



# 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.

## 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.

## 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.

## 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

Recycling is a Montgomery County Law and all recyclables must be placed into proper bins. Residents can be cited for non-compliance and fines begin at \$500.00. Residents must properly bag, secure, and dispose of all trash in the appropriate recycling and waste containers. Bulk items should never be disposed of outside of waste enclosures or left on community grounds. A large oversized trash container is available on the North side of the community for all furniture, brush, electronics, or other non-recyclable or household refuse.

### Materials You Must Recycle

#### 1. Glass bottles and jars

Only unbroken green, brown, and clear glass bottles and jars without lids can be placed into recycling containers. No other types of glass can be placed into recycling containers. You must rinse the bottles or jars first and the labels do not need to be removed. No plastic lids or garbage bags.

#### 2. Aluminum and steel food and beverage cans and aluminum foil products

Only uncrushed aluminum foil products, steel and bi-metal cans must be placed into recycling containers. Uncrushed cans must be rinsed first and foil must be rinsed or wiped, and labels or attached lids do not need to be removed. No other types of metal or plastic bags.

#### 3. Plastic bottles with necks

Only plastic bottles with “necks” should be placed into recycling containers. Bottles must be rinsed first. Labels do not need to be removed. No other plastics, including plastic bags.

#### 4. Newspaper, magazines, cardboard (must be broken down), phone books, etc.

Newspapers, including inserts or flyers removed from plastic bags, cereal boxes, telephone books, magazines, any type or color office paper, envelopes, cardboard boxes (must be broken down), etc. must be placed into recycling containers. These items may also be placed into paper grocery bags or bundled with twine and placed in, next to, or on top of the mixed paper recycling containers. No plastic bags.

#### 5. Yard trimmings (grass, leaves, brush, and live Holiday Trees)

Yard trimmings or brush must be placed into paper grocery bags or bundled with twine and placed into recycling containers. No plastic bags.

Unwanted items that must be recycled directly at the Montgomery County Transfer Station located in Rockville include clothing, drapes, towels, shoes, sheets, handbags, bicycles, computers, hard drives, monitors, keyboards, printers, vehicle tires, motor oil, antifreeze, aluminum lawn chairs, etc.

Thank you for doing your part for our community and helping protect our environment!

## Parking

Residents are reminded vehicles must be in operable condition at all times when parked on community grounds.

Residents are responsible for registering all vehicles in the State of Maryland within sixty days of residency.

Residents are responsible for ensuring their guest or visitor vehicles are parked at all times in an appropriate visitor parking area when parked on community grounds.

Vehicles parked or stopped in fire lanes, not parked in commercial areas, in more than one space, or in other non-designated parking areas are subject to immediate towing and impound at all times. Vehicles may be towed without prior notice for failing to comply with parking policies. Management is not responsible for damages or fees associated with the towing or impounding of vehicles.

Please refer to the Parking Policies Addendum for further details.

## Pets

Dogs must be on a leash at all times when out on community grounds. Pet owners are responsible for removing all pet waste immediately. Dogs or cats must be licensed and registered including rabies tags in Montgomery County. Pets must also be registered with the Leasing Information Center.

## Lock-outs/Lock Changes

There is no charge for obtaining your master set of lock-out keys during regular business hours.

There is a \$50.00 lock-out fee after hours.

There is a \$50.00 fee for changing your locks.

There is a \$2.00 fee per key for additional keys. Additional keys are made upon request.

There is a \$15.00 fee to replace mailbox locks.

## Pest Services

Chase Pest Services is available for service on Fridays only. Please call at least 24 hours prior to the day of service should you wish to request a visit from the technician.

## Garbage Disposals

Garbage disposals are designed to break up small food particles to prevent plumbing clogs. Always run cold water while the garbage disposal is in use. Never place chicken skins, bones, beans, rice, pasta, onions skins, or other such food items into garbage disposals.

## Floors

Bleach should never be used on vinyl floors or carpeting. Local grocers and home supply stores provide the proper products for cleaning and maintaining floors.

Armstrong Once-n-Done is highly recommended for all vinyl flooring. Carpeting should be vacuumed daily and spills cleaned immediately using clean water and a dab of dish liquid.

## Balcony/Patio/Terrace

Balconies or patios should not be used for the purpose of storing personal property. Only outdoor patio furniture will be permitted on balconies or patios.

# Community Guidelines

## Common Areas

Loitering is strictly prohibited in all areas of the community. Residents, guests, or visitors may not sit or loiter in breezeways, halls, stairwells, etc. Residents are responsible for the behavior of their guests or visitors. Please call local authorities to report suspicious activity.

## Safety

While we strive to provide you with a comfortable living experience, management or staff cannot guarantee the personal safety and security of you, your guests or visitors, or your personal property. Each individual must assume an active role in providing for their own safety and security.