

Rules and Regulations and Guidelines for WWB Villas Inc

It is the intention and purpose of WWB Villas Inc to operate the apartment complex as the outstanding residential development in this area. The management will strive to render prompt, efficient service and to maintain the complex in a first class manner. Your cooperation in observing these rules and regulations will assist the management in keeping this complex an attractive and pleasant place in which to live. Any expense incurred by the management as a result of a violation of these rules and regulations, insofar as feasible, will be assessed against the resident responsible. Promptly notify the management of any needed repairs to equipment or fixtures.

NOTE: PURSUANT TO THE TERMS OF YOUR LEASE, THESE RULES AND REGULATIONS ARE A PART OF YOUR LEASE AND YOU ARE OBLIGATED TO OBSERVE THEM.

CONDITIONS OF OCCUPANCY

1. The residents and their guests shall comply with all laws and ordinances affecting the use of occupancy of the premises and with all rules or regulations now and hereafter adopted by the owner/management for the health, safety, comfort and welfare of the occupants of the project.
2. The owner/management have the right to enter the resident's premise during all reasonable hours to examine the same or to make such repairs, additions, or alterations as may be deemed necessary for the preservation and integrity of said premises or of the building; or to exhibit said premises; or for the purpose of correcting any violations of resident's lease or of these Conditions of Occupancy. The owner/management, in all cases, shall retain the right to control and prevent access into the building and grounds of all persons whom they consider undesirable.
3. Periodic announced inspections will be conducted by management. It is the responsibility of residents to carry renters insurance for their personal property. The owner/management insurance will NOT cover resident's possessions damaged or lost in any flood, fire, plumbing malfunction, sewer leak, or other disaster.
4. Air Conditioning/Freezers Excess Energy Costs – Small freezers are allowed with consent of the management at a cost of \$2 per month. This fee may be changed annually by the board of directors with a 30 day notice to tenants. Window Air conditioning units are allowed with consent of the management. Residents may have up to two air conditioner units at a cost of \$10 per month per unit to be paid in May, June, July, Aug, and Sept along with their rent for those months. This fee may be changed annually by the board of directors with a 30 day notice to residents. The resident is responsible for any damage that the air conditioner/freezer may cause to the apartment. The tenant is also responsible to make sure that the air conditioner/freezer is properly installed and the space around the air conditioner is well insulated. The resident is responsible for all maintenance of the air conditioner/freezer as well as its removal when they vacate the apartment.
5. If a resident wishes to have satellite TV service contact the management for the proper number to call to set up your service. All satellite service is at the expense of the resident and the resident is responsible to maintain their own accounts with these companies. **No equipment or wiring may be attached to the building or apartment unit or added anywhere on the property (inside or out) without the prior written consent of the owner/management.**
6. Nothing is to be hung or attached on the outside of the building without prior consent from the management. Residents shall not put their name on the doors or buildings except in the space provided for this purpose on the mailbox. Residents shall not display any signs or placards on

the premises. No contact paper or other stick-on devices shall be used any place in or on the apartment.

