

# greco PROPERTIES

## COMMUNITY POLICIES ADDENDUM

# emRIK•SV

### Community Information

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|                  | 4043 Chatsworth St. N., Shoreview, MN 55126                          |
| Office Telephone | 651-706-3801   |
| Emergency Number | 651-706-3801*press 2   |
| Email:           | <a href="mailto:EmrikSV@choosegreco.com">EmrikSV@choosegreco.com</a> |

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## WELCOME!

On behalf of the entire management team at Greco Properties & Emrik SV, 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 Emrik SV 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 satisfying and happy experience.

The purpose of the Community Policies is to inform you of the various guidelines for community living. Please take the time to read through the Community Policies and do not hesitate to contact the office if you have any questions. 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 you, **the resident**, and “we” or “us” refers to **management, staff, and/or ownership** acting on behalf of Greco Properties.

## 1) GENERAL CONDITIONS

We are proud of this community and the facilities we have to offer you. We want and need your pride in the apartment community as well. Only with your assistance and cooperation can we maintain an attractive and 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 of General Rules at the discretion of the Owner.
- Resident agrees to complete, sign, and return a move-in inspection form to Owner upon obtaining possession of dwelling unit.
- We reserve the right to make additions or changes to these Community Policies at any time. Changes will be communicated to you in writing.
  - a. General Community Rules may be added to or amended by Owner with a thirty (30) day written notification to Resident.

## 2) EMERGENCIES

- A. *Maintenance Emergencies.*** In the event of a maintenance emergency, please call the front desk and the staff on duty will assist you. If the staff is unavailable, call 651-706-3801 and press 2; our 24-hour maintenance emergency answering service will assist you. Please see section 5 (maintenance) for more information. Maintenance emergencies are classified as, but not limited to:
- No air conditioning
  - No heat
  - No electricity
  - No working toilet in one bed or alcove apartment
  - Any water intrusion
  - Refrigerator is not working
  - Front door lock is not working, not your apartment door
- B. *Fire.*** In the event of a fire, please do the following:
- Go to the nearest exit and leave the building immediately.
  - Call 911 or the fire department immediately and report the fire from the nearest telephone.
  - Notify us 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. We suggest you take the following precautions:
- Do not store any flammable items in your apartment home.
  - Dispose of newspapers and other refuse regularly.
  - Matches and lighters should not be left unattended by you and/or your guests.
  - 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 home. The only exceptions are if you are in an apartment where there is a natural gas hook-up on your terrace.
- D. *Police.*** If you should 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 the front desk first and we will attempt to resolve the issue. If this action is unsuccessful, we recommend next calling the police, 911, and filing a noise disturbance report; this will greatly assist us in documentation. 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 and/or eviction.

## 3) CARE FOR APARTMENT HOME

This is your home. When you take possession of it, you assume definite responsibility for its care. This includes everything from day-to-day housecleaning (proper care of all fixtures, appliances and removal of rubbish) to following the rules of community living. These responsibilities are enumerated in the Lease Agreement and further explained below:

- A. *Resident Maintenance & Housekeeping:*** Resident is responsible for all Resident obligations as established by all applicable law including, but not limited to, the removal of trash and garbage from the Apartment to the appropriate collection point and maintaining the Apartment in a clean and sanitary condition. Air conditioning and heating equipment, where and when provided by Landlord, will be maintained by Landlord although Resident must pay for any repair required due to Resident's misuse or neglect. Resident must not obstruct or place any personal property in front of any air conditioning, heating 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 complex caused by Resident, or any of their guests will be corrected, repaired or replaced at Resident's expense. Resident must

immediately notify Landlord in writing of any needed maintenance or repair. If landlord is required by state, county, local or other government authority to make any repairs or do any corrective maintenance or cleaning that is Resident's responsibility then those repairs, maintenance or cleaning will be done at Resident's expense.

