



**VAUGHAN GROUP, LTD.
COMMUNITY RULES AND POLICIES**

We are pleased and proud that you have selected a VGL Community as your new home. The following rules and policies have been designed to insure your comfort and enjoyment during your stay with us as well as the comfort and enjoyment of all of the residents of your apartment community. Community Rules and Policies are strictly enforced. Compliance with all of the rules and policies described in these Community Rules and Policies is required by your Apartment Lease Agreement.

1. **Condition and Use of Apartment:** Resident must keep the Apartment clean and in compliance with all health and safety laws and ordinances at all times. Smoke detectors must not be tampered with or the battery removed. The Apartment shall be used for residential purposes only and shall not be used for any illegal or bawdy purposes. Resident shall not engage in any conduct in the Apartment which creates a nuisance for any other resident or a hazardous or unsafe condition of any nature.
2. **Insurance:** Resident should obtain renters insurance covering property damage and liability. All personal property kept in the Apartment, apartment buildings, and/or common areas by Resident or anyone else whom Resident permits to use or occupy the Apartment shall be kept at Resident's own risk.
3. **Alterations:** No modification to walls, shelves, closets, counters or any other place inside or outside your Apartment may be made without the prior written approval of the Community Property Manager.
4. **Window Coverings and Doors:** Nothing shall be placed in windows or other areas of the Apartment that are observable from the exterior of the Apartment. This includes windows, doors, etc. Any window treatments must be white from the exterior and mini blinds provided by the Owner shall not be removed. For apartment units without mini blinds, proper window covering must be placed on all windows within two weeks of occupancy. Mini blinds that are damaged or otherwise rendered unsightly shall be replaced by Owner at the sole cost and expense of the Resident, which shall be additional rent.
5. **Keys and Locks:** It is strongly recommended that Resident always be sure to lock Apartment doors (and windows) when leaving the Apartment- if only for a few minutes. Lost keys will be replaced at the office at a charge of \$15.00 per key. Locks will be changed pursuant to the written request of Resident for a fee of \$35.00 per lock change including installation. Resident shall not change or install any additional locking devices to doors without the written approval of the Community property manager and providing a key to such locking device to the Community property manager.
6. **After Hours Lock-out Charges:** After hours lockout charges will be \$30.00 cash payable to the Maintenance Technician unlocking the door to the Resident's Apartment.
7. **Obstructions:** No planters, plants or decorations of any nature shall be placed on or about the entrance way or exterior frontage of the Apartment without the prior written approval of the Community property manager. Resident shall not obstruct sidewalks, entrances, passages, courts, corridors, vestibules, hallways, breezeways, entranceways, landing or any other common areas in and about any building or Community common areas in any way. Any such obstruction not immediately removed upon written notice of Community property management shall be removed by Community property management and a fee of \$30.00 per hour (or portion thereof) charged the Resident which fee shall be additional rent.
8. **Maintenance of Patios and Balconies:** Maintenance of patios and balconies in a clean and orderly manner is the sole and exclusive responsibility of the Resident. Patios and balconies are to be kept free and clear of trash, debris, pet waste, weeds or any other undesirable materials at all times. Resident must maintain patios and balconies in keeping with the décor of the community, and not place articles of furniture, plants, wood, cooking equipment, etc., thereon which will be detrimental to the general appearance of the community or a violation of any federal, state or local law, ordinance or regulation. No flammable, hazardous, noxious, poisonous or otherwise dangerous materials such as gasoline or propane shall be stored on patios or balconies at any time. Grilling on patios and breezeways is expressly prohibited. Grills cannot be stored in breezeways or hallways. No clotheslines or clothes shall be hung on balconies, patios or buildings. Owner reserves the right to remove any such materials from patios and balconies in the event that Resident fails to comply with this requirement after written notice to cure and to charge Resident a reasonable fee for such services. Owner further reserves the right, upon reasonable notice, to enter the Apartment for the purpose of inspecting a patio or balcony and removing material maintained on patios or balconies in violation of this rule and/or clean and otherwise restore the patio or balcony to the condition required by this rule and to charge Resident a reasonable fee for such services, which fee shall be additional rent.
9. **Refuse Disposal:** All trash is to be deposited in dumpsters or compactors located in various locations around the Community. No exterior trash cans, garbage bags or alike are permitted outside the Resident's Apartment at any time. Any such trash not immediately removed upon written notice of Community property management shall be removed by Community property management and a fee of \$30.00 charged the Resident which fee shall be additional rent. Resident shall properly dispose of all hazardous materials in a manner prescribed by local, state and federal law, rules, regulations and ordinances. No furniture shall be placed in or around dumpsters.
10. **Resident Information:** Community Management will make reasonable effort to keep Resident personal information confidential and will not provide any such information to anyone without the consent of the Resident, except pursuant to legal process or at the direction of local, state, or federal authorities.
11. **Third Party Entry into Resident's Apartment:** Except as required by law or the direction of local, state, federal authorities, management will not allow anyone other than Resident and Occupants access to your Apartment without Resident's prior written permission. Arrangements with Community property management should be made when you expect a visitor, a delivery, or a repairman when you are not at home. Community property management will not accompany anyone to the Apartment and takes no responsibility for their actions.
12. **Owner's Entry into Apartment:** Community property management staff will only enter your Apartment for the reasons permitted by applicable law, the Apartment Lease Agreement, a work order request, riders and addendums thereto or with your permission. Wherever possible, and except in an emergency, prior notice of entry by Community property management will be given in writing. Community property management reserves the right to enter your Apartment at any time without notice in the event of an emergency.
13. **Service Requests:** Except in an emergency, service request should be called into the Community property management office during normal working hours. Management does not schedule appointments for the completion of service requests and Resident shall take all steps necessary to make the Apartment available for a requested repair including, but not limited to, restraining pets. Whenever work is performed in your absence, notice of entry to conduct repairs will be left in a conspicuous location in your Apartment. As part of every service call by a Maintenance Technician, leak inspections are conducted.
14. **Plumbing:** Residents shall not use any products which have the effect of clogging or otherwise impeding drains, including but not limited to sanitary products, baby and personal hygiene wipes. All water leaks, running toilets, dripping faucets or alike must be immediately reported to Community property management.
15. **Pest Control:** Pest control comes to the Community on a designated week day and cannot be scheduled. Resident shall take all steps necessary to make the Apartment available for pest control treatment including, but not limited to, restraining pets. Pest control is mandatory and cannot be refused. Resident shall be responsible for all damage or extra pest control necessitated by Resident preventing pest control from entering the Apartment. Resident requests for pest control treatments should be directed to Community property management staff before the designated pest control date so treatment can be scheduled. To the extent reasonably possible, Resident should specify the nature of the pest(s) so that appropriate treatment can be applied.

