In an effort to eliminate any misunderstanding concerning the obligations of and/or representations made by Greystar, the ownership of the community, or any employee of either entity, we are requesting that you carefully read the contents contained herein.

The following items are policies by which this community is operated. They are based on the belief that consideration of others and respect for this owner's property is important.

**GOOD NEIGHBOR POLICY**

All policies in these community guidelines apply to all residents, occupants, and their guests. Please be considerate of your neighbors and help us maintain a quiet, clean, community environment.

**NO RELIANCE ON SECURITY DEVICES OR MEASURES**

You acknowledge that security devices or measures, including but not limited to, intrusion alarms, access gates, keyed or controlled entry doors, surveillance cameras, or other devices, may fail or be thwarted by criminals or by electrical or mechanical malfunctions. Therefore, you acknowledge that you should not rely on such devices or measures and should take steps to protect you and your existing property as if these devices or measures did not exist.

You agree to immediately notify Owner of any malfunctions involving locks, doors, windows, latches, and smoke detectors. You are responsible for the proper operation of all devices in the apartment, including but not limited to, alarms and smoke detectors. You agree you will not disable, disconnect, alter or remove the smoke detectors, locking devices, alarm system, sprinkler system, fire extinguisher, screens, or latches.

**CRIME PREVENTION TIPS**

There are many crime prevention tips readily available from police departments and other sources. Residents are encouraged to use these and other common sense tips:

- Always report emergencies to local authorities first and then contact the management office, including suspicious activity.
- Know neighbors and watch out for each other.
- Always be aware of surroundings and avoid areas that are not well-traveled or well-lit.
- Keep keys handy when walking to a car or home. Do not go inside if the door is open upon arriving home. Call the police before entering. Make sure door locks, window latches, and sliding glass doors are properly secured at all times.
- Do not put identification, such as name or address, on key rings or hide extra keys under the door mat or flower pot. If keys are lost or concerns about safety exist, contact the office for rekeying.
- Do not open the door to a stranger.
- Tell someone of plans of departure, whereabouts, and plans to return. Lock doors and windows while gone.
- Know at least two exit routes from the apartment, if possible.
- Do not give keys, codes, access cards, or gate remotes to anyone.
- Always lock car doors, even while driving. Hide valuables and park vehicles in a well-lit area. Check the backseat before entering the car.

**ENTRY DEVICES**

In the event this community requires entry devices, the following policies apply:

- **Access cards:** Each resident will be issued an access card/remote at move in, (if applicable).
- If a card/remote/fob is lost, stolen, or damaged, a fee will be charged for a replacement.
- If a card is not returned or is returned damaged at move out, you will be charged the aforementioned replacement fees.
- Please immediately report any malfunction or damage. If residents, occupants, or guests, through negligence or misuse cause damage, you are liable for the damage cost.
KEYS & LOCKS
The care and maintenance of the keys and locks to your apartment is of critical importance. No one should have a key to your apartment without our prior written permission; including family, friends, and delivery or repair services (management will retain a key). Additional policies regarding keys and locks include:
• If you lose your front door, bedroom, storage, or mailbox keys or wish to have your lock re-keyed, your request must be in writing.
• We strongly recommend that you keep all windows and doors locked at all times. Immediately upon move in, check all of the above and report any broken, missing or unserviceable items to the manager.
• If you are locked out of your apartment during business hours, please stop by the office with a picture I.D. to gain access.
• Locks shall not be changed or added without consent of management. If management approves a lock change, management must perform the work and retain a key.
• In the event your community has keyed-access to amenities, you will be responsible for that key. If the key is not returned upon move out, a fee will be charged. Keys cannot be given to other people.

PATIOS/BALCONIES
In the event your community has patios or balconies, the following policies apply:
• Only plants and patio furniture are allowed on patios and balconies. Furniture intended for indoor use, including community provided furniture or other items are not allowed. The space is not designed to serve as storage space. No combustible material, automobile tires and/or parts, equipment, firewood and other unsightly or heavy items should be stored on the patio.
• Bicycles are allowed to be neatly parked on balconies. Bicycles are not allowed to be hung from ceilings or walls.
• Satellite dishes are permitted with prior written permission, a signed Satellite Dish Addendum with applicable deposit, and proof of renter’s insurance. (See the management office for further information).
• No motorcycles are allowed to be stored on balconies, patios, breezeways, courtyard areas or under stairs. Resident shall not allow bicycles or other objects to obstruct driveways, sidewalks, sport courts, entry passages, stairs, underneath stairs, breezeways, courtyards, or halls of the community.
• No items, such as laundry, clothing, rugs, flags, neon signs, or any other items deemed inappropriate by management are to be hung on the exterior of any building.
• No radio/television serials or wires are permitted on any part of the apartment. Personal items are not permitted in the outside walkways, breezeways or under stairs.
• The use or storage of barbecue grills on patios, balconies, walkways, breezeways, etc. is prohibited.

SATELLITE DISHES
In the event a resident elects to install a satellite dish, the resident must provide liability insurance in the amount specified by your community (no less than $25,000) covering the satellite dish, and pay the applicable deposit or fees prior to installing a satellite dish.
• No antenna or satellite dish that exceeds one meter (39 inches) in diameter is permitted.
• No antenna or satellite dish may protrude beyond the vertical or horizontal space that is leased to resident.
• No antenna or satellite dish may be installed outside the apartment, such as on any parking area, roof, exterior wall, window, fence or common area.
• Mounting devices must be temporary devices that will not cause damage to the railing or fence and can be easily removed.
• No advertising slogans. The antenna or satellite dish shall be one solid color only, either white, black, or shades of brown, gray, or tan.
• The antenna or satellite dish shall not cause distortion or interference whatsoever with respect to any other electronic device at the community.
• Only one (1) antenna or satellite dish per apartment. Resident must remove the antenna or dish and other related equipment when resident moves out.
• Resident will be responsible for paying any damages and for the cost of repairs or repainting which may be reasonably necessary to restore the apartment to its condition prior to the installation of the antenna or dish. Resident is fully responsible for the satellite dish, antenna, and related equipment including but not limited to any damage or injury caused by the device, maintenance, installation, and removal.

