

House Rules

Desert Willow Apartments, Inc (DWA)

Revision 3

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Document Configuration Manager
Board of Director Secretary

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Document Change History

Revision 1 – On 3/15/11

Phipps-Carr Consulting, Inc modified the house rules by limiting how many consecutive days a tenant can be absent. The desire is to maximize utilization of this valuable taxpayer provided asset.

Revision 2 - 5/13/2011 (Approved by the board on 5/13/2011)

Change site manager and project manager to resident manager in “House Rules” and “Tenant Selection Plan” rules. Add, “A three day pay or quit is served after 10 days of late rent”.

Revision 3 – 6/14/2011

Page 3 - A charge of \$10.00 will be made for replacement of each front door or each mailbox keys that have been lost or broken.

House Rules

GENERAL

RENT

1. As stated in the Desert Willow Apartments lease, rent is due by the 1st of the month considered late by the 5th. A three day pay or quit is served after 10 days of late rent.

KEYS

1. A charge of \$10.00 will be made for replacement of each front door or each mailbox keys that have been lost or broken.

PETS

1. Pets are permitted on the premises, subject to adherence of the pet policies. As stated in the HUD handbook the exceptions to the pet policy will affect service animals, as defined in the pet policy.

LAUNDRY

1. Washers and dryers can be dangerous, remember the laundry room is not a play room.
2. Please leave the machine clean for your neighbor.
3. Please report any machine that is out of order to the resident manager or project supervisor.
4. Please remember that many people use the laundry, and take your clothes out of the machine as soon as they are finished.

APARTMENTS AND GROUNDS

1. No signs of any kind shall be placed on the outside of the buildings, or in the windows, except for medical or emergency reasons, on any part of the buildings or on the door of any apartments therein.
2. Smoking is permitted in marked areas only. No smoking is allowed in any common buildings or near entry of said buildings.

3. Bicycles and other articles that may obstruct the walkways and entryways may not be kept in or about apartment gates at any time.
4. Units will be inspected on a quarterly basis or as necessary
5. Residents shall be held liable for all damages to the premises and lawns whether caused by Resident or Resident's agents (visitors, friends, family or others). This may include but is not limited to the following examples of violations of this rule:
 - a. Moving furniture, boxes or other personal belongings such that wall scratches, nicks, floor or other damage results to the unit;
 - b. Damage to walls, floors, ceiling or other fixtures (cupboards, cabinets, appliances, etc.) including such things as crayon marks or other marks on any fixed surface in the unit, broken windows, holes in the doors or walls.
 - c. Residents who patch nail holes in walls or woodwork upon moving may not be assessed damage, if in the opinion of management the holes are sufficiently patched.
 - d. It is recommended that Residents not use adhesive to attach pictures to the wall due to the inability of commercially available solvents to remove adhesive effectively. If adhesive is used, it may be considered damage for which the Resident may be held liable.
 - e. Any other damage not specifically listed above.
6. Residents, their agents or employees, must give immediate notice to the resident manager for any accidents or injury to any person.
7. Clothing or other items cannot be hung outside of apartments.
8. No repair work on vehicles, changing of oil, emptying of ashtrays in the parking lot or wash cars on the apartment property.
9. Motorcycles, motorbikes, and motor scooters shall not be operated, parked, or stored at any place except the parking lot.
10. Resident shall leave no trash, bottles, or papers of their own in any public area. Management is responsible for general cleaning of the grounds.
11. Packages or keys left with employees of the project are left at the risk of the Resident.
12. The Resident shall be responsible for replacing all burned out light bulbs in his or her apartment.
13. Residents shall be responsible for reporting change in family size or composition to the management.
14. Phones must be installed only where management has provided phone jacks. No alterations, additions or improvements shall be made in the apartments, without

the written consent of the manager and when so made the same shall become the property of the project.

15. Management recommends that a Resident obtain personal property insurance and personal liability insurance (Renter's Insurance). The management has no insurable interest in a Resident's personal property and will not be liable for the action of a Resident or Resident's family, guests, or invitees.
16. No additional locks shall be affixed to any door except with the consent of the management. Management must be given a key to ANY installed locks. Chain locks and peepholes may be installed with the consent of management but must remain when the Resident vacates.
17. No occupants other than those listed on the rental application will be allowed to reside in the unit without prior written permission of the management.