16. **Guests:** Guest must be accompanied by Resident at all times when using the clubhouse, pool, or other amenities of the Community. Resident is responsible for all actions of their guests and invitees and guests and invitees are subject to all Community Rules. Community property management specifically reserves the right to remove any guest or invitee from common areas of the Community who is disruptive or otherwise violates Community Rules.
17. **Responsibility of Resident For Minor Children:** Resident must be in complete control of their minor children at all times and are responsible for all of their children's actions. Unruly conduct, loitering, vandalism or disruption will not be tolerated and Resident shall be liable for all damage caused by their minor children. Minors are subject to all curfew laws, ordinances and regulations of the jurisdiction in which the Community is located. Toys, bicycles, and alike shall not be left outside the Apartment when not in use and must be kept inside the Apartment or on the balcony or patio.
18. **Community Clubhouse:** The Community's clubhouse is available for the use of Residents. Community property management may establish hours and terms for use of the facility. Residents may bring no more than two guests at one time. Residents using the Community clubhouse are responsible for the cleaning of the Clubhouse after use and the removal of any trash. All lights must be turned off and door locked after each use. Lock codes, if applicable, can be obtained by the Resident upon completing appropriate documentation. In no event shall Resident provide any code provided to another individual, including but not limited to other Residents. Residents failing to comply with all rules and regulations governing use of the facility may be denied future access by Community property management. Resident shall be liable for all damages to the facility caused by improper usage by the Resident and/or his or her guests and invitees.
19. **Pool Rules:** Use of the pool by Resident and his or her guests and invitees is strictly at their own risk. Resident passes are required to be presented for access to the pool. Residents and their guests are required to observe all posted pool rules at all times in addition to the following additional rules: No animals or pets; no glass or breakable items; no running; no diving; no excessive noise, horseplay or splashing; no private parties unless sponsored or approved by the Community property management; appropriate attire; excessive suntan oil, lotion, dirt, etc. should be removed before entering the pool; climbing of the fences and gates is prohibited. Pool rules are to be strictly observed or privileges will be lost. Pool hours are determined by Community property management staff. Children must be at least 14 years old or accompanied by an adult at all times. Each Apartment is allowed 2 guests. Guests must be accompanied by the Resident to use any and all Community amenities.
20. **Playground:** Playgrounds at communities are for the sole use of the children, guests and invitees of Residents. At communities having playgrounds, small children must be accompanied by an adult. Use of the playground is at the sole risk of the child. Community property management reserves the right to remove any child from the playground engaging in disruptive or dangerous activity and to revoke the privileges to use the playground in the event of any repeated behavior of this nature. The Resident is responsible for the conduct of his/her minor children, guests and invitees.
21. **Exercise and Sport Facilities:** Use of exercise or sports facilities at the Community is for the sole use of the Residents and Resident's guests and invitees. Use of any exercise or sports facilities at the Community is at the sole risk of the Resident, his/her guests and invitees. All persons utilizing exercise or sports facilities must have on file with the office a written release, releasing Owner and its representatives from any liability. All persons utilizing exercise and sports facilities must do so in a careful and responsible manner. Community property management reserves the right to revoke the Resident's privileges to use these facilities in the event of any incidence of abuse or irresponsible conduct. No person under the age of 18 is allowed to use workout equipment. Residents shall be liable for the misuse of any equipment by Resident and Resident's invitees and guests.
