



Professional Financial Investors, Inc.

COMMUNITY POLICIES AND REGULATIONS

This addendum is hereby made a part of and incorporated as part of a certain "Agreement to Rent or Lease"
Dated _____ for Apartment # _____

These policies and regulations are established for the purpose of maintaining a harmonious, safe and peaceful apartment community for the benefit of all Tenants. Please keep these policies and regulations in a readily accessible location for easy reference.

GENERAL

VISITORS AND GUESTS - The Tenants are responsible for the proper conduct of family members, visitors and guests and for ensuring that they understand and observe the policies and regulations of the building.

NOISE - To prevent noise complaints, please exercise reasonable consideration for your neighbors.

PEACE AND QUIET IS IMPORTANT, therefore:

- No Tenant should play, or allow to be played, any television, radio disc player or other electronic equipment at a sound level that may disturb and annoy Tenants of other apartments.
- No Tenant should play, or allow to be played any organ, piano, guitar or other musical instrument at a sound level that may disturb and annoy Tenants of other apartments.
- No Tenant should make or permit any disturbing loud noises to be made at the building or adjacent grounds. Voices or noises should not be of such a volume as to disturb other Tenants.
- No Tenant should have a "Party" where the Tenant and his guests are creating a noise level that may disturb and annoy Tenants of other apartments.
- Please avoid heavy foot walking and running to not disturb the Tenants living below.
- No Tenant should allow guests under their care to create consistent noise levels that may disturb or annoy Tenants of other apartments. This includes children playing on the building grounds as well as in the Tenant's apartment.
- Please do not leave your vehicle engine running when not moving your vehicle. Also, please take care when closing car doors, playing car radios loud, starting motorcycles and talking in the parking areas. This is an apartment complex and some Tenants may be sleeping.
- Particular care for all levels of noise and sound must be exercised between the hours of 10:00 P.M. and 9:00 A.M. every day of the week.
- Tenants shall not annoy, harass, endanger or inconvenience any other Tenants in the building.

BUILDING SAFETY-

- Please report to the Manager any defective or unlit outdoor lights.
- If Tenants need to call for fire, ambulance or police services, please notify the Management immediately after this is done.
- Tenants should not store anything in their apartment or storage unit that can create a fire hazard or explosion (gasoline, paint cans etc.)
- Soliciting of any type will not be permitted at the building at anytime, except by individual appointment with a Tenant.
- Bicycles, skateboards or other recreational wheeled device should not be ridden on the building grounds, walkways or hallways.
- Tenants shall not climb upon or have others climb upon the roof of the building or carports.

OPEN FIRES – To reduce the risk of fire, gas and charcoal grills or similar devices used for cooking, heating or any other purpose, should not be used on any deck, balcony, patio or under any overhanging portion of the building, or within 10 feet of any structure.

CHILDREN - Tenant should **not** allow young children under their care to play unattended on the building premises. This is particularly true around the pool and driveway areas. Hallways, laundry rooms and storage areas are not play areas and should not be used as such. The Tenants will be financially responsible for any damage done by children under their care, such as, damage to flowers and landscaping, damage to swinging gates, damage from throwing rocks, et cetera.

MOVING FURNITURE - Moving of furniture to and from your apartment or delivery of furniture must be scheduled between 8:00 a.m. and 9:00 p.m. Please inform the Manager of your moving or delivery plans to allow for any accommodations regarding parking, moving around ongoing building repairs, etc. Make sure to arrange with your moving company or vendor to dispose of all crates, barrels, or packing boxes used in moving. The Tenants will not dispose of large furniture or packing materials in the building dumpsters or on the building grounds. If this occurs, the Tenants agree to be responsible for any financial charges incurred for the removal of these items.

PACKAGES AND MAIL - Management is not responsible for the delivery, damage or loss of messages, packages, mail or other material left at the building.

ALTERATIONS - Remember prior written permission of the Management is required for any building additions, alterations, papering, painting, staining and stick-on-type shelf lining. Adhesive picture hangers of any type are prohibited. Picture hangers employing a thin nail are recommended and permitted.

PLANTS - Potted plants **must not** be placed directly on rugs or decks. There must be two (2) inches of air space between the rug, deck or railing and the plant. This is mandatory!! Plants may be kept on the patio or deck area only on the express condition that a plant tray, saucer or similar device be used under all pots to avoid water spillage or seeping of water *through* or to collect *upon* the patio or deck area.

LOCKS - Lock replacement or installation is to be done by the Management only! The Management must have a key to all the building premises, apartments and storage lockers, for emergency purposes. Installation of knockers or attachments to any door is not allowed.