- B. *Decorating & Alterations.*** Painting custom colors in your apartment is allowed with our prior written consent. If permission is granted, you are responsible to either restore the apartment back to its original colors and condition or be charged for such restoration upon move out. A management-approved, bonded and insured vendor must complete all painting. If you would like to touch-up your paint while residing in your apartment, simply drop off a disposable container with your name and apartment number, and we will supply the paint. We must approve any additions to your apartment (i.e. paint, wallpaper, cabinets, carpet, 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 Hanging.*** Hanging of pictures, mirrors, shelves, etc. will be permitted subject to the following rules:
- I.** Do not hang items on your walls through the use of any kind of stick-on fasteners (for example, Command Strips). Use proper metal picture hanging hooks with small nails. Hanging anything on a historic wall can only be done with advance written permission, at applicable Communities. No mounting of any kind shall be attached to the ceilings. No nails or screws shall be driven into the woodwork.
  - II.** If you would like our Maintenance team to mount your TV, please contact the office. Work is subject to cost for labor and completed waiver form.
- D. *Draperies.*** Window coverings have been provided and must be maintained and kept in good condition. Sheets, blankets, foil, flags or any other similar 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 blinds are visible from the exterior of the building) and must not present a fire hazard with regard to the HVAC system. 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 the Owner.
- E. *Patios & Terraces.*** Please be respectful of your neighbors; late night music and loud conversations are discouraged as it can interfere with your neighbors' enjoyment of their home. Voices carry over open spaces, especially at night.
- I.** 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 Owner.
  - II.** No awnings or other projections including air conditioners, TV, satellite or radio antennae or wiring shall be attached to or extended from the outside walls, or roof of the building.
  - III.** No rugs, linens, or other linen items shall be hung or shaken from the windows, balconies, stairways, or landings.
  - IV.** Resident agrees not to use balconies or patios for storage. Balconies, patios and garage stalls shall be maintained in a neat appearance and free from fire hazard at all times.
  - V.** Grills of any type are not permitted on balconies/terraces/patios.
  - VI.** Satellite television systems are not permitted.
- F. *Ranges and Refrigerators.*** Keep your appliances in good condition by cleaning them often. Clean the surface units of your range regularly. If something is spilled when baking in the oven, clean it as soon as possible. Alternatively, 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.
- G. *Kitchen Exhaust Vents & Fans.*** It is very 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. It should be vacuumed regularly. In order to assist you in maintaining its good condition, we offer the following suggestions:
- I.** Food and beverage spots should be cleaned up quickly by using club soda.
  - II.** Remove grease by covering the spot quickly with flour and vacuuming the following day.
  - III.** Remove ink by covering the spot immediately with salt. Scoop up the salt and repeat the process until clean. Apply additional salt and leave it overnight.
  - IV.** Vacuum carpets at least once a week to maintain proper condition.
  - V.** You have already paid a move-in fee that will cover carpet-cleaning costs when you vacate your apartment. Additional charges may be assessed for damage above normal wear and tear.
- I. *Counter Tops.*** Your counter surfaces are made of granite. However, please do not place extremely hot objects directly upon them. Promptly remove any substance which might cause a stain. You should not cut anything directly on the surface.
- J. *Barn Doors.*** Barn doors have double stoppers on both ends to prevent them from leaving the track. Do not slam the 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. Please keep the area underneath and around your appliances free of combustible materials such as lint, paper, rags, chemicals, etc. When using the washer:
- I.** Never reach into washer while it is moving. Wait until the machine has completely stopped before opening the door.
  - II.** Use a garment bag for any small items (undergarments, baby socks, etc.). We provide a small garment bag for you at move-in; please contact the office if you did not receive one. Failure to use a garment bag could result in damage to the machine. Any repair costs due to negligence may be charged back to you.
  - III.** 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 may cause harm.
  - IV.** Do not wash or dry articles that have been cleaned in, washed in, soaked in or spotted with combustible or explosive substances (such as wax, oil, paint, gasoline, degreasers, dry-cleaning solvents, or kerosene), which may ignite or explode. Do not add these substances to the wash water. Do not use or place these substances around your washer or dryer during operation.
  - V.** To clean the wash basket, leave the door open after washing to allow moisture to evaporate. Use a clean soft cloth dampened with liquid detergent, then rinse. Do not use harsh or gritty cleaners.
  - VI.** To clean the exterior, immediately wipe off any spills with a damp cloth. Do not hit the surface with sharp objects.
  - VII.** Keep the door open utilizing the door vent bracket (if equipped) when not in use to prevent moisture being trapped in the drum.
- L. Dryer.** Please keep the area underneath and around your dryer free of combustible materials such as lint, paper, rags, chemicals, etc. When using the dryer:
- I.** 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.
  - II.** Use a garment bag for any small items (undergarments, baby socks, etc.). We provide a small garment bag for you at move-in; please contact the office if you did not receive one. Failure to use a garment bag could result in damage to the machine. Any repair costs due to negligence may be charged back to you.
  - III.** 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.
  - IV.** Never climb on or stand on the dryer top.
  - V.** Do not dry articles containing rubber, plastic, or similar materials such as padded bras, tennis shoes, galoshes, bath mats, rugs, bibs, baby pants, plastic bags, pillows, etc. that may melt or burn. Some rubber materials, when heated, can under certain circumstances produce fire by spontaneous combustion.
  - VI.** Do not store plastic, paper or clothing that may burn or melt on top of the dryer during operation.
  - VII.** Garments labeled *Dry Away from Heat* or *Do Not Tumble Dry* cannot be put in the dryer.
  - VIII.** To clean the exterior, wipe or dust any spills or washing compounds with a damp cloth. Some laundry pretreatment soil and stain remover products may damage the washer and dryer control panel and finishes. Make sure to apply these products away from the appliances. Your garments may then be washed and dried normally. We are not responsible for damage to your dryer caused by any of these products.
- M. Toilet.** The toilets, basins and other plumbing fixtures shall not be used for any purpose other than for those for which they were designed. Any damage resulting from or related to the misuse of such fixtures shall be paid for by Resident.

