



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

*We are pleased and proud that you have selected a VGL Community as you 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(s) 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(s) 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:** If required by Resident(s) Apartment Lease Agreement, Resident(s) must have renter's insurance covering property damage and liability in full force and effect at all times Resident(s) occupies the Apartment and must name Owner as an additional insured. If not required, Resident(s) is strongly advised by Owner to secure and maintain such insurance. All personal property kept in the Apartment, apartment buildings, and/or common areas by Resident(s) or anyone else whom Resident(s) permits to use or occupy the Apartment shall be kept at Resident(s)'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(s), which shall be additional rent.
5. **Keys and Locks:** It is strongly recommended that Resident(s) 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 \$30.00 per key. Locks will be changed pursuant to the written request of Resident(s) for a fee of \$65.00 per lock change including installation. Resident(s) 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 \$65.00 per hour with a one hour minimum payable in cash 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(s) 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 Management shall be removed by Management and a fee of \$65.00 per hour (or portion thereof) charged the Resident(s) 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(s). 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(s) 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 balconies and breezeways is expressly prohibited. Grilling or storage of open flame cooking devices is expressly prohibited on balconies in breezeways or hallways. Grilling and storage on patios is subject to laws and ordinances governing such activity. Installation, maintenance or use of fire pits or similar installations is prohibited. 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(s) fails to comply with this requirement after written notice to cure and to charge Resident(s) a fee of \$65.00 per hour (or portion thereof) charged the Resident(s) which fee shall be additional rent. 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(s) a fee of \$65.00 per hour (or portion thereof) charged the Resident(s) 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 trash shall in any circumstance be left outside of the dumpsters. Resident(s) shall not overload dumpsters. No furniture shall be placed in or around dumpsters. Resident(s) shall comply with all rules and regulations of the waste-pickup provider concerning restrictions on what may be placed in a dumpster or compactor. Exterior trash cans, garbage bags or alike are not permitted outside the Resident(s)' Apartment at any time. Any violation of the foregoing by Resident(s) that requires Management to remove improperly disposed of trash or pay extra will result in a removal fee payable by Resident(s) in the amount of \$65 for a first violation and \$100 for any subsequent violation and shall be additional rent. Resident(s) shall properly dispose of all hazardous materials in a manner prescribed by local, state and federal law, rules, regulations, ordinances and the rules of the service provider.
10. **Resident(s) Information:** Community Management will make reasonable effort to keep Resident(s) personal information confidential and will not provide any such information to anyone without the consent of the Resident(s), 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(s) and Occupants access to your Apartment without Resident(s)'s prior consent which may be provided electronically or in writing. Arrangements with Management should be made in advance when Resident(s) expect a visitor, a delivery, repairman or other invitee when Resident(s) is not at home. Management will not accompany or supervise in any manner any such individuals or concerns to the Apartment and shall not have any responsibility or liability whatsoever for its actions.

