

Community Guidelines

Landscaping and Snow Removal

Lawns must be mowed by residents in a timely manner. Any lawns that appear to be ignored will be mowed by the office with a charge of \$100.00 made to residents' account as additional rent. Snow must be removed from the walks and driveways by the resident. This does not apply to residents in one-bedroom apartments.

Common Areas

Smoking is not allowed in basements or common areas.

Common areas, sidewalks, entrances, hallways, 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.

Basements

Smoking is not allowed in basements or common areas.

Please keep in mind that basements tend to get damp in heavy rain or during spring thaw. It is a good idea to store items up off the floor on shelves. Washers and dryers should be placed on blocks for a precaution. Residents who have agreed to rent washers and dryers from the office are responsible for any damages caused by misuse. Lint filter should be cleaned regularly and the dryer hose should be cleaned twice a year.

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, 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.

Residents should replace the furnace filter every three months during the heating season. The office keeps a supply of filters on hand, which can be purchased for \$3.00 each.

Please keep in mind that basements tend to get damp in heavy rain or during spring thaw. It is a good idea to store items up off the floor on shelves. Washers and dryers should be placed on blocks for a precaution. Residents who have agreed to rent washers and dryers from the office are responsible for any damages caused by misuse. Lint filters should be cleaned regularly and the dryer hose should be cleaned twice a year.

Apartment Alterations

Painting in the apartment is not permitted. The construction of fireplaces, shelters, or buildings of any type are not permitted.

The grounds around and inside the apartment are to be cleaned and void of debris at all times. Notification will be served for removal of any fences not properly maintained. Putting up new fences is prohibited.

Only children-size wading pools are allowed.

Residents may not install front and back storm doors, and we ask that you do not put nails and screws into the metal entry doors, as charges will apply.

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

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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.

Trash

City of South Portland picks up trash on Friday. We require that you seal the bags carefully and put them out in the trash barrels with lids on the morning of pick-up. Please check the newspaper for any changes regarding pick-up due to holidays or inclement weather. Management does not pick up large household items. Call South Portland Public Works for more information regarding this.

Under no circumstances are residents allowed to place items on their lawns with signs marked "FOR SALE" or "FREE." In the event that we do pick up any items at your apartment, charges will be billed to your account as additional rent. If you wish to have a yard sale, you may do so; however you will need to obtain a permit from the city of South Portland.

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.

Yard Sales

Under no circumstances are residents allowed to place items on their lawns with signs marked "FOR SALE" or "FREE." In the event that we do pick up any items at your apartment, charges will be billed to your account as additional rent. If you wish to have a yard sale, you may do so; however you will need to obtain a permit from the city of South Portland.

Pets

Small dogs 35 lbs. and under will be accepted in selected two bedrooms only. There is a pet deposit of \$250 and a pet rent of \$50 per month.

Cats are also accepted. There is a \$100 pet deposit and a pet rent of \$20 per month per cat.

Only 1 dog and 1 cat per household are allowed. There is a two cat limit per household without a dog. We ask residents with pets to not allow them into the basements.

Pets are not allowed in the apartment without our prior written consent. All pets must be on a leash at all times. Remember, you are responsible for cleaning up after your pet.

Parking

The City of South Portland imposes an overnight parking ban on city streets effective at midnight October 31st thru April 1st.

Parking on the lawns and in any empty unit is strictly prohibited and will be towed at the owner's expense.

Riding any motorized vehicle (snow mobile, ATV's, etc.) between houses, on grass, or through fields is strictly prohibited.

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:

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- Park in a fire lane
- Park in a no parking area
- Block a fire hydrant, refuse container, another vehicle, sidewalk, or lawn

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

Locks

New residents will receive two keys to their apartment. Under no circumstance are residents allowed to change or install deterrent locks, as the office is required to have a pass key to every apartment in case of emergency.

Should a situation arise and you need your locks changed, the office will change them at a cost of \$25.00, which will be billed to your account as additional rent. Any keys not returned when a resident leaves will be charged \$25.00 per key.

Lock-outs

In the event that you are locked out after hours, please call a locksmith.

Recycling

The City provides residents with non-sorted, recycling bins. Recycling is collected with trash on Friday mornings.

Balcony/Patio/Terrace

Please do not use the porches to store personal property.

Additionally, no towels, rags, rugs, laundry, or other items should be hung over porch railings, nor should anything be thrown or dropped from the windows.

Please refrain from cooking or barbecuing on the porches.

Heavy Items

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

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 the porches, or within 15 feet of any building,

Satellite Dishes

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

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.
- 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.