## 4) MANAGEMENT'S RESPONSIBILITIES

It is our responsibility to protect the rights of all residents living in the community. In many situations, special 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, as the answers you are seeking will likely be explained in one or the other. If you cannot find the answer, contact our office and we will be happy to assist you.

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 notify the office immediately of any maintenance requests or pest problems you encounter.

We may conduct semi-annual apartment inspections to ensure all homes are being maintained in a decent, safe, and sanitary manner and service requests are being reported for any necessary repairs. We will provide notice prior to entering your home. During this time, the HVAC filters are typically changed and the smoke detectors are tested.

## 5) MAINTENANCE

- A. Routine Maintenance Requests.** You agree to maintain the apartment at all times during the Lease term in a neat, clean, pest-free, and sanitary condition. Please make requests for repairs and maintenance by utilizing the Resident Portal, by calling the

office, or by e-mailing us at **EmrikSV@choosereco.com**. We require the following information in order to complete maintenance requests:

- Name
- Apartment number
- Contact number
- Email
- Pet information – If you have a pet, it will need to be kenneled for maintenance service.
- Please indicate if we have permission to enter your apartment when you are not home. This will allow us to expedite your service request.

Maintenance will leave a notice of service in your apartment letting you know the status of your request. Maintenance requests are completed in the order they are received, and are responded to within 24 hours Monday through Friday.

- B. *Light Bulbs.*** All lights 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.*** Tampering with or disabling any smoke detectors is strictly prohibited. Upon discovery that a smoke detector is non-functional and/or requires maintenance, notify us immediately.
- D. *Plumbing Problems/Toilets.*** Please notify us of any plumbing problems as soon as possible. Plungers have been provided at move-in, if you did not receive one, please ask the concierge for one. This will take care of most minor sewage problems before they overflow and cause greater problems. If you are unable to clear the problem or water continues to overflow, shut off valves are located under the sinks and behind the toilet. Please turn the water to the fixtures off and notify our office as soon as possible.
- E. *Sink Backflow.*** This is located to the right of your sink. It is required that the slotted lines are faced towards your sink at all times. This is in place in case there should ever be a back-up caused by the dishwasher. This will lead the water towards the sink verses into the living space.
- F. *Sewer System.*** The sewer system has been designed to adequately handle all normal use. In cases of damage, there will be no charges assessed unless the damage was caused by your negligence. Damage caused by the following items are considered chargeable damage to you:
- Large accumulations of paper.
  - Paper Towel
  - Non-flushable wipes
  - Disposable diapers.
  - Feminine products.
  - Cans or bottles.
  - Combs, toothbrushes, brushes, etc.
  - Cat litter.
  - Pouring grease into the toilet.
  - Toys
  - Any other foreign object that has been dropped or flushed into the toilet by you or your guests.
- G. *Electrical Problems.*** Every apartment is equipped with a master circuit breaker box. It is important that you know its location. If you do not, ask a member of the Staff to point it out to you. In the event you experience an electrical issue with lighting and/or appliances, check the circuit breaker box. A tripped breaker is very easy to identify and is the probable cause of your trouble. Switch the breaker back to reset. Should this not resolve your problem or if the breaker continues to go off, call the concierge staff.