12. **Owner's Entry into Apartment:** Management staff will only enter your Apartment for the reasons permitted by applicable law, the Apartment Lease Agreement, riders and addendums thereto, a work order request, any other legal reason, or with Resident(s) consent, which may be granted in writing,, orally or any other method permitted for notice. Wherever reasonably feasible, and except in an emergency, prior notice of entry by Management staff will be given orally, electronically or in writing. Management reserves the right to enter the 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 Management office during normal working hours or transmitted electronically. Management does not schedule appointments for the completion of service requests and Resident(s) 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 Resident(s)' absence, notice of entry to conduct repairs will be left in a conspicuous location in the Apartment. Leak and overall property condition inspections are conducted by the Maintenance Technician as part of every service call.
14. **Plumbing:** Resident(s) shall not use any products which have the effect of damaging, clogging or otherwise impeding drains, including but not limited to disposal of toys, hard objects, sanitary products, hygiene wipes of any nature or any other object or material damaging to plumbing. Resident(s) shall be responsible for the full cost of repair of any such damage. All water leaks, running toilets, dripping faucets or alike must be immediately reported to Management.
15. **Pest Control:** Pest control comes to the Community on a designated week day and cannot be scheduled. Resident(s) 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(s) shall be responsible for all damage or extra pest control costs necessitated by Resident(s) preventing pest control from entering the Apartment. Resident(s) special requests for pest control treatments should be directed to Management staff before the designated pest control date so treatment can be scheduled. Resident(s)' contractual responsibilities and potential liability with respect to bed bugs introduced into the Apartment by Resident(s), Occupants or Resident(s)' guests or invitees are set forth in the Bed Bug Rider made part of Resident(s)' Apartment Lease Agreement.
16. **Guests:** Guest(s) must be accompanied by a Resident(s) at all times when using the clubhouse, pool, or all other amenities of the Community. Resident(s) is responsible for all actions of their guests and invitees and guests and invitees are subject to all Community Rules. Management specifically reserves the right to remove any guest or invitee from common areas of the Community who violates Community Rules, is disruptive or interfering with the enjoyment of other residents. Management further specifically reserves the right to temporarily or permanently ban guests or invitees for repeated or serious violations of this Community Rule in the discretion of Management.
17. **Responsibility of Resident(s) for Minor Children:** Resident(s) must be in complete control of their minor children at all times and are responsible for all of their children's actions. The Community has a zero-tolerance policy with respect to unruly conduct of any nature, loitering, vandalism, abuse of Community amenities or common areas or disruption of any nature. Resident(s) shall be liable for all damage caused by their minor children. Minors are subject to all curfew laws, ordinances and regulations governing minors of the jurisdiction in which the Community is located. Toys, bicycles, scooters, 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 if available.
18. **Community Clubhouse:** The Community's clubhouse is available for the conditional use of Residents. Community Property Management establishes hours and terms for use of the facility, including fees and damage deposits for use in certain circumstances. Unless approved by Management, Resident(s) shall bring no more than two guests at one time. Resident(s) 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(s) from Management upon providing required documentation and/deposits if required by Management. In no event shall Resident(s) provide any lock code to another individual, including but not limited to other Resident(s). Resident(s) shall be responsible for the cost any damage caused by Resident(s) and or Resident(s) guests or invitees use of the facility. Cleaning charges may apply as well. In addition, use or conduct that fails to comply with all laws, rules, regulations and the requirements of these Community Rules governing Resident(s) may be temporarily or permanently (as the facts may warrant) denied future use of the facility by Management.
19. **Pool Rules:** Use of the pool by Resident(s) and Resident(s)' guests and invitees is strictly at their own risk. In order to use the pool facilities, Resident(s) must have completed and fully executed as *Release of Liability, Assumption of Risk and Hold Harmless Agreement* provided by Management. Passes must be presented for access to the pool. Resident(s) 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 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 at all times. Failure to comply will result in the Resident(s) and Resident(s)' guest(s) removal from the pool area by Management. Management specifically reserves the right to temporarily or permanently ban Resident(s), Occupant(s) and their guests or invitees for repeated or serious violations of this Community Rule in the discretion of the sole discretion of Management. Pool hours are determined by Management. Children must be at least 15 years old or accompanied by an adult at all times. Each Apartment is permitted 2 guests. Guests must be accompanied at all times in the pool area by the Resident(s). Resident(s) of infant and small children shall be responsible for the cost of pool closing and water quality remediation caused by the "accidents" of such infants or small children.
20. **Playground:** Playgrounds and/or play areas at the Community are for the sole use of the children, guests and invitees of Resident(s). The Resident(s) is responsible for the conduct of his/her minor children, guests and invitees. Small children must be accompanied by an adult. Usage of the playground is at the sole risk of the child. Management reserves the right to remove any child from the playground engaging in unruly, aggressive, disruptive or dangerous conduct.
21. **Exercise and Sport Facilities:** Use of exercise or sports facilities at the Community is for the sole use of the Resident(s) and Resident(s)' guests and invitees. Use of any exercise or sports facilities at the Community is at the sole risk of the Resident(s), his/her guests and invitees. All persons utilizing exercise or sports facilities must have on file with Management a fully executed *Release of Liability, Assumption of Risk and Hold Harmless Agreement*, releasing Owner, the management company and its representatives from any liability with respect to Resident(s) and Resident(s)' guests and invitees use of the equipment. All persons utilizing exercise and sports facilities must do so in a careful and responsible manner. Management specifically reserves the right to remove any person engaged in conduct violating this Community Rule and to temporarily or permanently ban such person for repeated or serious violations in the discretion of Management staff. No person under the age of 18 is allowed to use workout equipment. Resident(s) shall be liable for damage repair costs from the misuse of any equipment by Resident(s) and Resident(s)' guests and invitees, which costs shall be additional rent.