MAINTENANCE - Written or telephone requests for routine repairs and maintenance should be made during regular office hours only. Emergency calls should be reported immediately and will be handled immediately. No charge is made for repairs unless necessitated by negligence or mistreatment by a Tenant.

REPAIRS - Tenants should report any noticeable repairs, defects or wear and tear damages to plumbing, wiring or workmanship in the apartment to management as quickly as possible. Tenants will be liable for damages caused by small repair problems that due to the gross negligence by the Tenant in notifying Management develop into excessive damage to the apartment or building and building premises.

Under no circumstances or at any time should a Tenant attempt to make repairs to the physical building or apartment. This includes, but is not limited to, electrical and heating repairs, water systems, plaster, appliances or woodwork.

APARTMENT INSURANCE - Management hereby notifies Tenants that all Tenant valuables should be protected against all losses by an Apartment Tenants' Insurance Policy. Management assumes no liability for any losses to Tenant's personal property, including fire, theft, water damage and earthquake.

INDEMNIFICATION - Tenants shall indemnify and hold Management, Owners and Management Agents harmless from all claims of loss or damage to property and injury to or death of persons caused by the intentional acts or negligence of Tenants, their guest or invitee, occurring on or about the building or apartment, including adjacent grounds (sidewalks, streets, etc.).

TERMINATION OF TENANCY - Upon tenant's decision to terminate the lease, a written 30 day notice is required. Management reserves the right to hold the tenant responsible to the terms of the lease.

- Your apartment and the Tenancy hereby granted may be terminated if the Management gives the Tenant a 3-Day Notice To Correct Breach Of The "Agreement to Rent or Lease" Or Quit (Curable Breach)." If the Tenant does not comply with this notice, then an eviction action will be commenced. This notice will be served on violation of any of the articles included in this agreement, in the "Agreement to Rent or Lease" and any articles of any attached addendum.

RETURNED CHECKS - After a Tenant has had three (3) "returned check incidents", Management reserves the right to request future rent payments in a money order or cashier check form. No cash will be accepted.

BUILDING APPEARANCE

BUILDING GROUNDS LITTER - The building and the building premises is your home and the home for your neighbor Tenants. Please be considerate and respectful to yourself and your neighbors by **not littering** on the building grounds. This includes beer and soda cans, cigarette butts, gum wrappers, junk mail, papers, etc. Also, encourage your guests, visitors and children to please have the same respect.

DECK, BALCONY AND PATIO APPEARANCE - Tenants should assist Management in maintaining the good appearance of the building, therefore:

- Tenants are responsible to keep decks and patios neat. Other Tenants, visitors and guests can see patio and deck areas that are unkempt and this distracts from the overall appearance of the apartments.
- Tenants should not use a drying rack or hang towels, rugs, clothes, et cetera on decks, railings or patios.
- Large personal items such as house furniture, bicycles, boxes, et cetera should be stored in Tenant's apartment or storage unit or areas specified by Management. Tenants agree to remove such items at Tenant's expense within one week following written request from Management.
- Mops, rugs, brooms, vacuum cleaner bags, etc., must not be dusted or shaken from apartment windows, halls or stairwells or off decks.
- Tenants should not sweep or throw, or permit anyone to sweep or throw from apartments, decks or balconies any dirt, cigarettes, paper or other miscellaneous objects.

WINDOWS - No venetian blinds, awnings, draw shades or air conditioners shall be installed on windows without prior permission of the Management. Colors and styles must not contrast with the current design and color scheme and, to prevent water damage to their own or adjoining apartments, Tenants should close all windows and doors tightly when leaving their apartment, especially during storm periods. Rainwater can easily damage curtains, rugs, floors etc.

STORAGE - Common areas of the building such as stairs, stairwells, halls, lobbies, etc. are to be used only for the purpose intended. No bicycles, toys, barbecues, boots or other articles belonging to Tenants should be kept in such areas.

DISPOSALS AND GARBAGE

GARBAGE AREA - Help prevent insects and odors by securely wrapping and depositing garbage into the building trash dumpsters and wrap all wet garbage before placing in the dumpsters. Avoid littering in garbage area and put covers back on garbage containers. Do **NOT** put hot coals from barbecues into the dumpsters, a fire may result. Do not leave anything outside the dumpsters.

TOILET - Do not flush sanitary napkins, diapers, or other restrictive materials down the toilet. Stoppages due to the Tenant's neglect could result in the Tenants being financially responsible for plumbing repair bills.