## 6) OCCUPANCY

- A. *Occupancy and Use:*** Only the persons listed above as Residents can live in the above referenced apartment. Additionally, any dependents born to or legally adopted by listed Resident(s) during the lease term of this agreement may occupy the Apartment. Resident shall not allow unauthorized persons to occupy the Apartment without the express written permission of Owner. Resident understands that owner has strict occupancy limits. Residents can use the above referenced Apartment and utilities for normal residential purposes only. Any occupation by any unauthorized persons may subject the Resident to eviction. Resident shall not perform or permit any practices that are unlawful or may damage the reputation of, or otherwise be injurious to Owner, be disturbing to other Residents, or be likely to cause an increase in the rate of insurance of the building. Individual apartments or townhomes, and all rooms and spaces therein, in the Community 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 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 the Residents 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 at their apartment or townhome for social and family purposes. If Resident has received any payment, credit, or consideration for the visit, the visit and use is not permitted and is a prohibited use. If any solicitation, ad, promotion, or offering, for use of a unit is reported to, or discovered by Management this will be considered a material lease violation whether or not Management is able to verify or discover that such a sharing, subletting, or use has occurred. A home based business that results in excessive visitors or packages delivered is prohibited.

- B. *Subletting:*** Subletting is not permitted.
- C. *Security Deposit.*** The security deposit is indicated in your Lease Agreement. It will be returned or a notice will be sent as to the reason your deposit was not refunded to you within 21 days of vacating your apartment and returning all keys. Deductions for unpaid rent, other fees such as court costs, late fees, excessive cleaning, and/or damage to your unit beyond normal wear and tear can and will be made from your security deposit. Deposits are not to be considered rent.
- D. *Lease Agreement.*** All adult household members (18 years of age and older) must sign the Lease Agreement. It is a legal contract between you and us and is enforceable by both parties. Read it carefully. The information in the Lease Agreement will answer many questions about living in this community.
- E. *Lease Terms.*** Your Lease is for the period indicated on your Lease Agreement. A two calendar month written notice must be received by our office prior to the last day of the month when vacating. Termination will normally occur two calendar months following the date of notice, unless termination is for non-payment of rent or material non-compliance. We shall give written notice of termination or renewal.
- F. *Authorized Residents.*** Only those individuals identified on your Lease Agreement and Application are permitted to occupy your apartment. Allowing persons other than those listed on your Lease Agreement to reside in your home may result in the termination of your Lease.
- G. *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.
- H. *ButterflyMX Call Box & Virtual Keys.*** This smart intercom allows you to open and manage doors from your smartphones and issue virtual keys for simple visitor access. Virtual keys give your guests access to the building through a QR code, which is monitored frequently. If mistreatment of this is discovered by management, this feature will be disabled immediately.
- I. *Transfer Fee.*** Any Resident wishing to transfer to a different Unit within the community can do so only with written consent of Management. If the transfer is at the end of a lease term, with proper two calendar month notice, the transfer fee may be waived. A new Lease must be signed by Resident and Management and a new security deposit and move easy fee are payable by Resident at the time of application to transfer. Move-out from the existing residence and security deposit refund of the original unit will be in accord with the normal procedures and requirements as if Resident was vacating premises and the Unit community. The transfer fee amount is subject to availability.
- J. *Abandoned Property.*** Twenty-eight (28) days after the owner has either received a notice of abandonment, or it has become reasonably apparent that the unit has been abandoned, the owner may sell or dispose of the property in whatever way the owner wishes. The owner must make a reasonable effort, however, to contact the Resident at least two weeks before the sale of the items, to let the Resident know they are being sold or disposed of. The owner must do this either by personally 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 or likely living quarters if that is known by the owner. The owner 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 the owner. 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 30-day waiting period ends, the owner must give the property back

The owner must return the Resident's property within 24 hours after the Resident's written demand, or 48 hours (not counting weekends and Holidays) if the owner has moved the Resident's property somewhere other than the building.

## 7) GENERAL POLICIES

- A. *Residents & Guests.*** You are responsible for the conduct of all members of your household and your guests. Bicycles, tricycles, toys or any other personal item must not be left unattended. Strewn toys, etc. can be potential hazards to everyone's safety as well as being unattractive and an inconvenience to neighbors. Items left unattended will be removed

and discarded without warning. Guests are expected to comply with the same community policies in this Addendum and the Lease Agreement.