**INSIDE OR NEAR THE APARTMENT**

Windows and doors shall not be obstructed by the resident. If Owner provides blinds or screens on windows, then the blinds and screens shall not be removed by resident. Resident shall not throw anything out of the windows, patios, or doors. Resident shall not leave windows or doors open during inclement weather. Resident shall be liable for any damage to the apartment, including but not limited to paint, walls, cabinets, carpets, floors resulting from failure to close windows and doors and exercise reasonable care.

Lavatories, sinks, toilets and all water and plumbing apparatus shall be used by resident and resident’s guests only for the purpose for which they are constructed. Sweepings, rubbish, rags, ashes, feminine products, and other foreign substances shall not be thrown in any plumbing apparatus.

Garbage disposal units, if provided, are only for the disposal of small amounts of soft food materials that can be readily ground up. Corn cobs, bones and large amounts of food should NOT be placed in the disposal. The disposal unit is to be operated only with the cold running water. Never pour grease or lard down the sink. Reoccurring incidents of misuse may be addressed by management.

The resident will be responsible at their expense to replace all interior light bulbs and tubes. All interior and exterior bulbs, tubes, globes, and lights must be operational at the time the resident vacates the apartment or a charge will be assessed to replace them. Residents may not remove exterior lights or globes. Colored bulbs in exterior light fixtures are not allowed. Halogen light bulbs must be supervised by resident during use and must never be left on unattended.

Resident shall not place any unusually heavy objects on the floor, such as pool tables, waterbeds, etc. In the event furniture, televisions, and appliances are included in the apartment, any damage will be charged to the student for repair and/or replacement.

Welcome mats can be placed in front of entry doors, but rugs or carpet remnants are not permitted. Window ledges shall not be used for storing bottles or food. Portable window mounted a/c units may not permitted at the property. If allowed, you must receive written permission in advance of installing one. Window screens cannot be removed.

Soliciting is not permitted in the Community. Owner should be notified if a solicitor is seen in the Community. Resident cannot distribute, post, or hang any signs, flyers, advertisements, or notices in any portion of the Community without Owner’s prior approval.

Team sports such as football, baseball, kickball, soccer, dodge ball, etc. are not permitted to be played in the pool or parking areas. The use of water guns or water balloons is prohibited. Dart boards and darts are not allowed on the community. Violators will be held responsible for any damages.

There is no guarantee that your apartment will have the exact square footage listed on brochures, websites, or other advertising. Every apartment may differ due to construction variations.

In the event your community is not a new construction community, previous residents will have resided in your apartment. Therefore, the condition of your apartment will not be brand new.

In the event your apartment has furniture and/or a television included, you agree to maintain them in a clean condition, reasonable wear and tear excepted. Removal of these items is not allowed. Upon move-out, these items must be placed in the same location they were upon move-in. Resident will be responsible for any damages, cleaning, repair, or replacement charges.
BATH TUB/SHOWERS
• Please review the following to ensure proper wear of your bathtub surface:

We understand that some residents prefer to use bathmats or non-slip applications in their bath tubs. In the past bath mats can cause damage such as discoloration, peeling and other damages. For normal everyday cleaning, we suggest the use of mild soap and water with a soft washcloth. We recommend not use scouring pads or abrasive cleaners as they will dull the surface. Charges for any damages at the end of your lease which were caused by use of bathmats, non-slip applications, or use of improper cleaning products or methods will be initiated. Always read list of ingredients for individual cleansers to insure that a product does not contain abrasive agents.

• Suggested cleaners for your bathtub:
  Scrub Free, Formula 409, Mr. Clean, Windex, Diluted Pine Sol, Simple Green, Bon Ami, Liquid Dishwashing Soap, Glass Plus, Diluted Spic & Span

• Suggested to refrain from using products below on your bathtub:
  Dow Disinfectant, Acetone, Lysol Disinfectant, Bleach, Steel Wool, Comet/Ajax

SMOKE
Your community is smoke-free and you agree to uphold the no smoking policy.

VEHICLES AND PARKING
*PARKING IS NOT PROVIDED FOR STUDENTS LIVING IN SHA AT WEST VILLAGE
• When entering or leaving the community, your vehicle speed must not exceed ten (10) miles per hour.
• Do not take up two spaces with one vehicle or park on the grass, sidewalks, or patios. Any unauthorized motor vehicle that is parked in a fire lane, handicapped space, blocking a trash receptacle or a garage, double parked, abandoned (expired registration) or inoperable will be towed away without notice at vehicle owner's expense.
• Campers, trailers, boats, buses, large trucks, commercial vehicles, mobile homes, recreational vehicles and equipment are not allowed to be parked on the community or in garages.
• Violators will be towed away without notice at vehicle owner’s expense.
• Automobile repair work is not allowed on the community. Washing vehicles is not allowed unless there is a designated car care facility.
• Vehicles must meet all state inspection requirements to remain on the community.
• You are responsible for notifying occupants and guests of these towing policies. Management will not be responsible for any damage or charges to the vehicle involved.
• Motorcycles should be parked in parking lots or garages. Do not park them on patios, balconies, inside your apartment, in breezeways or under stairs. They must have a current tag.
• You acknowledge that although parking space may be provided for residents, this space may prove inadequate at times.
• Resident acknowledges that resident will park all vehicles at resident’s own risk and will maintain property insurance on resident’s vehicles.

PARKING TAGS / STICKERS
You must have a parking permit to park onsite. Parking spaces (if any) may be used only for parking passenger automobiles, light- duty trucks, SUV’s, or motorcycles. The residents must purchase a permit if they will have a vehicle on property.