GARBAGE DISPOSAL UNIT - Use the garbage disposal for wet garbage only and do **not** overload the unit. Keep the cold water running at all times during the operation of the disposal. Corncobs, large bones, Fibrous foodstuffs (pineapple tops, artichokes, celery, banana peels, etc.) should not be put into the disposal. These type of items should be wrapped up and put with the dry garbage. Stoppages due to Tenant neglect could result in the Tenants being financially responsible for repair bills.

LAUNDRY FACILITIES

HOURS - The laundry facilities will be open seven days a week, but in consideration for the peace and quiet of Tenants, the laundry room facilities should be utilized only between the hours of 8:00 A.M. to 10:00 P.M.

MACHINE MALFUNCTION - Any equipment failure or malfunction, including water leaks, should be immediately reported to the Resident Manager.

USE OF MACHINES - The use of the washing machines, dryers or other laundry facility equipment is furnished by the Management solely for the convenience of the Tenants and is **not** part of the rent paid by the Tenants for the use of their apartment.

LIABILITY - The use of the machines and facilities is **entirely** at the Tenant's risk and the Management is released from all liabilities by reason of loss, damage or injury resulting from use of the laundry room machines and facilities. The Management takes **no** responsibility for the loss or destruction of any personal property caused by the use of laundry room machines.

PROHIBITED PRODUCTS - Cleaning with flammable materials or dyeing of clothes in the washing machines cannot be permitted.

CLEANLINESS - Before leaving the laundry room please clean up any soap or debris from the washing machines, dryers, tables or floor. Please be considerate of your neighbor.

SWIMMING POOL REGULATIONS

TIME - The pool is to be used only between the hours of _____ and _____. Management reserves the right to close the pool and pool area at any time.

USE OF THE POOL - The pool and pool area is reserved exclusively for the use of Tenants of the building, or their guests. Tenants are responsible for the conduct of their guests, and any apartment may not invite more than three guests to use the pool area at any one time, unless receiving permission from the Resident Manager. Tenants must be present in the pool area when their guests are using the pool. All Tenants under age 16 must be accompanied by an adult Tenant (over 21 years of age) when using the pool or the pool area.

- Management reserves the right to deny the use of the pool to anyone at any time. The Tenants understand that the use of the pool is not included in the rent paid by the Tenants for the apartment. The use of the pool is strictly an accommodation by Management for the Tenants.

- No pets of any kind are allowed in the pool area.

POOL HYGIENE

- Children in diapers or not toilet trained are not allowed in the pool water. (Health Concerns).

- All persons should take precautions to keep loose hair and bobby pins out of the pool, by using bathing caps and tying back hair.

- Tenants and guests must rinse off with the pool shower (when available) before entering the pool. This is particularly true for removing oily lotions and creams. (They will clog the filter).

- Please keep the pool area clean of litter and use the trash cans provided. Also, please keep pool furniture neat and orderly. If you move furniture, please replace it to the original location.

- Pool toys or rafts made of styrofoam are not permitted. This material tends to break off and clog the filter.

LIFEGUARD - There is no lifeguard on duty, therefore:

- Use of the pool is at Tenant's and Tenant's guests own risk and liability.

- Diving is prohibited and at Tenant's and Tenant's guests own risk and liability.

Also, Management takes no responsibility for any accidents or injuries in the pool area.

POOL SAFETY - An adult (over 21 years of age) may not supervise more than three children at one time in the pool area.

- The lifesaver ring kept in the pool area is for the sole purpose of safety and rescue in an emergency and is not for play.

POOL CONDUCT

- No running, jumping, splashing water, screaming or other loud and boisterous behavior which disturbs other persons.

- No loud voices or noises which may disturb other Tenants in the pool area or in their apartments.

- Do not let young children disturb or interfere with the activities of adults in the pool or pool area.

- No inner tubes, balls or large play equipment may be used in the pool unless approved by the resident manager.

- Unsafe "Horseplay" in or around the pool area will not be allowed.

- If you bring a radio to the pool area, you must use ear phones.

- Anyone swimming in the pool, adult or child, must wear a swimming suit - not shorts, cut-off jeans, etc.

PERSONAL BELONGINGS - Management takes no responsibility for the loss, damage or theft of any personal items or belongings in the pool or pool area.

- Do not hang wet towels or clothing on the fences or balconies.

FOOD AND BEVERAGES - No food of any kind is allowed in the immediate pool area. Food will attract insects and rodents.

- No glass or breakable items are allowed in the pool area.

- Drinks should be contained in cans or plastic.

- Dispensing of alcoholic beverages is prohibited within the pool area.