Resident may not interfere with the management or maintenance staff at the property including but not limited to failing to allow maintenance access to make repairs and/or screaming, yelling, or using foul and offensive language with any maintenance or office staff personnel.

No music, other sounds or any other conduct that may disturb or annoy other residents is permitted at any time. Subwoofers are not allowed.

Not to act in a loud, boisterous, unruly or thoughtless manner or disturb the rights of the other residents to peace and quiet or to allow his/her guests to do so. Certain exercise equipment may be prohibited except on the first floor.

- B. *Use of Unit:*** Only the persons listed on the Lease Agreement as Residents can live in the apartment. Additionally, any dependents born to or legally adopted by listed Resident(s) during the lease term of this agreement may occupy the apartment. Residents shall not allow unauthorized persons to occupy the apartment without the express written permission of owner. Residents understand that owner has strict occupancy limits. Residents can use the above referenced apartment and utilities for normal residential purposes only. Any occupation by an unauthorized person may subject the Resident to eviction. Resident shall not perform or permit any practices that are unlawful or may damage the reputation of otherwise be injurious to owner, be disturbing to other Residents or be likely to cause or increase in the rate of the insurance of the building.
- C. *Waterbeds.*** Resident agrees not to keep or permit waterbeds or any other water-filled furniture on the premises, unless written consent of the Owner is obtained and Resident is able to provide proof of Renter's Insurance.
- D. *Keys & Lockouts.*** There will be one set of keys to the apartment and mailbox given out for each adult leaseholder. All keys are to be returned promptly to us 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 will be \$165 or the actual cost of the invoice from our 3<sup>rd</sup> party maintenance contractor. The charge will be added to your account the next business day. Please be prepared to show identification, as you must be listed on the Lease Agreement to be given entry.
- I.** 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 Owner. All permitted alterations, additions and fixtures shall remain as part of the apartment unless Owner otherwise elects.
- E. *Disturbances & Noise Concerns.*** Please be considerate of your neighbors. Do not interfere with the peaceful enjoyment of your fellow residents when you are entertaining guests or participating in other potentially noisy activities. If you are disturbed by the activities of a neighboring apartment, often it is best to contact the concerned party directly in a considerate, respectful, mature manner. If conflicts or concerns are not resolved, please contact the office for assistance. If you are contacted by a neighbor, please respond in a considerate, respectful, and mature manner. You and your guests are restricted from running or loitering in the hallways, breezeways, stairwells, or other common areas of the community. This policy is for your safety and for the consideration of all residents.
- F. *Smoke-Free Policy.*** Emrik SV is a smoke-free facility. No smoking is allowed in any interior space within the community. This includes residential apartment spaces, balconies, common areas and garages, and applies to all residents, guests, and visitors to the building.
- G. *Pets.*** Emrik SV is a pet friendly community. When outside your apartment home, pets must be under control, on a leash, and with a responsible companion at all times. We understand that common area accidents will happen, but we ask that you please clean up after your animal and notify us immediately if your pet has had an accident anywhere within the building. This will allow us to sanitize the area with enzymes to minimize damage and odors. Any owner observed not cleaning up after their pet or failing to notify us will be subject to severe action including, but not limited to fines, lease infractions, and/or the revocation of pet privileges. We do participate in the collection of pet DNA should it become necessary to test your pet's waste that is left for us to pick up. Please do not bring your pets to the theater, community room, interior courtyard, fitness center, bike lounge or any carpeted areas. 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 manor, may be asked to permanently vacate the building.
- 1<sup>st</sup> Fine - \$500.00
  - 2<sup>nd</sup> Fine - \$500.00
  - 3<sup>rd</sup> & Final Fine – \$500.00 AND 60 day notice from management
- H. *Landscape.*** Includes grass, turf and all manicured areas. Please refrain from using the grass, turf, trees, bushes and shrubs for your pets. Pets may use the dog park or any mulched area for defecation purposes. Any areas other than these two areas for either leaving waste behind or for destruction of landscaping which result in fines attributed back to the pet owner.

