



# Community Guidelines

## Apartment Alterations

Holes should not be drilled in your apartment without our prior written consent, nor should any nails, hooks, or screws be used on any floors, doors, windows, tub, shower, appliances, or fixtures in the apartment.

Nothing should be fastened to the floors, doors, windows, walls, appliances, or fixtures in the apartment, the exterior walls, or porches of the buildings.

Please refrain from hanging signs, advertisements, or notices on the outside or inside of any apartment or building.

Locks on the doors leading to the apartment should not be altered without our consent. We must have a key to every lock at all times, and every lock must be compatible with the master key system for the building.

## Balcony/Patio/Terrace

Please do not use the balcony, patio, or terrace of your apartment to store personal property.

Additionally, no towels, rags, rugs, laundry, or other items should be hung from any balcony or terrace, nor should anything be thrown or dropped from the windows, balcony or terrace.

Please refrain from cooking or barbecuing on a porch, patio, or balcony.

## Common Areas

Common areas, sidewalks, entrances, lobbies, hallways, elevators, or stairways of the community should not be used for any purpose other than entry and exit. Please do not place or store furniture, equipment, or personal articles in any common areas for any period of time. We may remove any such items at any time, at your expense, including any storage costs.

## Equipment Use

All equipment located in your apartment or community should be used in a reasonable and careful manner. Equipment includes such things as toilets, sinks, electrical, plumbing, heating, ventilating, air conditioning, building access system, elevators, appliances, or other facilities. If you or your family, guests, or visitors use any equipment in a manner that causes damage to the equipment, you could be held responsible for the costs of repairing or replacing it.

## Facilities

If your community has a pool, you must pay any required fees prior to usage. For your safety, please obey all pool rules and regulations.

Games, sports, and other recreational activities are permitted only in designated areas. All rules and regulations must be obeyed including the days and hours that recreational facilities may be used.

We may at any time discontinue any recreational services or close down facilities either temporarily or permanently.

## Heavy Items

Items which weigh more than we determine is reasonable for the floor loading of the apartment are not permitted. You must check with us before bringing heavy items (i.e., waterbeds, safes, etc.) into the apartment.



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## Motor Vehicles

Please keep in mind we may remove any vehicle at the owner's expense if it appears abandoned, inoperable, does not display an inspection sticker and/or license plates, or the inspection and/or registration is expired.

We apologize, but due to local water restrictions and hazardous substance ordinances, we cannot allow residents or their guests to work on their vehicles in the community parking areas. Vehicles may be washed only in designated areas. If there is no designated area, then washing vehicles is not allowed.

## Peaceful Enjoyment

All residents, their family, and guests should conduct themselves in a manner that will not disturb their neighbors or community staff. Noise, odors, or any other actions that cause a disturbance are not permitted. Please do not interfere with the rights, comforts, or convenience of other residents or community staff.

Remember you are responsible for the conduct of your family, friends, guests, and anyone you invite into the community.

We will make reasonable efforts to stop neighbors from disturbing your peace, but we cannot be responsible for controlling their actions. If you are seriously disturbed by activities at your neighbor's apartment, please call the police.

## Safety

Please do not bring anything into your apartment or the community that increases the risk of fire. Things that could cause an increased risk of fire include flammable oils, fluids, propane, benzene, gasoline, kerosene, or other hazardous materials.

Please refrain from cooking or barbecuing on a porch, patio, balcony, or within 15 feet of any building, except as expressly permitted by your community.

## Satellite Dishes

Satellite dishes one meter or less in size are permitted upon your signing a Lease Addendum – Satellite Antenna and Dishes.

## Trash

All trash should be placed in plastic bags and disposed of in the appropriate waste containers. Bulk items should never be disposed of outside of waste enclosures or left on community grounds. Please do not place any trash in halls, stairways, balconies, or laundry rooms.

## Recycling

There are dumpsters for cardboard boxes.

## Parking

There is open parking throughout this property.

Please obey all parking and traffic regulations posted on any private streets, roads, or drives.

Parking areas are to be used only to park, load, and unload motor vehicles.

Please note that there are handicapped parking spaces that have been designated by the community. Please do not park in these spaces without a handicapped permit or your vehicle will be towed.

Your vehicle may be towed without notice at your expense if you:

- Park in a fire lane
- Park in a no parking area



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- Block a fire hydrant, refuse container, another vehicle, sidewalk, or lawn

Oversized vehicles, commercial vehicles, recreational vehicles, boats, or trailers may not be parked in the community without our consent.