NOISE

1. Noise levels throughout the project must be kept to a minimal level. There is not a construction technique available that will subdue a loud radio, phonograph, or loud party. Again it is hoped to keep at a minimum the necessity for the resident manager to police the problem. Your consideration for your neighbors will result in their consideration for you.
2. All radios, record players, CD players, VCR's televisions and any other like entertainment mechanisms must be turned low and not audible outside of your apartment after 10:00 P.M. and not prior to 9:00 A.M.
3. NOISE LEVELS, after 10:00 P.M. and prior to 9:00 A.M. *MUST* be solely confined to the unit in which they are being generated.
4. At other hours, even those that do not constitute the normal hours of rest, the noise coming from an individual shall not be of such a high volume to disturb your neighbors.
5. No one can ride skateboard, bicycles or other vehicles over the project's planted areas and in the walkways. Plantings get ruined when people trample through plant area. It is the responsibility of the household when anyone is visiting to maintain these rules for visitors.

VISITORS

1. RESIDENT may have guests on the premises for not more than three (3) consecutive days, without the MANAGEMENT AGENT'S prior written approval, which shall not be unreasonably withheld. In no case shall a Resident have guest(s) stay more than fourteen (14) days per year and no more than two (2) overnight guests at any one time, during a twelve (12) month period. Any guest

whose stay exceeds the specified limits, or anyone to whom the MANAGEMENT AGENT has not consented, and is not a Resident of the premise, will be subject to eviction by MANAGEMENT AGENT under legal process.

MAINTENANCE

1. Stop by the office to complete maintenance requests to report appliances out of order or any need of repairs between 8:00 A.M. and 5:00 P.M. Monday through Friday, or complete the forms provided by the management that are in the community room. Residents may also call in their requests as well at any time. In case of an emergency (toilet overflowing) please call the on-site resident manager.

TRASH, REFUSE AND GARBAGE

1. Containers for refuse and garbage have been placed in central locations. All garbage must be well wrapped before being deposited in these containers.
2. Individual trashcans must be stored in the apartment.

APPLIANCES

Disposals – Disposals are quite a maintenance problem, because even the most careful person will from time to time, accidentally get something in the disposal which will jam it. Although exorbitant claims are made for these disposals, hard items such as bones, fragmented egg shells, peach pits, shell fish, celery, paper, corn husks, and artichoke leaves will jam the disposal. Please do not put these or other solid items in your disposal. ALWAYS RUN COLD WATER WHEN USING THE DISPOSAL. If it still won't work, call the resident manager.

Stoves – Do not leave top burner on when not in use. This is a fire hazard. Also, keep a box of soda near the stove in case of a grease fire. Soda will put out the fire without spreading. DO NOT use water. Clean the oven and top burners frequently. Burned on grease is very difficult to remove, and frequent cleaning may save you some money on your deposit.

Refrigerator – All refrigerators are frost free.

PARKING

See attached parking lot rules.

FIRE PREVENTION

1. Plan at least two ways to evacuate your apartment unit in case of fire.
2. Rehearse exit plans periodically with all Residents in your apartment including children, if any.
3. Know how to notify the Fire Department quickly and correctly in case of an emergency.
4. Never leave small children unattended.
5. Smoking in bed is strictly against the rules.
6. Dispose of cigars, cigarettes, and pipe ashes carefully and make sure there are plenty of large ashtrays available.
7. Make certain all stove and heating units are clean and in good operating conditions.
8. See to it that there are no curtains, clothes and the like near any stove, toaster, or other heating or lighting appliances.
9. Have a box of Baking Soda near the stove when cooking in case of fire.
10. Keep cooking grease, oil, etc. in proper containers, away from anything that might cause fire.
11. Never allow extension cords to be run under rugs or hooked over nails.
12. Keep flammable liquids stored in cans or glass containers for safety and well away from heat.