22. **Release:** Resident shall sign a written release before the use of any Community recreational facilities by Resident or Resident's invitees or guests.
23. **Grounds:** Resident and Resident's guests and invitees shall not litter the Community's grounds or parking lots.
24. **Bird Feeders, Community Wildlife:** Bird feeders are not permitted at the Community. Residents shall not feed any wildlife.
25. **Motor Vehicles:** No commercial vehicles, recreational vehicles, mobile homes, trucks of any nature other than pick-up trucks shall be parked overnight at the Community. Cars must be parked in designated parking areas only. Except covered parking, all spaces are unassigned unless otherwise provided by Community property management. Mopeds, go-carts or similar vehicles may not be driven in the Community. Boats may not be kept at the Community unless the Community has a designated boat area and the consent of Community property management is obtained in writing. A fee of \$20.00 per month shall be charged for boat parking. Motorcycles must be parked in valid parking spaces only.
26. **Speed Limit:** The Community speed limit of 10 miles per hour is strictly enforced.
27. **Inoperative, Damaged and Mechanically Faulty Vehicles:** Inoperable vehicles and/or those not having a valid license tag will be towed at the vehicle owner's expense. Vehicles that are leaking fluids, causing excessive noise, emitting noxious fumes, having collision damage, missing wheel covers, having broken glass or lights, rust or which present an eyesore cannot be parked at the Community. Vehicles not removed within 48 hours of written notice from Community property management shall be removed from the Community at vehicle owner's sole expense. Automobile repair at the Community is expressly prohibited. Guests must park in the overflow areas designated by Community property management. Management reserves the right to designate specific building parking.
28. **Pets:** Pets may only be maintained at the Community with the written consent of Community property management pursuant to a fully executed pet agreement with Owner. Pets not covered by a written pet agreement must be immediately removed from the Community. Pets must be leashed at all times and walked only in designated pet areas. Resident is responsible for immediately cleaning up after his/her pet(s) with proper disposal of pet waste. Excessive noise or disruption of any nature by the pet is not permitted. Any pet that threatens person or property in any way must be immediately and permanently removed from the Community. Community property management has the right to inspect pet units with appropriate notice to the Residents as described in the pet agreement. Only one dog and a maximum of two pets are permitted. Pet rules are strictly enforced by Community property management and violations of pet rules will result in one of the following: a) \$30 per occurrence fee for pet waste clean-up; b) Revocation of Owner's conditional consent to the pet; and/or c) eviction from the Community.
29. **Noise, Disruptions:** Disorderly conduct, loud music, and disruptive behavior of any nature is strictly prohibited at the Community.
30. **Suspicious Activity:** Residents are encouraged to report to the management, courtesy patrol, or law enforcement the presence of suspicious persons, strange vehicles or any other unusual activity.
31. **No Solicitation:** Solicitation of any nature is expressly prohibited at the Community. Garage or "tag" sales by Resident are prohibited without the express written consent of the Community property manager.

The above rules and regulations are subject to change from time to time at the sole option of the Owner. Any such changes shall be effective upon written notice to Resident. The undersigned Resident acknowledges and agrees that he or she has received a copy of these *Community Rules And Policies*; that Resident will abide and strictly adhere to these *Community Rules and Policies* at all times; and that violations of these *Community Rules and Policies* constitute material violations of the *Apartment Lease Agreement* and may subject the Resident to eviction and/or other remedies available to the Owner for breach of the *Apartment Lease Agreement*.

Signed:

Kevin Mabe, Resident

Date: _____

SUMMER SHARP, Resident

Date: _____

, Resident

Date: _____

, Resident

Date: _____