- I. **Package Delivery.** We will sign for packages on your behalf. All packages will be placed in the package room located next to the mailboxes in the lobby. Residents may access the package room at any time to retrieve their package(s) with their FOB. Please note that this room is under surveillance at all times. Emrik SV is not responsible for any items within the package room or left anywhere in the building.
- J. **Trash Disposal.** The following general guidelines apply:
- I. Place all trash in sealed plastic bags. This will keep the trash area neat and free of odors.
  - II. In the event that we have to pick up trash or litter identified to be yours, you will be charged a fee for each occurrence.
  - III. No trash or recycling is to be left outside your door. There will be a \$25 charge for removal of each bag. Trash and recycling are to be carried carefully in sealed bags or containers to the trash and recycling chutes located on each floor.
  - IV. Make sure to place all recycling in biodegradable or paper bags before disposing of down the chute.
  - V. Plastic bags are NOT PERMITTED in recycling. Additional fees are assessed by the trash hauler and Residents are responsible for the fines.
  - VI. 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 down to the trash room and/or cardboard dumpsters located in the parking garage.
  - VII. Any oversized items left in the trash room or dumpsters that 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 (i.e. couch, mattress, computer, TV, etc.) and would like pricing please contact the front desk
  - VIII. Sorting and Separating of Refuse and Trash:
    - i. Resident's Duties: Resident agrees to comply with all present and future laws, orders, and regulations regarding the collection, sorting, separation, and recycling of waste products, garbage and trash. Resident shall sort and separate such items into categories as provided by law, and in accordance with the rules and regulations adopted by Management for the sorting and separating of such designated recyclable materials. All trash and garbage is to be placed inside the trash and/or recycling chutes and/or the provided dumpsters. All boxes should be flattened before disposal. Placing oversized items such as furniture in or around the dumpster area is not permitted and may result in removal charges.
    - ii. Management Rights if Resident Fails to Comply: Management reserves the right, where permitted by law, to refuse to collect or accept from Resident any waste products, garbage, refuse or trash which is not separated and sorted as required by law, and to require Resident to arrange for such collection, at Resident's sole expense, using a contractor satisfactory to Management.
    - iii. Fees and Penalties: Indemnification of Management: Refuse Fee. Resident shall pay 150% of all costs, expenses, fines, penalties, or damages imposed on Management or Resident by reason of 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 and rules and regulations. 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.
- K. **Common Areas.** Common area hallways are intended for passage to the apartment only. No welcome mats, bikes, boxes, shoes, boots, decor or other personal property of any kind are allowed to be stored in common areas or hallways. Any items found may be removed without notice. Do not hang anything from your apartment home exterior door. You are liable for damage caused by your occupants or guests.
- L. **Snow Removal.** Snow will be removed as soon as possible. Please use extreme caution when walking on areas where new snow has fallen, thawing and freezing occurs, and/or conditions are not ideal.
- M. **Employees.** The "Employee Lease Addendum" is part of these Community Policies. The Employee Lease Addenda applies to the "initial" lease as well as to "all future leases".

## 8) COMMON AREA AMENITIES

The common area amenities – outdoor BBQ area, Club Room, Fitness Center, Sauna, etc. – 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 to a common area. If you would like to entertain friends exclusively, you are required to reserve the desired space by submitting a deposit and paying applicable fees. Contact us to reserve space for your event. You are responsible for returning the facility 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 rules that may be changed from time to time.

- A. **Sauna.** The sauna is intended for adult use only.
- I. Clothes are to remain on at all times.
    - Take off your clothes and jewelry. Bring a towel to sit on in the sauna.
  - II. No Water over the rocks. This is a dry sauna and water is not needed.



- III. No unsupervised children under the age of 16.
- IV. Shower Before Sauna
  - Take a shower beforehand.
- V. Dry Off the Body
  - Before entering the sauna your body should be completely dry.
- VI. Place your whole body on the towel
  - When in the sauna, sit on the towel. When going in or out the sauna, do it quickly and make sure that the door closes firmly in order not to spill out the heat.
- VII. From Lower to Higher Bench
  - It is recommended to sit on the lower bench at first, because the temperature is lower there.
- VIII. Sauna Time & Cooling Off
  - When entering the first time, do not stay in the sauna for more than 10-12 minutes.
- IX. Talking in sauna
  - Sauna is primarily a place of relax. It's ok to talk in sauna as long as it does not disturb other users. When you are in a sauna with only with a group of your friends or business partners, you can talk as much as you like. However when another person enters sauna, you should respect their right to relax. In such situation, in order to continue the discussion, you should leave the sauna or wait until the other person leaves.
- X. Relaxing, drinking water
  - At the end take a shower and drink something refreshing. It is recommended to drink water or tea (without sugar) before and after the sauna.