7. The repair or replacement of appliances as the result of resident's negligence will be repaired or replaced at the expense of the resident. No personal appliances are permitted (except microwaves and those noted in #4), including but not limited to such appliances as stoves, dishwashers, refrigerators and washers/dryers.
8. Ranges/Ovens are to be kept free of grease and food on the burners, drip trays and oven and broiler as this is a fire hazard. Your range/oven should periodically be pulled away from the wall so that the floor underneath and the wall behind can be cleaned. We recommend at least once per month.
9. Toilets and other water apparatus shall not be used for any other purpose than that for which they were constructed and no rubbish, rags, diapers, paper, sanitary napkins, ashes, or other substances shall be placed therein. Any damage to the plumbing resulting from misuse of any nature or character whatever shall be promptly repaired and paid for by the Residents. The Residents shall not waste or unreasonably use water.
10. Residents shall keep the premises and fixtures thereon in a clean, decent, safe and sanitary condition at all times and shall not interfere with the safety and well being of other residents.
11. Trash, garbage and refuse shall be kept in the container specified by management. Do not set sacks of rubbish outside an apartment or patio, or entryway. Disassemble and flatten bulky containers. Be sure all trash gets in trash cans with lids on and not on ground.
12. No tacks, screws, hooks, or nails shall be driven or pushed into the walls or woodwork of the premises, except with the consent of the manager. No decorating, painting, or remodeling of leased premise wall, ceiling or floor may be done. No curtain rod, traverse rods, or other drapery hardware shall be installed without specific prior consent of management. A reasonable number of pictures or other shall be attached only using the picture hanger as approved by management.
13. If management or maintenance must return to the property to unlock a door, residents will be charged \$15.00. If a resident loses a key the cost of the replacement of that key and the rekeying of the lock for the master key system by the locksmith will be charged to the resident. No additional locks shall be placed upon any door of the leased premises or any of the buildings thereof without prior written consent of management.
14. Only the laundry of the resident may be washed in the laundry area. Laundry work shall be performed only in the laundry area provided for such purpose.
15. Residents shall not interfere in any manner with any heating lighting or plumbing apparatus, equipment or fixtures in or about the premises, not in or about the building containing the same, except to use such apparatus, fixtures and equipment designed to serve the resident dwelling unit. Any malfunction or defect of such equipment shall be reported to management immediately.
16. The resident shall be held strictly responsible for any loss or damage to this and other dwellings resulting from overflow of water closets, sinks, bathtubs, or basins in this dwelling. The residents must report to the management office at once any accident or injury to water, pipes, toilets, drains, or fixtures, or any damage to electric wiring or any damage to other property of the owner/management. Report all leaking faucets to management.
17. Light bulbs that need replacement are the responsibility of the resident.
18. Barbecuing is restricted to cement patios only and hot ashes and coals are not to be dumped anywhere on the property or in the trash containers.
19. Passive fire suppression devices have been installed on the range hood of each unit as well as a

fire extinguisher and 2 smoke detectors. If any of these items are tampered with or removed by a resident or their guest the cost of repair or replacement will be the responsibility of the resident. The management may also consider this a material violation of the lease and cause for lease termination. If the fire suppression devices are used because of the actions of the tenant or their guests the cost of replacement will also be charged to the tenant. No fireworks or live Christmas trees are allowed. No flammable oils or fluids or other explosives shall be kept by residents.

20. Sidewalks of the buildings and site shall not be obstructed or used for any purpose other than for entrance and exit to and from the respective dwelling unit. Bicycles and toys are not to be left outside the apartment. Wheeled vehicles such as bicycles, and skateboards are not permitted on the sidewalks.
21. The drives and parking spaces are provided for the convenience of cars belonging to the residents or management and are to be used only for the purpose of automobile parking and not for storage, repair, oil changes, or washing of automobiles, boats, trailers, or other vehicles. At the request of management, the resident shall promptly furnish to management the make, body style, and state and city license numbers of residents automobiles. Speeding or excessive motor noises will not be permitted on any part of the property. Management assumes no responsibility as to the availability of parking space. No vehicle, car or truck shall be permitted on the unpaved (grass) areas of the project for any reason. Damage resulting there from shall be repaired and paid for by the resident. Only drive-able, currently licensed, tagged with inspection sticker vehicles may be parked. Others will be towed at owner's expense. No maintenance work on vehicles may be done on Owner/management's property.
22. Under no circumstances is any type of vehicle to be driven onto the lawn, whether for moving in or out, or for delivery, or any other reason. Any damage to the lawn caused by residents or their guests shall be charged against residents
23. Property damage – Any damage to the owner/management's property caused by residents or their guests acts of negligence will be charged against the resident. Where repair, replacement or service costs are necessary, payment shall be due and payable with the first months rent following repair, replacement or service. All damage to the building or grounds caused by the resident or his guests in the moving of furniture, delivery of merchandise or carrying of articles in or out shall promptly be repaired and paid for by the resident who is the owner of or the resident to whom or from whom such items are being delivered.
24. Residents shall not make or permit any disturbing noises, music or conduct by himself or his guests or visitors that will interfere with the peaceful enjoyment of the premises, and the rights, comfort, or conveniences of other residents. Residents shall sufficiently reduce, at any time upon request of management, the volume of any stereo, radio, television, or any musical instruments in or on the premises. In the event of disturbances of peace such as, but not limited to noisy cars, fighting, yelling, noisy parties, profanity or any other loud noise, get all the information possible and **CALL THE POLICE DEPARTMENT FIRST. Then report the incident to management for appropriate follow-up.**
25. Residents or their guests or other persons under the resident's control shall not engage in criminal activity, including drug-related criminal activity, on or near property premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act (2U.S.C.8021). Residents and their guests or other person under the resident's control shall not engage in any act intended to facilitate criminal activity, including drug related criminal activity, on or near property premises. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL

VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF RESIDENCY. A single violation of any of the provisions of this addendum shall be deemed a serious violation and a material noncompliance with the lease. It is understood and agreed that a single violation shall be good cause for termination. MANAGEMENT WILL NOTIFY ALL AUTHORITIES WARRANTED IF DRUG USE, ABUSE, SALE OR MANUFACTURE IS SUSPECTED ON THE PREMISES OR IN THE RESIDENT'S UNIT.

26. Smoking in any form including vape and e-cigs is not allowed in any building on WWB Villas property. Anyone smoking outdoors on WWB Villas property must dispose of cigarette butts appropriately. (tenants in residence who already smoke on 2.21.2012 are grandfathered in to smoke in their own apartment)
27. An insufficient Fund Check will cost \$20.00. **Trying to pay rent with an insufficient fund check or a closed account is a crime.** Repeated problems are cause for termination of residency or eviction. A returned check must be replaced by money order or cashier's check.
28. The persons permitted to occupy your apartment are set forth in your rental application. Any changes to occupancy from that stated in the application and lease **must be approved in writing by management. Any unauthorized changes may result in termination of the lease.** Only those named on the lease may occupy the apartment on a permanent basis. Guests are welcome to visit. A visit is a temporary stay not to exceed two weeks.
29. WWB Villas allows each resident to have one fur bearing pet not to exceed 30 pounds. There must be a pet application and addendum added to the lease as well as a pet deposit. Please consult the Pet Ownership Policy for details.
30. Court costs and attorneys fees for eviction will be charged to the resident in accordance with state law.
31. All rent is due and payable on the first of every month. After the 10th of the month a late fee will be assessed for any unpaid rent.
32. Residents must give the landlord thirty days written notice, from the day rent is due, before moving. Residents are liable for rent for those 30 days. Owner/management may terminate this agreement for resident's material non-compliance with terms of the lease and/or failure to carry out obligations under the State Landlord Resident Act
33. Security Deposit Return – to help us return your full Security Deposit the following requirements concerning the condition of you apartment must be met:
 - Bathroom** – Clean tub, shower, sink and all faucets. Wipe inside and outside of cabinets and medicine cabinets. Clean commode inside and outside, paying special attention to areas beside and behind.
 - Doors**- clean doors including storm doors, inside and out. Do not use abrasive cleaners on the doors.
 - Floors** – Clean and mop all floors, taking special care in the corners and around baseboards. Clean any stains from floors. Carpets must be vacuumed and free from stains.
 - Keys** – All keys must be returned to avoid replacement costs. Failure to return keys could result in rent being charged for each day that they are not returned.
 - Kitchen** – Clean out all cabinets and wipe clean, inside and out. Clean countertops and tile behind cabinets. Pull out the stove and refrigerator and make sure all water has drained out. Pull out the pan under the front of the refrigerator and empty and clean with warm soapy water. Clean drip pans and rings and especially the area under them. Use an oven cleaner to clean inside ovens and racks. Be sure to clean the area just above the door. This is always a good place for grease to hide. There should be a broiler pan in l

the stove and two ice trays in the refrigerator.

Trash- Remember to remove all trash both inside and outside your apartment. It should be in appropriate plastic garbage bags and placed inside the cans with the lid on inside the garbage can enclosure most convenient to you.

Utilities – notify your TV provider of your move-out date. If vacating in the winter, leave the heat on at 60 degrees so that you are not charged if the pipes freeze

Walls – If wall hangings were authorized by management, remove all nails and tacks resulting thereby in the walls and fill holes neatly with some type of spackling compound – not toothpaste.

Ceiling fans – dust and clean all ceiling fans.

Windows- Clean all window panes, including storm windows, inside and out. Clean tracks. Remove any decals or stickers.

Carpet cleaning – there will be a fee of \$75 for cleaning the carpets.

Except for normal wear and tear, Owner/Management shall require that you return your apartment in the same condition as when you moved in. Not until all keys are returned and all belongings are removed is your apartment considered vacant and ready for inspection. Attached is a list of charges which will be charged against your security deposit if we have to have it cleaned.