Vehicles not kept in compliance with applicable rules, regulations and law are subject to towing at your expense. A vehicle may be towed if it: (A) has flat tires or other condition rendering it inoperable; (B) is on jacks, blocks or has wheel(s) missing; (C) has no current license or no current license sticker; (D) takes up more than one parking space; (E) belongs to a Resident or Occupant who has surrendered or abandoned the Residence; (F) is parked in a marked handicap space without the legally required handicap insignia; (G) blocks another vehicle from exiting; (H) is parked in a fire lane or designated "no parking" or "restricted parking" area; (I) is parked in a space reserved for other residents; (J) is not properly parked in a designated area; (K) blocks garbage trucks from access to a dumpster; (L) cannot lawfully be
operated as a vehicle on the road; (M) has a malfunctioning alarm or has an alarm which is not silenced within 10 minutes; or (N) is parked in a designated visitor or office parking space.

Gasoline, fuels, or other explosive materials may not be stored anywhere on the Property. You will be responsible for oil stains and other damage caused by your vehicles and the vehicles of your Related Parties. Parking is at the risk of the vehicle owner or operator. We will have no liability for damage to or loss of any vehicle or any personal property contained within a vehicle. Parking spaces may not be available for guests or they may be limited in number and location. Operate your vehicle safely and limit your vehicle’s speed to 5 miles per hour within the Property.

A replacement permit fee of $50.00 will be charged to replace permit if lost or if not returned at the end of tenancy.

OTHER RULES

• No substitutions (of the vehicle info as stated below).
• No vacation credit.
• Payment of parking charge is due the first (1st) of each month.
• All vehicles must show a current registration and be in working condition.
• No storing of vehicles.
• All vehicles must be moved every 14 days.
• Designated parking area is reserved for permitted residents only; visitors may only park in areas designated as visitor parking. Residents are not permitted to park in visitor parking, 2 hour retail parking, staff parking or future resident parking.

This agreement licenses holder to park one automobile in designated area. Parking area is first come, first serve and residents may not reserve spaces. Management shall not be responsible for fire, theft, damage or loss to said automobile or any other article left in the same, nor be held liable for personal injury occurring during entry/exit, except in cases of gross negligence on part of management. Privilege to park is determined by landlord. Failure to obey all laws, rules and management directives can result in warnings, fines, and/or loss of parking privilege. Payment of parking installment charge identified above is due in full the first (1st) of each month. Unless otherwise agreed by Landlord, Garage/Parking Rent will be due during the entire term of your tenancy. There are 12 equal installments due; no pro-rations are made, as installments are based on lump sum. Parking permits will be assigned as available. This parking addendum adds a parking permit to the account as an addendum to the unit lease. In the instance of a resident replacement this agreement is still valid.

REMEMBER TO LOCK YOUR CAR AND CHECK YOUR LIGHTS!

CARPORTS

• Carports are assigned parking unless otherwise instructed by Management.
• Violators will be towed without warning at the vehicle owner’s expense.
• Residents are responsible for damage they cause to the carport.
• Campers, trailers, boats, buses, large trucks, commercial vehicles, mobile homes, recreational vehicles and equipment are not allowed to be parked on the community or in reserved carport spaces.

ROOFS

• Climbing or walking on the roofs is strictly prohibited and all violators are subject to eviction. If you have a maintenance issue regarding roofs, please submit to the management.

STORAGE

In the event a storage space is included or you lease a storage space, the same standards regarding garages apply to storage space. Please use the storage space provided with your apartment, as patios, porches, balconies and passageways are not to be used for this purpose.
**TRASH REMOVAL AND DISPOSAL**
Residents will be expected to dispose of all trash in the container that has been assigned to the unit. Please make sure that all waste goes into the dumpster, not on the ground. Using plastic garbage bags will help keep the garbage area clean. Wet garbage must be wrapped. Boxes must be crushed before placed in the dumpster.

Items too large to fit in any trash or recycle container must be disposed of at Resident’s own expense. Please do not leave large items outside the trash container areas. Owner has the right to charge a removal fee for any trash it disposes of for Resident.

You are responsible for complying with all recycling regulations below. See the management office for further details.
- Please contact the management office if you require further instruction regarding proper disposal of garbage with the compactors, dumpsters, or chutes.
- No furniture may be left for trash removal.
- Residents only are permitted to use the dumpster/compactor.
- Do not retrieve items from the dumpster. Digging or scavenging is prohibited.
- Please break down empty boxes. Keep the area clean and litter free. If applicable, close the lid after use.
- No parking in front of the dumpster/compactor.
- Prohibited items include: propane tanks, flammable or toxic materials, furniture, bedding, appliances, auto batteries, tires, and oil/petroleum products.

**PEST CONTROL**
Unless prohibited by statute or otherwise stated, Owner may have extermination operations conducted in the apartment several times a year and as needed to prevent infestation.

Resident agrees to perform the tasks necessary to prepare the apartment for extermination, including:
- Removing infants and young children from the apartment;
- Removing animals or placing them in bedrooms with notification to the Owner;
- Removing chain locks or other obstructions on the day of service;
- Removing contents from shelves and floors where pests have been seen;
- Cleaning all cabinets, drawers, and closets in kitchen and pantry; and
- Refraining from wiping out cabinets after the treatment.

Resident is solely responsible for notifying the Owner in writing prior to extermination of any anticipated health or other concerns related to extermination and the use of insecticides. If the apartment is not prepared for a scheduled treatment date, Owner has the right to prepare the apartment.

Resident must request extermination treatments in addition to those regularly provided by Owner in writing. To reduce the possibility of pests, resident shall: (i) store all food in sealed containers; (ii) not leave food or dirty dishes out; (iii) empty all cans and bottles and rinse them with water; remove trash immediately’ and (iv) do not leave windows or doors open allowing pests to enter.

Resident is aware that Owner has contracted with a registered structural pest control company to provide pest control services to the premises periodically and acknowledges receiving a written notice regarding pesticides used on the premises as provided for under Business and Professions Code §8538 and California Civil Code §1940.8.

