole expense, using a contractor approved by management.
 - c. Fees and Penalties: Resident shall pay 150% of all costs, expenses, fines, penalties, or damages imposed on management, due to resident's failure to comply with the above, and shall indemnify, defend, and hold management harmless from and against any actions, claims suits arising from such noncompliance. Resident's noncompliance with the above shall constitute a violation of a substantial obligation of the tenancy. Resident shall be liable for any costs or expenses, including attorney's fees, of any action or proceeding against residents, based upon resident's breach of this section.

J. *Common Areas.* Common area hallways are intended for passage to the apartment only. No welcome mats, bikes, boxes, trash, carts, footwear, decor or personal property is allowed to be stored in common areas or hallways. Any items in common areas may be removed without notice, and subject to a fee for removal. Do not hang anything on the exterior walls, or of your exterior apartment door, or light fixtures.

- K. **Snow Removal.** Snow will be removed as soon as possible. Please use extreme caution when walking on areas where new snow has fallen, where thawing and freezing occurs, and/or where conditions are icy or not ideal.

7) COMMON AREA AMENITIES

The common area amenities, both interior and exterior, were designed for the enjoyment of all residents and their guests. You must accompany your guests at all times. Casual entertainment in common entertaining space is encouraged, provided you do not inhibit other residents' access and enjoyment of a common area. If you would like to entertain friends exclusively, you are required to reserve the desired space by signing the reservation form, submitting a deposit and paying applicable fees. You are responsible for returning the space back to its original pre-event condition to avoid incurring charges and/or forfeiting the deposit. The use of said facilities shall be in accordance with posted occupancy, and rules which may be updated as needed. Any gathering of 6 or more, must follow the reservation policy.

A. **Sauna.**

- Clothes are to remain on at all times.
- Please determine if the sauna at your property is a dry sauna or a wet sauna.
- No unsupervised children under the age of 16 are permitted in the sauna.
- A shower is required before using the sauna
- Use a towel to sit on when in the sauna
- Please enter and exit the sauna quickly and do not hold the door open for an extended period of time.
- It is recommended to start by sitting on the lower bench first, because the temperature is lower there.
- When entering the first time, do not stay in the sauna for more than 10-12 minutes.
- The sauna is primarily a place to relax. It's ok to talk in sauna as long as it does not disturb others.
- It is recommended you stay hydrated by drinking water before, during and after using the sauna.

- B. **Fitness Facility.** The fitness facility is a state-of-the-art fitness center intended exclusively for the use of residents of this property. A resident must accompany guests while using the fitness facility. We are not responsible for any injury to persons while using any of the equipment in the facility. Please be sure to consult your physician before beginning a fitness program. Equipment is shared by all residents. Please do not spend more than forty-five consecutive minutes at any station in the facility. Utilize the sanitizing spray and paper towels provided after using each piece of equipment. We are not responsible for personal items left in the fitness facility. Please do not drop weights. The noise carries to neighboring apartments and creates a disturbance. Your right to use the fitness center may be revoked if you are not using it for its intended purpose, or your behavior is threatening or disrespectful to other residents.

- C. **Theater & Club Room.** These spaces are for the use and enjoyment of all residents. The Club Room may not be used for private gatherings exceeding 5 people without making a reservation. The outdoor BBQ area will remain open to all residents during Club Room reservations. Residents must not disturb private parties in the Club Room. Please see hours posted or consult with management.

8) Parking & Garage Access.

Access to the garage is controlled. Never allow anyone to follow you into the parking garage.

If you are followed by another vehicle, pause just inside the automatic doors and allow them to close behind you, as authorized residents will be able to use their personal access reader to gain access separately. Garages are intended for resident vehicles only. Guest parking is allowed in designated areas only and must be documented at the front desk. If guest(s) fail to follow guest parking procedures, their vehicle(s) will be towed at the vehicle owner's expense.

