

# Policies

## **NO RE-DECORATING**

Painting is **NOT PERMITTED**. This includes cabinets, walls, trim, stenciling, etc.

Wallpapering (even the removable kind) is **NOT PERMITTED**. This includes walls, borders, etc.

Removing or changing fixtures is **NOT PERMITTED**. This includes bathroom fixtures, light fixtures, etc.

## **TRASH REMOVAL**

Residents of 1710 W Hills, 1806 W Hills, 2812 Estrella, and 2916 & 2918 Bay Vista will be responsible for transporting their designated receptacle (each will be marked - one per unit) to and from the curb on designated days (see schedule). Each unit will be responsible for their own trash. All trash will be bagged & tied before placing in receptacle.

### **Trash Days:**

3311 & 3313 San Juan.....Monday & Thursday

(trash cans are located in carports)

1710 W Hills Monday & Thursday

(trash cans are to be kept against the west wall of carport)

1806 W Hills Monday & Thursday

(trash cans are to be kept against the west wall of building)

2812 Estrella Monday & Thursday

(trash cans are to be kept against the west wall of building behind the fence)

2916 & 2918 Bay Vista Tuesday & Friday

(trash cans are to be kept against the wall on either side of the driveway)

Residents of 901 Dakota & 1604 Morrison, 1813 & 2104 W Hills, 1303 Gunby, 2915 W. Estrella and 1408 & 1412 Lorenzo, will dispose of trash in the appropriate dumpster located on the property.

## **EXTERMINATION**

All properties will be externally exterminated on the second Wednesday or Thursday of every other month (November, January, March, etc.). If you find that your individual unit needs to be treated, please contact our leasing office and we will have a technician from Terminix service your specific unit.

## **BICYCLE ROOM (Georgian & Lorenzo Apartments Only)**

All bicycles are to be kept in the designated "Bike Room".

No bicycles are to be kept in apartments or transported through the hallways or stairwells.

Hyde Park Apartments will not be held responsible for lost or stolen bikes. Please use a bike lock, as well as ensure that the bicycle room's door is kept locked at all times.

## **MOVING (Georgian Apartments Only)**

**You must use only the front stairwells for moving.** This includes your initial move-in, anytime you are bringing boxes or other furniture into the building during your lease term, and when moving out.

## **AIR CONDITIONER**

Tenant is responsible for cleaning a/c filters once a month. Tenants with central a/c must have filters replaced at least once a month (they cannot be cleaned). A/C filters may be obtained at any grocery store or hardware store. There will be routine maintenance checks to insure the filters are replaced properly. By cleaning and replacing the a/c filters, it will keep your apartment cooler, your a/c running efficiently, and keep your electric bill lower.

## **GENERAL**

No congregating in the common areas (i.e. halls, stairwells, porches, patios, courtyards) between the hours of 9:00pm to 9:00am Sunday through Thursday and 10:00pm to 10:00am Friday & Saturday. We expect all tenants to be courteous of their neighbors and of the property at all times.

No personal items or trash (i.e. cigarette butts, bottles, cups, etc.) may be left in the common areas at anytime.

No noise, music, or other sounds, shall be permitted at any time in such a manner as to disturb or annoy your neighbors.

No awnings or other projections, including air conditioners, television or radio antennas or wiring shall be attached by tenant to or extended from the outside of the apartment.

No high-heels or sharp shoes that may damage the hardwood floors may be worn inside the apartment.

You shall not alter any lock or install a lock, knocker, or other attachment without Management's prior written consent.

Spikes, adhesives, screws, hooks, nails, or the like are allowed to be driven into or applied to the walls of the apartment as long as they are not excessive in weight or amount. Otherwise, Management's prior written consent is required.

All burned-out light bulbs should be replaced upon submitting an intent to vacate form or lease termination agreement, as well as upon vacating the unit.

No water filled furniture is permitted. There will be no exceptions.

Hyde Park Apartments has the right to withhold a portion of the security deposit if smoking cigarettes, cigars, etc. inside the apartment discolors the walls, blinds, etc.

No washing of vehicles. All hose bibs are for Hyde Park Apartments use only.