CAUTION – PESTICIDES ARE TOXIC CHEMICALS. The California Department of Pesticide Regulation and the United States Environmental Protection Agency allow the unlicensed use of certain pesticides based on existing scientific evidence that there are no appreciable risks if proper use conditions are followed or that the risks are outweighed by the benefits. The degree of risk depends on the degree of exposure, so exposure should be minimized. If within 24 hours following application of a pesticide, a person experiences symptoms similar to common seasonal illnesses comparable to influenza, the person should contact a physician, appropriate licensed health care provider, or the California Poison Control System (1-800-222-1222). For further information, contact any of the following: for Health Questions – the
County Health Department (858.694.3900) and for Regulatory Information – the Department of Pesticide Regulation (916-324-4100).

The pest control company must provide the notice to the owner or the owner’s agent, and tenants by the owner in at least one of the following ways:

- First-class mail;
- Posted in a conspicuous place on the real property.
- Personal delivery.

If the work will be done on property with five or more units, the notices must be posted in heavily frequented, highly visible areas, including, but not limited to, all mailboxes, manager’s apartments, in all laundry rooms, and community rooms. If the work will be done on property with less than five units, all units must be posted.

The notification must be provided at least 48 hours before any fumigation with poisonous or lethal gases. Notification of other types of pest control applications must be given before application.

A tenant must be notified of any pest control services performed within a tenant’s unit. A new notice must be provided if there is a change in the pesticides to be used.

The property owner has a duty to provide each new tenant with a copy of the notice if a contract for periodic pest control service has been signed.

**BED BUGS**

- It is Landlord’s goal to maintain a quality living environment for its residents. To achieve this goal, it is important to work together to minimize the potential for any bed bugs in Resident’s unit and surrounding units. It is the Resident’s responsibility to promptly notify Management of the following:
  1. Any known or suspected infestation or presence in the unit, or in any clothing, furniture or personal property.
  2. Any reoccurring or unexplained bites, stings, irritations or sores of the skin or body which Resident believes is caused by bed bugs, or by any condition or pest Resident believes is in the unit.
  3. If Resident discovers any condition or evidence that might indicate the presence or infestation of bed bugs, or of any confirmation of bed bug presence by a licensed pest control professional or other authoritative source.

If Management confirms the presence or infestation of bed bugs or other pests, Resident must cooperate and coordinate with pest control agents to treat and eliminate the bed bugs or pests. Resident must follow all directions from management or agent to clean and treat the unit and building that are infested. Resident must remove or destroy personal property that cannot be treated or cleaned as close as possible to the time of treatment to the unit. If Agent has confirmation of the presence or infestation of bed bugs in the unit, Agent has the right to require Resident to temporarily vacate the unit and remove all furniture, clothing and personal belongings in order to perform pest control services.

**MAIL / DELIVERIES / PACKAGES**

In the event this community accepts packages for residents, the following policies apply:

- The mailbox is to be used jointly by all roommates assigned to your apartment.
- If the postmaster serving the community has instituted or begins “single drop” delivery during the year, we will place your mail in the mailbox, but we assume no liability for mis-delivery, delays in delivery, or failure of delivery.
- We will only accept packages from a commercial delivery service (UPS, Federal Express, etc.) and United States Post Office.
- We will not be responsible or liable for any lost or stolen deliveries signed for or accepted by any of our authorized representatives. While your deliveries are in our possession, both during and after office hours, your deliveries are not secured.
- Please pick up your deliveries within 48 hours. If you do not pick up your delivery within 48 hours, we reserve the right to return to sender. Occasionally the number of deliveries may become too great or too cumbersome; therefore, we reserve the right at all times to refuse deliveries.
• Management is not responsible for contacting residents when accepting packages. This responsibility is in the hands of the deliverer.
• Deliveries or service requiring entrance into the resident’s apartment by anyone other than the management/maintenance team will be allowed only with written permission from the resident.
• Management is not responsible for articles or parcels left at your door or in the management office by delivery services.
• Office team members will not be available after hours to allow you access to your deliveries. You must pick up your packages during regular office hours.
• Please do not have perishable goods delivered to the management offices.
• We reserve the right to not accept packages that are over 25 pounds or larger than 2’x2’x2’.
• The resident may be required to present a photo ID or signature when picking up a package.

**MAINTENANCE EMERGENCIES**
Service requests will be handled after office hours if they are emergencies. Emergency maintenance requests include but are not limited to the following:
• No hot water or running water in the Premises
• No heat or air-conditioning when outside temperatures are less than 50 degrees or higher than 80 degrees
• Electrical or gas failure of any nature
• Stopped up toilet if only one is available in the apartment
• Water problems such as leaks, severe back-ups, or broken pipes
• Malfunctioning controlled access gates that inhibit ingress and egress
• Any unsecured apartment entry
• Fire (call 911 immediately) after business hours, emergency service requests can be reported by calling the office. The on duty service technician will be notified and will respond as quickly as possible

**MOVE OUT PROCEDURES**
A move out packet will be provided with detailed move out instructions prior to end date.

**AMENITIES**
These policies are in place for the convenience, safety and full enjoyment of the facilities by all residents. The use of any and all of the Amenities by the resident, occupants, and guests shall be at the resident’s own risk. Resident’s use may be regulated, denied, or restricted at any time by management.

Residents and all occupants, and guests, must comply with all community policies and rules regarding use of the resident’s dwelling and the common areas. There are rules contained herein governing the use of all amenities. Resident should be considerate of others while using the Amenities. If you have concerns, or notice unusual or dangerous circumstances at any facility or amenity area, please notify management and/or police.