A. **Parking & Garage Use.** The intended use of parking and garage areas is for parking vehicles only.

1. All vehicles must be registered with management. Do not allow your guests to park in the residential portion of the parking garage/lots. Unregistered vehicles are subject to tow at the vehicle owner's expense.
2. Non-operational vehicles of any kind may not be parked or "stored" on the premises. Expired license plates indicate a "stored" condition and the vehicle will be removed at the vehicle owner's expense.
3. Any vehicle not within the guidelines outlined in the Lease Agreement or this addendum, or those illegally parked, will be towed at the vehicle owner's expense.
4. Please respect the parking spaces that are reserved for electric vehicles, hybrids or alternative fuel vehicles, as well as spaces set aside for shared vehicle use.
5. No storage of other personal property is allowed in the garage at any time, except for bikes, in designated areas.

6. Changing oil or performing repairs on your vehicles is prohibited in the parking lot, garage, driveway, or other common areas.
 7. Any vehicle in the garage or parking lot that is leaking oil or other substance must be repaired immediately. The vehicle owner will be responsible for the full cost of any cleaning or damages from stains, etc. caused by the leak.
 8. Campers, boats, or any other recreational vehicles are not permitted to be in the parking areas.
 9. Motorcycles and bicycles must be parked in designated areas or parked completely within the resident's assigned stall.
 10. Do not leave valuables in your vehicle. Management/ownership are not responsible for any lost, damaged or stolen items left in your vehicle, or in the parking areas.
 11. Report any suspicious activity in or around the garage and parking areas to the police and to management.
 12. Management reserves the right to assign vehicles to appropriately-sized spaces and handicap accessible spaces.
 13. Management reserves the right to re-assign vehicles to new spaces as deemed necessary for reasonable business purposes, with a 24 hour notice.
- B. **Storage Lockers.** Storage lockers are an additional cost and intended for those residents who have agreed to the terms of the storage addendum. Resident must provide their own lock. Storage lockers, specifically in garages, may be susceptible to water damage. You are responsible for storing your personal items off the ground and in water tight containers. Management reserves the right to re-assign storage units as deemed necessary.
- C. **Bicycles.** Bikes are to be stored in designated areas, in your parking stall, in the designated bike racks or bike room.
- If your property has bikes owned by the property for resident use, they are on a first-come, first-served basis.
 - There is no fee for the rental.
 - Please notify the front desk, or submit an online maintenance request if something is wrong with one of the bikes.
 - A fix-it station and air compressor are available for use.
 - While using the rental bikes, you are required to lock the bike when parked off the property, and upon returning the bike.
 - Personal bikes should be locked at all times while not in use.
 - Management is not responsible for stolen bikes, or any other personal property in the garage.
- D. **Paddle boards.** Paddle boards are available at some properties. These are available on a first-come, first-served basis.
- There is no fee for the rental.
 - Please notify the management or submit an online maintenance request if something is wrong with one of the boards.

9) EXTENDED ABSENCES FROM YOUR APARTMENT

If you plan to be away from your apartment for more than a few days, the following items should be taken care of before you leave:

- A. **If your absence is during the winter months when daily temperatures are below freezing, your heat must be left on and set to a minimum of 60 degrees.**
- B. Please notify management if you will be gone for more than 3 consecutive days.
- C. Make arrangements with the post office and newspaper carrier to stop or forward your mail/newspaper if you plan to be gone for a prolonged period of time.
- D. Dispose of all recycling and trash from your apartment. Perishable items such as fruits and vegetables should be disposed of.
- E. Close and lock your windows. Turn off all lights and electrical appliances aside from your refrigerator.
- F. We will be happy to check your apartment periodically to see that electrical and plumbing systems are functioning normally and everything is in order.
- G. If you are leaving a vehicle at the property in your absence, be sure to leave a set of your vehicles keys with a friend, relative or neighbor in case your vehicle need to be moved in the event of an emergency. Please check with management if garage/lot cleaning/sweeping, snow removal or any other maintenance is scheduled, or could occur during your absence. You are responsible for making arrangements for your vehicle to be removed if needed. Vehicles could be subject to being towed if not removed for scheduled maintenance, or a fee may be imposed if the vendor needs to return, or if in-house maintenance needs to complete the work at a later date, that your vehicle is parked in.

Thank you again for choosing us as your new home! We are excited to have you and hope that you enjoy your time with us. If you have any questions please stop by the front desk and connect with the front of house staff.

Welcome home!