### Laundry Room VTM Cards

- Our new machines are now card operated and no longer accept coins. Money can be put onto your card in Laundry #7 (across from the office). The cards can then be used at either laundry room (#3 or #7).
- Only five, ten, and twenty dollar bills are accepted. No one dollar bills or change can be applied to your card.
- The card must be inserted before the money, or it will be lost.
- Please treat this card as cash. It is not transferable or refundable if lost.
- The balance on the card will be displayed on the machines and on the VTM (money machine) for your reference.
- If you lose your card, a \$15 replacement card will be issued at your expense.
- Any issues with either your card or any machine can now be reported to the office, and we will correct the problem and/or service the machines as needed.
- We are now able to track any transactions made through our VTM. If the correct amount of money you insert is not displayed on any machine, please let us know right away and we can check the transaction you made last.
- Please clean up after you use the laundry facility. We worked hard to upgrade their appearances for all of our residents.
- The VTM cards only hold up to \$40. Please do not try to exceed that amount.
- There is a "Super" cycle on the washers. This will give you an additional 10 minutes of wash and one (1) extra rinse. After you insert your card and choose a cycle, pull out the card and re-insert it. Then, hit the same cycle again and an additional \$0.25 will be taken from your balance.

### Estimated Replacement & Repair Costs

The following is a list of estimated costs of damages as a result of negligence beyond normal wear and tear. Listed repair/replacement costs may reflect estimates. Actual costs may be subject to contractor costs.

#### 1. Kitchen

- a.) Stove/Oven (inside and out) - \$35; drip pan replacement - \$3 each; burner ring replacement - \$2 each. (Drip pans and burner rings normally cannot be cleaned and should be replaced by resident prior to moving.)
- b.) Refrigerator (inside and out) - \$30.
- c.) Microwave/Hood Fan (inside and out) - \$25.
- d.) Dishwasher (inside and out) - \$20.
- e.) Countertops (all) - \$15.
- f.) Kitchen Floor - \$25.
- g.) Cabinets (inside and out) - \$35.

#### 2. Bathroom

- a.) Tub/Shower Walls - \$25.
- b.) Sink/Countertops - \$15.
- c.) Vanity and/or Mirrored Chest - \$25 each.
- d.) Toilet - \$15.
- e.) Bathroom Floor - \$20.

#### 3. General

- a.) Carpet Cleaning - 1 BR - \$79; 2 BR - \$99.

Because carpet is such a costly item to repair and/or replace, we must charge for carpet which is not steam cleaned at move-out. The above charges are base prices; heavily soiled carpets will cost more to clean. In some cases where Kool-Aid (containing #2 dyes, which are unrecoverable) is the cause of the stain, we will have to charge for either patching or re-carpeting the apartment, a



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decision made solely by management. If you steam clean it yourself, you must do it immediately before your walk-through. If you rent a cleaner, show your receipt.

b.) Hardwood Flooring - Cleaning - 1 BR - \$35; 2 BR - \$50.

The floor must be returned to its original condition, minus normal wear and tear. Any irreparable scratches or damage will be the resident's responsibility, either to repair, or for the cost to be replaced professionally.

c.) Windows (clean inside only) - \$5 per window; Window Ledges - \$5 per ledge.

d.) Nail Holes - if not spackled or sanded - \$3 per hole .

If sheetrock is damaged while removing any items left on the walls, additional charges will be assessed.

e.) Heavy smoke residue on walls or odor in apartment - price to be determined.

f.) Replacement Parts - any item which may need replacement due to a Resident's change or to damage made during a Resident's stay; will be billed at the suppliers' current prices.

g.) Furniture or garbage left shall be charged for time and labor to remove.

During move-out, we take into consideration normal wear & tear. Residents will not be charged for these things. A pre-move out inspection will be done 2 weeks before your scheduled move out date.

### Lock-outs

Residents may call on-call maintenance for lock-outs. There is a \$50.00 charge for this service.

### Pets

Cats and Dogs are welcome at Barrington Gardens.

2 pets maximum. 2 cats or 1 cat and 1 dog.

Dogs must be under 35 pounds (fully grown)

There is a one-time non-refundable fee of \$300,

in addition a \$25 fee per month per cat and a \$50 fee per month for a dog.

Pets are not allowed in the apartment without our prior written consent. Remember, you are responsible for cleaning up after your pet.

### SmartCard Tips

Adding Value to your SmartCard

- Insert SmartCard into the Cash Service Center, with the chip facing up towards the machine.
- The balance on your card will show on the electronic display.
- To add value on to your card, with the card already in the Cash Service Center, insert \$5, \$10, or \$20 into the bill acceptor.
- Wait for the card to be updated and remove the card.

Use in Laundry Machine

- The price of the cycle is displayed on the electronic display.
- To start the machine, insert SmartCard into the card-reader slot with the chip facing up towards the machine.
- Select the cycle desired. The length of the cycle will be displayed after the machine has started.
- After your cycle selection, wait until the machine starts and the display on the machine says to "Pull Card."

General Care of SmartCard

- Store card in a safe place away from magnetic fields such as microwaves, computers, other credit cards, and electronic equipment.
- Do not bend.
- Do not insert card in anything but the laundry machines and the Cash Service Center.
- The information may be erased if inserted in any other card reader.



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- Keep card and chip clean from any grease, film, or laundry soap.
- Keep card and chip dry and free from scratches.
- Do not put wet clothes on the SmartCard readers.

Stop by the leasing office during normal business hours if you have any questions regarding your SmartCard.