**SWIMMING POOLS AND SPAS / HOT TUBS**
The following policies apply:
• We do not provide, at any time, safety or supervisory personnel at the pools, hot tubs, spas, or any other common area. LIFEGUARDS ARE NOT PROVIDED. SWIM AT YOUR OWN RISK. For your safety, do not swim alone.
• NO DIVING. DIVING MAY RESULT IN INJURY OR DEATH.
• The Owner and authorized representatives of this apartment community do not and cannot assure, guarantee or warrant your safety.
• With the exception of service animals, no pets are allowed in any pool area.
• For the safety of all, no glass of any kind is allowed in any gated pool area.
• Profanity, reckless activity, disruptive behavior or excessive noise will be immediate grounds for dismissal from the pool areas.
• In case of Emergency, dial 911.
• Owner and management are not responsible for accidents, injuries, or lost, stolen, damaged or misplaced items.
• No jumping into the pool from balconies, patios, fountains, or other structures near the pool.
• Anyone with a communicable disease capable of infecting others is prohibited from swimming in the pool/hot tub.
• Keep gates closed at all times.
• Respect others by keeping noise to a minimum, covering pool furniture with a towel when using suntan oils, leaving pool furniture in pool areas and disposing of trash properly.
• If you are pregnant, do not use the hot tub without medical consultation. If you suffer from heart disease, diabetes, high or low blood pressure, seizures, circulatory problems, or other health problems, do not enter the hot tub without prior medical consultation from your doctor.
• Overexposure to hot water may cause dizziness, nausea, and fainting. Hot water exposure limitations vary from person to person.
• Check the hot tub temperature before entering the hot tub. Do not use the hot tub if the temperature is above 104 degrees Fahrenheit. Do not operate the hot tub if the suction outlet cover is missing, broken, or loose.
• Do not place electrical appliances (telephone, radio, tv, etc.) within five feet of the pool or hot tub.
• We are unable to provide reservations for any pool area and we are unable to allow any type of group gathering in the pool area.
• Pool parties are prohibited without prior written consent by management.
• Appropriate swimwear is required at all times. No t-backs, g-string or thong suits, cutoffs, see-through material, diapers or toplessness is allowed.
• Unless otherwise posted, pool areas are open from 10:00 am to 10:00 pm daily. Anyone in a pool area after closing will be required to leave immediately.

CLUBHOUSE / GAME ROOM / THEATER
In the event a clubhouse, game room, or theater is provided for the enjoyment of all residents, the following policies apply:
• In case of emergency, dial 911.
• No alcoholic beverages or smoking allowed. No glass containers.
• No wet clothing permitted.
• Clubhouse hours are determined by management and may be posted outside the main entrance to the Clubhouse.
• Resident must provide government issued photo ID in order to check out equipment from Owner. All items must be returned, in good condition, at closing.
• Use the facility at your own risk. Use the equipment only in the manner intended by manufacturer.
• Handle equipment with care. Do not remove or damage equipment and supplies.
• Guests must be accompanied by resident. No more than two guests per resident.
• No running, fighting, dangerous conduct, or noise which disturbs others.
• Do not leave personal items in this area. Management is not responsible for any lost, stolen, or damaged items.

TANNING BED OR DOME
The following policies apply:
• For resident use only.
• Available during business hours.
• Tanning usage is restricted to once every 24 hours.
• Tanning facility is regulated by state and federal guidelines.

FITNESS CENTER
The following policies apply:
• Attendants are not provided. Use the fitness center at your own risk.
• Please provide your own towel.
Please do not slam weights. Re-racking your weights is required.
Limit cardio to 30 minutes when others are waiting.
No food, glass or open drink containers are allowed. Sports bottles or other non-spillable containers are welcome.
No gym bags are allowed on the workout floor.
Immediately report any needed repairs of facility equipment, doors, windows or lighting to the office staff. Do not attempt to make repairs to the fitness equipment.
In case of emergency, dial 911.
Management and Owner are not responsible for accidents, injuries, or lost, stolen, damaged or misplaced items.
Pets are not allowed.
Please use headphones when listening to music.
Follow manufacturer’s directions for proper use of equipment.
Do not use, adjust or operate fitness equipment beyond your physical limitations.
Please report vandalism and unauthorized users.
Do not remove fitness equipment from the fitness room.
Do not leave personal items in the fitness room.
Respect others by keeping noise to a minimum and by disposing of trash properly.
Please wipe down the fitness equipment with a clean towel once you are done.
No smoking or alcoholic beverages are allowed in the fitness area.
Fitness room hours are determined by Management and will be posted.
No more than two (2) guests per resident are allowed.
Guests must be accompanied by a resident.
Guests must adhere to all policies and procedures.
Persons under the age of 16 are not allowed in the fitness areas, unless accompanied by a parent or guardian.
Proper athletic shoes with rubber soles must be worn (no sandals, bare feet, etc.).
Proper apparel is required at all times including shirts. No bathing suits, swim attire, or wet clothing is allowed.
Resident agrees to the fullest extent allowed by law that s/he releases and holds harmless the community owners, management, and their employees or representatives from any and all claims, damages or expenses related to the use of amenities even if caused or contributed by owner or their agents' negligence.

**Volleyball / Basketball Court**
In the event a basketball and/or volleyball court(s) is provided for the enjoyment of all residents, the following policies apply:

- In case of emergency, dial 911.
- Facilities are for use by residents and their guests only. No group gatherings at any facility are permitted unless prior approval is granted by management.
- Use of courts is at your own risk.
- For the safety of all, no glass of any kind is allowed in any court, pavilion or common area.
- Management and Owner are not responsible for accidents, injuries or lost, stolen, damaged or misplaced items.
- Do not hang from or climb on the goal or nets.
- Motorcycles, bicycles, tricycles, skateboards and skates are not permitted on the court surface.
- Non-marring shoes are required.
- Loud music, dangerous conduct and fighting are prohibited.
- Unless otherwise posted, these facilities are available for your use from 10:00 am to 10:00 pm daily.
- Residents are limited to 2 guests and resident must accompany each guest.