Miscellaneous

1. There can be no drinking of alcoholic beverages in public areas outside of the apartment unit themselves.
2. Residents are prohibited from possessing firearms.
3. The Laundry Room is for washing and drying clothes. It is not for people to congregate in and use for partying or holding meetings.
4. No group of visitors will be allowed to intimidate or scare Residents or use the apartment complex as a hangout. The facilities in the apartments are only for the use of the Residents.
5. BEHAVIOR of all guests is the responsibility of the Resident.

6. The entitlement to residency in a unit at Desert Willow Apartments is a valuable housing resource. There is often a waiting list for eligible residents, as the number of available units of this type is very limited. It is in the interests of all involved parties that the unit be utilized at all times in the manner intended, meaning that it must be continuously occupied by an eligible individual during the term of the Lease/rental agreement. Accordingly, in the event a tenant is absent from his or her unit for a period of sixty consecutive days or more, for any reason other than to obtain necessary medical treatment, then such absence shall constitute a material default and material noncompliance with the terms of the Lease/rental agreement, such that the defaulting tenant may be served with a notice to quit. As an alternative, the landlord may also be entitled to deem such absence to constitute an abandonment of the premises pursuant to California Civil Code Section 1951.3, regardless of the fact that rent continues to be paid, whether by the tenant and/or any third party entity on tenant's behalf. The tenant is encouraged to avoid such termination on the part of landlord and, instead, to tender his or her own notice of termination, and voluntarily vacate the unit. Such voluntary termination by tenant will not negatively impact tenant's right to reapply for occupancy at Desert Willow Apartments.

PEST CONTROL

The County of Kern is subject to vermin infestation. That means that rats and mice are prone in the areas in which you reside. Measures, in addition to extermination, do not solely depend on an outside exterminator. The main control comes from within a unit. The following are meant as ***helpful hints*** and are recommended in the prevention of pest problems in each of the apartments operated by PCA Management.

1. No raw garbage should be kept in an apartment overnight. This provides food for vermin and reason for vermin problems to increase. It is suggested that trash is taken out every night.
2. Counters should be washed off after used for meal preparation or eating. Any food particles offer opportunities for drawing cockroaches and other vermin.
3. All jars on shelves should be wiped off and closed tightly before being put up on the shelves for storing. Be sure to tighten jars before putting away. A jar left loose will attract cockroaches. Food down the side of a jar or bag, is fair game for vermin and roaches. Bags should be enclosed in plastic as a double protection from access by roaches and vermin.
4. Store clothes in closets off the floor and in boxes. Vermin breeds in bundles of clothes and storage material where homes can be made.
5. Make sure doors and screens are closed at most, if not all of the time. Vermin will enter the house through an open door or window in seconds. Once they are in a unit they can breed at an alarming rate.

6. Cockroaches can enter and live in the food in refrigerators. Be sure to wrap each item in plastic overnight in a refrigerator. Do not store open pots and pans or bowls and plates in a refrigerator. Be certain that each item is fully covered.
7. Be sure to clean the grease off your stove whenever you cook a meal. Accumulation of grease on the stove, in the stove or on the range hood and on the cabinets, not only draws vermin it also serves as a fire conduit should flames reach the grease. The accumulation of grease is a dangerous fire hazard. The danger to family and the apartment unit cannot be overstated.
8. If you feel that you have a vermin problem, please contact the resident manager, who will then contact the exterminator. The cost of the exterminator is at the cost of the Project, unless the problem is not reported to Management in a timely manner.
9. Management is responsible for filling up any holes caused by vermin. Call immediately upon noticing such holes.

Management reserves the right to make and enforce such other reasonable rules and regulations that in its judgment may be deemed necessary or advisable from time to time to promote the safety, care and cleanliness of the premises and for the preservation of good order. The addition of these rules shall have the same force and effect as the lease.

Please remember that there are many units in this project. Do not expect to live without mechanical problems such as air conditioning, plumbing, electrical failures, etc. Requests for such services should be given to the resident manager, in writing and the repair will be scheduled as soon as possible. Emergencies, of course, take preference over all other requests.

Resident _____ Date _____

_____ Date _____

Resident Manager _____ Date _____