**B. *Fitness Facility.*** The fitness facility is a state-of-the-art fitness center intended exclusively for the use of residents of Emrik SV. You must accompany your 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; do not spend more than forty-five consecutive minutes at any station in the facility. Utilize the fitness wipes provided after using each piece of equipment. We are not responsible for personal items left in the fitness facility.

**C. *Theater & Club Room.*** These spaces are for the use and enjoyment of all residents. Club Room may not be used for private gatherings exceeding four 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.

***Club Room hours – 24 Hours***

***Quiet hours:*** Sunday – Thursday 10:00PM – 8:00AM

Friday - Saturday 11:00PM – 8:00AM

**9) 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. Access to the elevator vestibules is also controlled; do not allow others that you do not know to follow you into the elevator vestibule. 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 owner's expense.

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

- I. All vehicles must be registered with us. Do not allow your guests to park in the residential portion of the parking garage. Unregistered vehicles are subject to tow at the vehicle owner's expense.
- II. Non-operational vehicles of any kind may not be parked or "stored" on the premises. Expired license plates indicate a "stored" condition and the offending vehicle will be removed at the expense of the vehicle's owner.
- III. 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.
- IV. Please respect the special parking spaces that have been reserved for low-impact vehicles such as hybrids or alternative fuel vehicles, as well as spaces set aside for shared vehicle use.
- V. No storage of other personal property is allowed in the garage at any time.
- VI. Changing oil or performing repairs on your vehicles is prohibited in the parking lot, garage or other common areas.
- VII. Any vehicle in the garage or parking lot owned by a resident or their guest leaking oil or other substance must be repaired immediately. The vehicle owner will be responsible for the full cost of any repairs to damages and/or stains, etc. caused by the leak.
- VIII. Campers, boats, etc. are not permitted to be stored in your parking area.
- IX. Motorcycles and bicycles must be parked in designated areas or within the Resident's assigned stall.
- X. Do not leave valuables in your vehicle. Emrik SV and/or Greco Properties are not responsible for any lost, damaged or stolen items left in your vehicle.
- XI. Report any suspicious activity in or around the garage and parking areas to the local Police Department and the office.
- XII. Management reserves the right to assign vehicles to appropriately-sized spaces and handicap accessible spaces based on vehicle type and availability.

**XIII.** Management reserves the right to re-assign vehicles to new spaces as deemed necessary for reasonable business purposes.

**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; store your personal items off the ground and in water tight containers.

**I.** Management reserves the right to re-assign storage units as deemed necessary.

**C. *Bicycles.*** Spaces to store your bicycle have been provided in the parking garage on level one and two of the garage in your parking stall. If you have not rented an indoor parking space, there are bicycle racks available in the bike lounge. These are reserved first for those that do not have hooks in front of their parking stalls. Please contact the concierge for a reserved space.

**I.** There are branded street bike and fat tire bikes. These are available on a first-come, first-served basis.

**II.** There is no fee for the rental. This is strictly an honor system until needed otherwise.

**III.** Please notify the front desk if something is wrong with one of the bikes.

**IV.** A fix-it station and air compressor are available for use.

**V.** U-locks are provided so that if you need to lock up the bike while it is out. Please return with the bike.

**D.** Paddle boards. 2 boards are available for resident use. These are available on a first-come, first-served basis.

**I.** There is no fee for the rental. This is strictly an honor system until needed otherwise.

**II.** Please notify the concierge if something is wrong with one of the boards.

**III.** We do not provide transportation/racks for the paddle boards.

## **10) EXTENDED ABSENCES FROM YOUR APARTMENT**

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

**A.** Register your date of departure and anticipated date of return on the resident portal or by contacting the front desk. If there is an address or telephone number where you could be reached in case of an emergency, please leave this information as well.

**B.** Make arrangements with the local Post Office and newspaper carrier in regard to stopping or forwarding your mail/newspaper if you plan to be gone for a prolonged period of time.

**C.** Dispose of all recycling and trash from your apartment. Perishable items such as fruits and vegetables should be disposed of.

**D.** Close and lock your windows. Turn off all lights and electrical appliances aside from your refrigerator. **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.**

**E.** Leave your apartment neat and clean.

**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.** Make sure that you have provided us with the up-to-date license plate number of your vehicle to avoid having it towed while you are away from your apartment home.

**H.** Parking lot snow removal will occur during the winter months. Your vehicle may need to be moved for snow removal. To avoid being towed, please ensure someone can move your car for you.

**Thank you again for choosing Emrik SV 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!**