COMMUNITY POLICIES AND PROCEDURES - CONVENTIONAL

**(Addendum to the Lease Agreement)**

Landlord desires to maintain an outstanding Apartment Community. In order to promote and maintain the Community, and as a condition of residency, Landlord has established the following policies for the comfort and convenience of all Community residents. These Community Policies and Procedures are a part of the Lease. Any term with its initial letter capitalized and not defined in these Community Policies has the meaning given to it in the Apartment Lease.

1. **Service Requests**. All requests for service should be made to the on-site management office. For your convenience and information, a set of instructions for the operation of appliances and mechanical equipment is available upon request. In the event of an emergency, call 911 directly for help rather than the management office. Notify Landlord immediately AFTER calling 911.
2. **Keys and Locks**. During normal business hours, Landlord will admit a resident who has been locked out of his/her Apartment Home at no charge. After normal business hours, Landlord may admit a resident who has been locked out of his/her Apartment Home for the charge of $35 paid in cash to the on-call representative. Landlord may **charge** a deposit each key, access card or remote control issued to a resident or additional live-in resident. If a resident or any additional live-in resident loses or fails to return any key, access card or remote control, such resident shall be charged $25 per key, access card or remote control.
3. **Deliveries and Package Acceptance** The management office will **accept** normal parcel-sized deliveries for a resident when the resident is not home and store the same (without any liability whatsoever for a Loss with respect to such delivery) for 1 day at the management office. The management office will not accept packages larger than normal parcel-size for any reason.
4. **Lakes/Ponds**. If the Community has a lake:
	1. Swimming is notallowed.
	2. Boating is notallowed.
	3. Ice-skating is not allowed.
5. **Laundry Facilities**. If laundry facilities are available at the Community, such laundry facilities are for the exclusive use by residents and additional live-in residents during the hours posted. Items such as clothes, laundry baskets, and detergents should not be left unattended in the laundry areas. Residents should remove laundry as soon as the machine shuts off and should dispose of trash such as lint, empty containers, and softening sheets in a trash receptacle.
6. **Posting Flyers**. Flyers may be posted only in designated areas, if any. If flyers are allowed to be posted, Landlord may remove any commercial or offensive material, or material which is not in keeping with the nature of the Community, as determined by Landlord.
7. **Community Equipment and Facilities**. Residents and all additional live-in residents shall follow all rules posted by Landlord for the use of any Community equipment or facilities, such as resident business center, fitness room, swimming pool and community rooms. Landlord will notcharge a fee for use of such equipment and facilities.
8. **Solicitors and Salespeople**. Solicitors and salespersons are not allowed in the Community. Residents shall report all solicitors or salespeople to the management office immediately.
9. **Trash Removal**. Residents shall wrap all refuse securely and place it in a designated receptacle or chute. Residents shall not place large articles, such as furniture or mattresses, for trash removal and instead should contract with private disposal services. Boxes should be completely collapsed before disposal. Residents shall not dispose of hazardous materials at any trash receptacles, chute or other location at the Community. Residents shall dispose of refuse only in compliance with applicable laws. If a resident needs to dispose of fireplace ashes, consult with the management office on the proper procedures. A resident who fails to properly dispose of trash may be charged a fee of $50 per item/bag.
10. **Interior Alterations**. Residents must obtain the prior approval of Landlord before making any interior alterations.
11. **Window Treatments**. Residents shall use only those window coverings provided by Landlord and may not use other window coverings. However, if Landlord does not provide window coverings, then all window treatments must appear white to the outside. Residents shall not use sheets, blankets, foil, etc., in place of draperies or blinds. Residents shall not place objects on a window sill which are visible from the outside. Landlord reserves the right to determine the acceptability of any window coverings.
12. **Appliances**.
	1. Residents should not overload dishwashers and should use detergents made for automatic dishwashers.
	2. Residents should turn on cold water before starting the disposal, and not grind bones, rinds, pasta, rice or stringy foods. If a disposal stops, the resident should check the reset button (normally located on the outside bottom of the disposal) before reporting the problem to the management office.
	3. Residents should not put paper towels, disposable diapers, aluminum can tabs, sanitary napkins, food, tampons, toilet wipes, baby wipes, cotton swabs, dental floss, toothpicks, hair or matches in the toilets. Toilets are for human waste and toilet paper only. Residents should not use Clorox or similar tablets in toilets.
	4. If the Apartment Home does not have a frost-free refrigerator, the refrigerator should be defrosted when there is approximately one inch of frost. Do not use sharp objects to defrost a freezer.
13. **Pipe Freeze Prevention**. A resident who plans to be away from the Apartment Home for any length of time during the cold weather season must leave the heat on in the Apartment Home and drip the faucets.
14. **Barbeque Grills**. Barbeque grills are not allowed to be used on balconies or patios. Barbeque grills may be used only in designated areas, and may be used only in compliance with applicable laws.
15. **Car Wash and Repair**. Motor vehicles will not be washed in the Community. Oil changing and repairs for motor vehicles will not be made at the Community. If permitted at the Community, washing and oil changing may be done only in designated areas.
16. **Moving of Furniture**. Landlord may designate the time and method for moving or removing any freight, furniture, goods, merchandise or other articles to or from the Apartment Home. Residents may not move furniture in or out of the Apartment Home, through the lobby or patio doors, or through the use of elevators without Landlord's permission. Landlord does not guaranty that elevators will be available for use by a resident to move furniture or personal property, or otherwise to move into or out of an Apartment Home. Landlord shall not be liable for any Loss resulting from the unavailability of elevator service.
17. **Parking**.
	1. Resident shall report in writing to Landlord prior to the Lease Start Date, and thereafter within 5 days after any change to, the make, model and license plate number of every vehicle authorized to park at the Community on a regular basis, including those of additional live-in residents.
	2. The parking of commercial vehicles will not be **allowed**.
	3. The parking of boats is not **allowed**.
	4. The parking of recreational vehicles is notallowed.
18. **Notification of Changes**. A resident shall notify Landlord in writing within 5 days after any change in such resident's employer, employer telephone number, or home telephone number.
19. **Notification of Absence from the Community**. A resident shall notify the management office in writing before all residents are absent from the Apartment Home for more than 8 days.
20. **General**. Except as expressly modified by these Community Policies and Procedures, all terms and conditions of the Lease remain unchanged, and the provisions of the Lease are applicable to the fullest extent not inconsistent with these Community Policies and Procedures. If a conflict between the terms of these Community Policies and Procedures and the Lease exists, the terms of these Community Policies and Procedures shall control the matters specifically governed by these Community Policies and Procedures. If any provision of these Community Policies and Procedures is invalid or unenforceable under applicable law, such provision shall be amended to comply with such law. The reformation of any provision of these Community Policies and Procedures shall not invalidate these Community Policies and Procedures or the Lease. An invalid provision that cannot be reformed shall be severed and the remaining portions of these Community Policies and Procedures shall be enforced. Any breach of the terms of these Community Policies and Procedures shall constitute a breach of the Lease to the same extent and with the same remedies to Landlord as provided in the Lease or otherwise available at law or equity. These Community Policies and Procedures do not limit any of Landlord’s rights or remedies stated in the Lease, which are cumulative of those stated in these Community Policies and Procedures.

Resident(s) acknowledge receipt and agreement to these Community Policies and Procedures.

**RESIDENT (S):**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_