**Business / Computer Center**
In the event this community has a business center, the following policies apply:

- For resident use only.
- Use at your own risk. Owner and management are not responsible for viewings, viruses or loss of information.
- Please be considerate of others. Do not tie up computers for extended periods of time.
• Documents are to be saved on Resident’s own CD or jump drive and not on the hard drive. Documents saved on the hard drive will be deleted.
• In the event copy and local fax services are available for residents, there may be a minimum charge. Long distance fax service may be available for an additional charge. *We cannot be responsible for incoming faxes. This includes confidential or sensitive information.*
• Residents will be held responsible for any damage to equipment during his/her computer time.
• No food, drink or smoking allowed in computer center.
• In the event this area is electronically monitored, any attempt to remove the equipment will engage the alarm system.
• Screen savers are not to be tampered with at any time.
• No obscene information or material is allowed on the computers at any time or for any reason.
• Resident must provide Resident’s own paper for printing purposes.
• Violation of any or all of the above stated rules may result in termination of computer center use or other action.
• Owner and management are not responsible for lost, stolen or damaged items.
• Hours will be posted or designated by community management.
• Persons under the age of 16 must be accompanied by a parent or guardian.

**PRIVATE PARTY FACILITIES / CLUBHOUSE RENTAL**

In the event this community provides a private party facility or rental, the following policies apply:
• A Clubhouse Rental Agreement must be signed prior to the event. See your management office for details regarding rates, availability, etc. Rates are subject to change at any time.
• A deposit will be collected prior to the event and may be returned after event date has passed and inspection of the facility/clubhouse has been completed. In addition, event insurance may be required.
• The clubhouse accommodates a maximum number of people. The Community Manager can provide detailed information to make sure any event does not exceed the maximum occupancy limits.
• The clubhouse may include a stereo system or other equipment. See your specific community for details on operating the equipment.
• Holidays, as determined by management, may require a higher fee.
• No private signage of any kind is allowed on common areas or street areas.
• Party facilities may not be leased to non-residents. Booking an event for an acquaintance requires your personal attendance at the beginning, middle and end of the event as well as full liability for any damages, overtime charges or conduct issues.
• Persons under the age of 18 must be supervised by an adult.
• Parking is limited to the area in front of the clubhouse.
• The resident agrees that any damages to the clubhouse, contents, or its facilities will be the resident’s responsibility and that the resident will pay for replacement or repair costs. The resident and guests must comply with the rules and regulations. The resident agrees that his / her conduct and guests shall not be disorderly, boisterous, or unlawful and shall not disturb the rights and comforts or conveniences of other residents.
• This is a non-smoking building. Smoking is only permitted outside.
• Do not move furniture without prior permission. In addition, stereos are not permitted outside the clubhouse.
• If noise from a resident’s party prompts a complaint where patrol service is called out to the community, the clubhouse deposit shall be automatically forfeited and the party will be shut down immediately.
• Items belonging to management left in the cabinets or refrigerator are not to be disturbed or used by the resident or guests.
• Management reserves the right to patrol the party at any time to observe compliance of the above policies.
• The facility must be returned in its original condition and cleaned or the deposit will not be returned. This includes removing all trash, cleaning floors, counters, appliances, fireplaces, etc.

**BARBECUE GRILL / OUTDOOR KITCHEN / FIRE PIT / FIRE PLACE**

In the event this community has BBQ grills, outdoor kitchens, fire pits, or fire places, the following policies apply:
• Facilities are for use by residents and their guests only.
• Use of facilities is at your own risk.
Barbecue grill instructions may be posted at each location or attainable from management. Please contact the management office before attempting to use these grills.

Please comply with all safety precautions. For the safety of all, no glass of any kind is allowed.

Keep pets and children away from open flames.

Use the equipment only in the manner intended by the manufacturer. Handle equipment with care. Do not remove or damage equipment and supplies.

We are unable to provide reservations.

Your community may require a deposit or charge to use the facility. See your community for further details.

In the event your community grill uses a propane tank, it cannot be stored in your apartment, garage, storage unit, or patio/balcony. When transporting propane tanks, keep the container in a secure, upright position. Never keep a filled container in a hot car or car trunk. Heat will cause the gas pressure to increase, which may open the relief valve and allow gas to escape.

You will be responsible for the entire amount of all damages caused by your use of the facility, including all cleaning and repair costs.

No fighting, dangerous conduct, or noise which disturbs others is allowed.

Do not leave personal items in this area. Owner is not responsible for any lost, stolen, or damaged items.

Never leave a fire unattended. Do not leave until the fire is completely out.

Keep flammable materials away from the fire, including potholders, oven mitts, wooden utensils, paper or plastic bags, food packaging, towels, etc. Roll up any loose-fitting or long sleeves.

Clean the facility after use.

If a fire on a grill seems out of control, turn off the burners.

If a fire on a grill involves a propane tank and you can safely reach the tank valve, shut the tank valve off.

In case of an emergency, call 911.

Unless otherwise posted, these facilities are available for your use between the hours of 8:00 a.m. and 10:00 p.m.

Residents are limited to 2 guests per apartment to any common area, and resident must accompany each guest(s).

**PHOTOGRAPHS, DIGITAL IMAGES, VIDEO**

You waive any rights, claims or interest you may have to control the use of your or your occupants’ or guests’ identity or likeness in the sound, still or moving images and agree that any uses described herein may be made without compensation or consideration to you, your occupants or guests.

**WILDLIFE**

In the event wildlife is found on the community, resident agrees to the following. Wildlife can include the presence of alligators, snakes, possums, raccoons, coyotes, or other animals.

Resident acknowledges that: (i) Wildlife may be seen in and around the apartment community; and (ii) there are certain risks associated with having wildlife in and around the community.

- Resident will not feed the wildlife;
- Resident will not get close to the wildlife;
- Resident will not swim or wade where the wildlife are;
- Resident will not allow pets or children to swim or play near waters or areas that may contain wildlife;
- Resident will not agitate or tease the wildlife;
- Resident will not try to catch the wildlife;
- Resident will not approach the wildlife’s nest or habitat;
- Resident will maintain a safe distance from the wildlife;
- Resident will not dispose of garbage or scraps near a water source, pond, lake, or other area that may contain wildlife; and
- Resident will be responsible for informing occupants and guests about the wildlife and enforcing their compliance with the above statements.
Resident assumes the risk with respect to having wildlife near resident’s apartment and acknowledges that neither the Owner nor the Owner’s Agent are liable for any injuries, damages or losses to persons or property caused by or related to the wildlife by resident, occupants or guests.