Motorcycles, trucks, boats and boat trailers, campers and all other non-passenger motor vehicles shall be parked only with Management's prior written consent. All motor vehicles must be currently licensed and in good operating condition and must be parked only in the spaces provided for parking. Each tenant is permitted to have one vehicle parked on the premises, unless approved by management. No motor vehicles shall be parked in front of dumpsters, blocking other vehicles, on the grass, or on the driveways, roadways, entrances or exits to the property. Any violations of the foregoing rules shall subject the vehicle, motorcycle, boat and/or boat trailer, camper, or other vehicles to be towed without notice at the owner's expense. We shall not be liable for any damages arising as a result of towing. You agree to indemnify and hold us harmless for any claims by your guests or invitees for the towing of their motor vehicles in violation of these rules; you agree to pay for said towing and other charges related thereto as additional rent to be paid immediately; and you acknowledge that it is your responsibility to advise your guests and invitees of the proper manner for the park of their motor vehicles, and your further agree to determine in each case that they have complied therewith.

**HELPFUL HINTS:**

**Energy Efficient:** In order to keep your apartment cooler without working your air conditioner harder and keep your electric bill from going through the roof, it is recommended you **clean /change your A/C filter at least once a month.**

**Water Efficient:** All residents are responsible for reporting dripping /leaking faucets and running toilets to the office as soon as detected. Not only will this help maintain an average cost of water usage, but will also prevent water damage to the property.

**Gas Range: How To Light Your Oven**

Light match first and hold directly over, and close to ignition hole in oven bottom.

Turn oven valve cock or control on full or to 500°.

See if burner is completely lighted by looking throughout broiler door or observation hole.

If burner did not light, turn to 'OFF'. Leave oven door open, wait 5 minutes and repeat procedure.

If you cannot light your oven by this procedure, please contact the office 254-0372.

**Loss of Power or Hot Water:** In the event you have overloaded an electrical outlet or circuit, you may experience a loss of power or water in your unit. [NOTE: The biggest surge of electricity is caused from hair dryers & microwaves.] If this happens to you, the breaker boxes can be located easily (see listing below) and all boxes are clearly marked. Simply locate the breaker that has tripped and flip it back to the 'ON' position. If this is a recurring problem, please contact the office and we will have an electrician investigate the situation.

Location of Breaker Boxes:

- 901 Dakota/1604 Morrison Top of back staircase from courtyard - Dakota side - at the end of the hallway.
- 1710 & 1806 W Hills On exterior wall - West (right) side of building.
- 1813 W Hills On exterior wall - East (right) side of building
- 2104 W Hills (Georgian) Inside each unit between the kitchen & dinette area (white cover lifts from bottom).
- 1408 & 1412 Lorenzo On exterior rear wall of each building.
- 2812 Estrella On exterior wall - West (right) side of building.
- 2916 & 2918 Bay Vista On exterior rear wall of each building.
- 1303 Gunby.....Interior wall near rear entrance

**Hardwood Floors**

**Upkeep:** Dirt acts like sandpaper on a wood finish, so place floor mats by all exterior doors. To prevent dulling/discoloration, shield floors from direct sunlight and periodically reposition area rugs.

**Care:** Damp mop with a solution of 1/2 cup white vinegar to 1 gallon water. Please **DO NOT USE** Murphy's soap or other commercial products.

**Protection:** Please protect our hardwood floors by placing fabric-faced glides, felt contacts, or non-marking rubber casters on furniture legs (i.e. beds, tables, chairs, etc.).

**Plumbing:** In the event there is a plumbing leak please notify us immediately. **If not notified, and leaks continues to damage the unit you will be held responsible for unnecessary damage, including the utility bill.** There are no garbage disposals installed in any of our properties. Please refrain from putting waste of any kind down either the kitchen or bathroom sink Do not use the toilet as a receptacle for sanitary napkins. If water drains slowly please call us, do not use any "Drano" products.

**[You will be held responsible for back-ups caused by your negligence]**

**Common Area Lighting:** If you notice that a common area light is out, please contact the office as soon as possible. We understand the danger of improper lighting; however, we don't know when light bulbs burn out unless somebody tells us. There is no need to wait until we are open, simply leave a message and we will take care of it immediately.