22. **Release:** Resident(s) shall fully complete and execute a *Release of Liability, Assumption of Risk and Hold Harmless Agreement* before the use of any Community recreational facilities by Resident(s) and Resident(s)' guests and invitees.
23. **Grounds:** Resident and Resident(s)' guests and invitees shall not litter the Community's grounds or parking lots.
24. **Vehicles and Watercraft:** No commercial vehicles, recreational vehicles, mobile homes, trucks of any nature other than pick-up trucks, trailers or watercraft boats shall not 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 Management. Mopeds, motorized scooters, go-carts or similar vehicles may not be driven in the Community. Boats and watercraft of any nature may not be kept at the Community unless the prior written or electronically communicated consent of Management has been obtained in advance. A fee of \$30.00 per day shall be charged for prohibited vehicles and watercraft parked at the Community forty-eight hours after written or electronically transmitted notice from Management staff to remove same. Motorcycles must be parked in valid parking spaces only.
25. **Speed Limit:** The Community speed limit of 10 miles per hour is strictly enforced.
26. **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 MISSING WHEEL COVERS, leaking fluids, causing excessive noise, emitting noxious fumes, having collision damage, having broken glass or lights, rust or which present an eyesore cannot be parked at the Community. Vehicles not removed within 48 hours of notice from Management shall be removed from the Community at vehicle owner's sole expense. Vehicle repair at the Community is expressly prohibited. Guests or other invitees must park in the overflow areas designated by Management. Management reserves the right to assign designated specific building parking.
27. **Pets:** Pets may only be maintained at the Community with the conditional written consent of Community Property Management pursuant to a fully completed and executed *Pet Agreement Rider* which includes every pet. Pets not covered by the *Pet Agreement Rider* must be immediately removed from the Community. Pets must be leashed at all times and walked only in designated pet areas. Resident(s) is responsible for immediately cleaning up after his/her pet(s) with proper disposal of pet waste. Aggressive behavior, excessive noise or disruption of any nature caused by a pet is not permitted. Any pet that threatens person or property in any way must be immediately and permanently removed from the Community. Management staff has the right to inspect pet units during normal business hours with at least 24-hour notice. Only a maximum of two pets are permitted. Pet rules are strictly enforced by Management and repeated violations of pet rules will result in revocation of Owner's conditional consent to the pet or eviction in the discretion of Management. The cost of waste clean-up required by Management due to failure to comply with this requirement in the amount of \$50 per occurrence will be charged non-complying Resident(s), which charge shall be additional rent. **Notwithstanding anything to the contrary, in the event of any inconsistency between this Community Rule and applicable current laws and regulations governing verified Service Animals, Emotional Support Animals or similar designations, such laws and regulations shall be controlling.**
28. **Noise, Disruptions:** Disorderly conduct; playing loud music; disruptive, boisterous or aggressive behavior; or any other conduct that unreasonably interferes with the quiet enjoyment of other Resident(s) is strictly prohibited.
29. **Suspicious Activity:** Resident(s) are encouraged to report to the management, courtesy patrol, or law enforcement the presence of suspicious persons, strange vehicles or any other unusual activity.
30. **No Solicitation:** Solicitation of any nature is expressly prohibited at the Community. Garage or "tag" sales by Resident(s) are prohibited without the express written or electronically communicated consent of Management.
31. **Notices.** Except where applicable law or other provisions of the is Rental Apartment Lease Agreement requires the method for the giving of notice or consent, wherever written notice or consent is required by this Lease, such notice or consent shall be deemed given or made by Resident, if in writing, when delivered by hand to Owner at 6099 Riverside Drive Suite 200, Dublin, Ohio Attn: Property Manager; or received by Owner *via* United States Mail; or *via* email or other electronic transmission acceptable to Owner with verifiable transmission. Notice or consent shall be deemed given or made by Owner when delivered by hand to Resident; or when posted by Owner on or about the Rental Unit front door; or sent electronically *via* email, text or other verifiable electronic means to the email address or telephone number provided by Resident, as the case may be.

**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 notice to Resident(s). The undersigned Resident(s) acknowledges and agrees that Resident(s) has received a copy of these *Community Rules And Policies*; that Resident(s) 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(s) to eviction and/or other remedies available to the Owner for breach of the *Apartment Lease Agreement*.**

Signed:

, Resident		Date: _____
		Date: _____
, Resident		Date: _____
		Date: _____
, Resident		Date: _____
		Date: _____
, Resident		Date: _____