**CONSTRUCTION OR RENOVATION**

In the event your community is under construction or renovation, resident agrees to observe all warning signs and blockades. Resident agrees to stay away from the construction areas. Construction crews may work throughout the days to complete construction. Resident acknowledges the construction areas will have machinery and equipment to be used by authorized personnel only and entry into those areas by resident, occupants or their respective guests is strictly prohibited.

Resident acknowledges that the noise and the inconvenience of such construction or about the community may cause minor disturbances to the quiet and enjoyment of the apartment by the resident. Resident further agrees that the amenities, including the clubhouse, pool, or other common areas, may be unavailable for use by resident, resident’s occupants and guests during the period of construction.

The resident hereby waives any right to withhold rent due to inconvenience or disturbance of quiet enjoyment of resident’s apartment or the inability to use the amenities or common areas or put forward such noise or construction activity as a breach of management’s duty pursuant to applicable state statutes.

There is no abatement of rent (in other words, rent is due from the original starting date), but we will provide lodging (with not more than one other person assigned to the room) at an area accommodation until your premises are ready for occupancy. You will be solely responsible for any charges other than the cost of the room and related taxes, such as, but not limited to, telephone charges, television charges, and room services. You are responsible for any damage you cause to the lodging facility. If you are removed from the accommodation by the facilities owner or if you are asked to leave the facility because of your failure to follow its policies, any obligations by us under this addendum shall immediately terminate. Please remember you will owe rent from the original starting date of your lease.

**PREVENTION OF MOLD**

It is our goal to maintain the highest quality living environment for our residents. To help achieve this goal, it is important to work together to minimize the potential for conditions that could lead to the growth of naturally occurring mold. Residents can help minimize mold growth in their apartments by taking the following actions:

- Open windows. Proper ventilation is essential. If it is not possible to open windows, run the fan on the apartment air-handling unit to circulate fresh air throughout your apartment.
- In damp or rainy weather conditions, keep windows and doors closed.
- If possible, maintain a temperature of between 50° and 80° Fahrenheit within your apartment at all times.
- Clean and dust your apartment on a regular basis as required by your Lease Contract. Regular vacuuming, mopping, and use of environmentally safe household cleaners is important to remove household dirt and debris that contribute to mold growth.
- Periodically clean and dry the walls and floors around the sink, bathtub, shower, toilets, windows and patio doors using a common household disinfecting cleaner.
- On a regular basis, wipe down and dry areas where moisture sometimes accumulates, like countertops, windows, windowsills, bathroom sinks, toilets and shower enclosures.
- Use the pre-installed bathroom fan or alternative ventilation when bathing or showering and allow the fan to run until all access moisture has vented from the bathroom.
- Use the exhaust fans in your kitchen when cooking or while the dishwasher is running. Allow the fan to run until all excess moisture has vented from the kitchen.
- Use care when watering houseplants. If spills occur, dry up excess water immediately.
- Ensure that your clothes dryer vent is operating properly, and clean the lint screen after every use. When washing clothes in warm or hot water, watch to make sure condensation does not build up within the washer and dryer closet; if condensation does accumulate, dry with a fan or towel.
- Thoroughly dry any spills or pet urine on carpeting.
• Do not overfill closets or storage areas. Ventilation is important in these spaces.
• Do not allow damp or moist stacks of clothes or other cloth materials to lie in piles for an extended period of time.
• Immediately report to the management office any evidence of a water leak or excessive moisture in your apartment, storage room, garage, or any common area.
• Immediately report to the management office any evidence of mold growth that cannot be removed by simply applying a common household cleaner and wiping the area. Also report any area of mold that reappears despite regular cleaning.
• Immediately report to the management office any failure or malfunction with your heating, ventilation or air-conditioning ducts in your apartment.
• Immediately report to the management office any inoperable windows or doors.
• Immediately report to the management office any musty odors that you notice in your apartment.

APARTMENT FIRE EMERGENCY PLAN
These evacuation guidelines have been developed by management to help residents in the evacuation of their apartments in the event of fire or smoke. Please read the following information carefully and ask the Community Manager any questions you may have. The following suggested guidelines should be reviewed periodically by you and each resident or occupant in the household:
• If there is fire or smoke in your apartment, go to the nearest exit by crawling close to the floor, where there is less smoke. Do this even if you can tolerate the smoke by standing up. Check the doorknob and entire door to see if either is hot. If both are cool to the touch, open the door slowly and look in to the hallway/walkway or stairs. If it is clear, leave your apartment and close the door.
• Call the fire department or 911. Be sure to give the exact location of the fire (community name, address, building number, and floor and apartment number.)
• Warn neighboring residents. Yell “Fire” and knock on neighboring doors.

If you are alerted to a fire by smoke from the hallway or an outside alarm, follow these guidelines:
• Determine if it is safe to leave your apartment. Check the doorknob and entire door to see if either is hot. If neither is hot, open the door slowly and check the hallway/walkway or stairs. If all is clear of fire and smoke, leave your apartment and close the door behind you.
• Stay in the apartment if the door or doorknob is hot or the hall/walkway or stairs are filled with smoke.
• Call 911 for help.
• Hang a sheet out of the window to signal to fire fighters that help is needed. Do not try to use the sheet to climb down the building.
• Do not jump from windows or balconies. Needless injuries and fatalities have been caused in emergencies when people have panicked and jumped.
• Stuff wet towels in the cracks around the door to keep smoke out. Use a bucket of water to splash water on the door and/or walls if they become hot.
• A wet towel tied around your nose and mouth will help filter smoke. Remove drapes or other combustible materials near the hot area.
• Never go back into the apartment until the fire department or community management team indicates it is safe to do so.

FIRE HAZARDS
• No flammable or combustible objects/substances are to be stored in your apartment or on patios, balconies, under stairwells, or in your garage or storage space. Resident is asked to consider fire safety regulations when decorating.
• Resident shall not obstruct or use the driveways, sidewalks, entry passages, stairs, breezeways, courtyards, or halls for any purpose other than ingress or egress.
• Do not store flammable or combustible objects within 30 inches of your water heater or furnace.
• Items which require an open flame to operate or which produce heat (e.g., Bunsen burners, sterno/canned heat, lighted candles, alcohol burners, heating elements, irons, curling irons, halogen bulbs) must be supervised by resident at all times during use and can never be left on unattended.
• In the event residents are given procedures for fire alarms, resident and resident’s guests are required to adhere to all procedures. In the case of a fire alarm sounding in the community, resident and resident’s guests are required to evacuate the building. If resident sees smoke in the hallways, breezeways, or rooms, keep low to the ground while moving to the nearest exit. Once resident is out of the building, move away from the building and do not block emergency personnel and equipment. Failure to evacuate may result in fines and/or a default of the lease contract. Never go back into the apartment until the fire department or community management team indicates it is safe to do so.

• Resident and resident’s occupant(s) and guest(s) must not tamper with, interfere with, or damage any alarm equipment and/or installation.

• In the event the community has a fire sprinkler system, resident acknowledges and hereby agrees that it is important to be careful near fire sprinkler heads so as not to falsely trigger or activate them. If resident triggers or activates the fire sprinkler system without the danger of fire being present, resident will be responsible for all damages caused by the activation.

• Anyone found to falsely pull a fire alarm or discharge a fire extinguisher will be subject to criminal charges, a fine, and/or a default of the contract.

• An extension cord must be UL approved, 16 gauges, and not exceed an un-spliced length of six feet with a polarized plug and a single outlet; it may not be placed under floor coverings or furnishings and may not be secured by penetrating the insulation.

**FLOOD GUIDELINES**
A flood can occur during heavy rains. Please read the following suggested guidelines carefully, and ask the Community Manager any questions you may have. The following are suggested guidelines and should be reviewed periodically by each resident and occupant.

**Before**

• Purchase and stock supplies such as a battery-operated radio and flashlight, batteries, non-perishable food items, drinking water, extra ice, ice chest etc.

• Remove plants, flower boxes, patio furniture, etc. from the patio or balcony. Store these items inside your apartment. Put newspaper or plastic under the plant pots or baskets so you will not damage the carpet. Do not put tape on the windows unless directed by management to do so.

• Fill your car with gasoline and check the battery. Move your car to higher ground.

• Unplug all appliances. Do not turn on the television. Do not plug appliances back in until the water completely recedes and community personnel give you permission.

• Fill your bathtub(s) with water. You will need water for drinking, cooking, cleaning and bathing if the water supply is contaminated.

• Fill needed medical prescriptions.

• Wash your clothes so you will have plenty of clean clothes available. The laundry rooms will be closed during a flood and electrical power is usually disrupted.

**During**

• Leave your apartment only if it appears safe to do so, or if you have been instructed to evacuate by emergency or community personnel.

• Move valuable items to higher ground. If one is available, you may have time to move items to an upstairs apartment. If not, put them up on the bed, a sturdy table, etc. Listen for emergency instructions and weather updates on a battery powered radio.

• Use the telephone for emergencies only.

**After**

• Listen for emergency instructions on the radio. There are many safety precautions that must be followed after the flood passes.

• Stay home and do not drive until you are told it is allowed.
**Prohibited Conduct**

- Neither you nor your guests can make or permit to be made any loud, disturbing, or objectionable noises. Musical instruments, radio, stereos, television sets, amplifiers and other instruments or devices can’t be used or played in such a manner as may constitute a nuisance or disturb other residents.
- Neither you nor your guests can use the common areas, parking lots or grounds in such a manner that interferes with the enjoyment of other residents. This policy is especially important after 9:00 p.m.
- Any general noise disturbances, i.e. noise from pool music, parties, machinery, etc., should be reported to the Management Office (during business hours) or the answering service (after hours). The answering service will contact the appropriate management personnel to handle the disturbance.
- We have the right to exclude guests or others who, in our sole judgment, have been violating the law, violating any rules or policies of the Apartment Community, or disturbing other residents, neighbors, visitors or our representatives. We can also exclude from any patio or common area, a person who refuses to or cannot identify himself or herself as your guest.
- Neither you nor your guests will be allowed to engage in the following prohibited activities: loud or obnoxious conduct, disturbing or threatening the rights, comfort, health, safety or convenience of others in or near the Apartment Community; possessing, selling or manufacturing illegal drugs or illegal drug paraphernalia; engaging in or threatening violence; possessing a weapon (unless authorized by law); discharging a firearm in the Apartment Community; displaying a gun, knife or other weapon in the Apartment Community in a threatening manner; soliciting business or contributions; operating a business or child care service within the Premises; storing anything in closets having gas appliances; tampering with utilities; bringing hazardous materials into the Apartment Community; using candles, incense or kerosene lamps.
- Guests are not permitted in the apartment or common areas while a resident is not present.
- You will be responsible for any additional charges or expenses incurred by us as a result of your or your guest’s violation of the rules.

**Privacy Policy**

We are dedicated to protecting the privacy of your personal information. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

*How the information is protected and who has access.* We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

*Media and marketing activities.* You consent to our use of photographs of you taken at functions or events sponsored by the Apartment Community, or in common areas of the Apartment Community, for marketing and promotional purposes. We may use these images in advertising, brochures, flyers, for posting on social networking sites such as Facebook and our websites and for related uses. You consent to the publication of these images and waive any claims you may have against us for our use of such images.

*Colleges/Universities.* You consent to our release of your information to colleges or universities if we deem the request to be reasonable.