



Hidden Terrace Townhomes

c/o Greater Missouri Builders

1551 Wall Street, Suite 220

Saint Charles, MO 63303

House Rules

It is our pleasure to welcome you as a resident of the Hidden Terrace Townhomes. The following policies, which are a part of your lease agreement and are binding thereof, have been formulated to promote a harmonious atmosphere among all the residents and the management.

1. APARTMENT INVENTORY AND INSPECTION During move-in orientation, a representative of the Leasing Office will accompany each resident on an inspection of the apartment and will familiarize residents in the operation of the unique features included in the apartment. At this time, the resident accepts the apartment in its present condition, unless otherwise noted on the Inspection Sheet. Management will inspect the apartment upon move-in, move-out, and not less than twice annually, but as often as necessary as determined by Management. Such inspections are made to certify that the property is being properly cared for and will occur with or without the Resident's presence after proper notification.

2. APPLIANCES Residents should read the manufacturer's instructions on the use and care of the refrigerator, range, range hood, dishwasher, and garbage disposal provided in your apartment. Washers and dryers are not provided, but hook-ups are available in every apartment unit. (Note: Hook-up for dryer is electric) All hoses, ventilation tubes, etc. required for installation of washers and dryers are to be provided by the resident.

3. AUTOMOBILES/PARKING There is no assigned parking in the parking area. All vehicles must be currently licensed, "in-use" vehicles. All vehicles and/or changes in vehicles must be registered with Management. Guest, family members and other visitors must park on the street. Management maintains the right to remove any unauthorized vehicles from property at the sole expense of the owner without liability. Those parking spaces reserved for the handicapped are not to be utilized by anyone other than the handicapped. There is to be no washing, cleaning or repairing of vehicles on the residential parking lots or surrounding public areas or streets. Parking is prohibited in the driveways or any other area that may block other vehicles from passing or pose a fire safety risk.

4. CABLE SERVICE Charter Communications is the provider of this service. Written permission from management must be obtained prior to any extra work being performed in the unit beyond the jacks provided.

5. CARPETING Please make sure you keep your carpet clean and vacuumed. Fruit juices permanently stain the carpet. This can mean total carpet replacement at a cost to the resident. Place a protective tray under plants resting on the carpet to prevent stains.

6. CHARCOAL GRILLS The fire prevention code requires that grills be used in a safe manner as not to risk the safety of the building. Careful use of charcoal grills is essential. Each resident is responsible for any damage incurred by fire and/or smoke. **RESIDENTS MUST MOVE GRILLS AT LEAST TEN (10) FEET AWAY FROM THE BUILDING OR STRUCTURE DURING USE.** After the grill has completely cooled, they may be stored under your deck, inside your apartment, or on the patio: never in common hallways, landings or stairwells. **THE USE OR STORAGE OF GRILLS ON THE DECK IS STRICTLY PROHIBITED.**

7. COMMUNITY APPEARANCE/Common Areas The management company maintains a high degree of grounds maintenance. Please help in maintaining our beautiful landscaping. All common areas should be kept clear of clutter at all times. Any and all landings/balconies attached to an apartment are the responsibility of the occupants. They are to be kept clean and free of debris. Entrances, walkways, hallways and stairways are not to be used for any other purpose than entering and exiting. Bicycles, scooters, skateboards, toys, and recreation equipment may not be stored in common areas. Only outdoor equipment may be stored outside. Tires, rims, auto parts, batteries, car seats, and indoor furniture may not

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be stored in common areas. Dumping grease/oil (household or auto), and cigarette butts on the grounds is prohibited. After appropriate notification, if special maintenance is required to remove litter from the area surrounding your unit, you will be held responsible for the fees incurred, at a minimum of \$50.00. Children are not permitted to run or play in/on walkways, stairways, trees, fences, or lawns.

8. DUMPSTERS Place all trash in dumpsters provided. Please take time to break down all cardboard boxes before placing them in the dumpster, especially during move-in. All garbage and trash must be bagged and tied prior to placement in the dumpster. Placing rubbish on the ground beside the dumpsters is prohibited. Discarded grease/oil (household or auto), and cigarette butts should be packaged inside a lidded container for safety purposes. Do not toss trash from deck to dumpster.

9. ENTRANCE TO APARTMENTS The management staff reserves the right to enter your apartment with prior notice during reasonable hours for the following:

- To do repairs requested, or repairs necessary because of a neighboring apartment.
- To change heating and air conditioning filters.
- To inspect every apartment not less than twice annually, for the purpose of preventative maintenance.

Residents will receive at least 24 hours written notice of such inspections. These inspections will be made with or without the resident being present after proper notification. When there is reason to believe an emergency exists, no prior notice is necessary.

10. FIRE PROTECTION MEASURES Each apartment is equipped with a smoke detector and fire extinguisher. The disconnection or removal of batteries from the smoke detector is prohibited. The fire extinguisher is located under the kitchen sink and will be inspected no less than once annually. Replacement of the fire extinguisher or smoke detector will incur charges to your account to include, the cost of the item plus 15% and \$10.00/hour in labor. These charges are due and payable within thirty (30) days following receipt of the billing. If you should detect smoke, please call the fire department immediately, then contact the Management and/or emergency phone number. Please take the time to familiarize yourself with exits, stairways and windows.

11. FAMILY MEMBERS/VISITORS Each resident is responsible for any disturbing and/or destructive behavior of his or her family members and visitors. Visitors staying over two weeks are required to submit a written date of departure.

12. LEASE FULFILLMENT Each resident is legally responsible for completing the specified term of the lease agreement. Upon the decision to vacate, a thirty-day (30) written notice must be made and delivered to the leasing office. Your notice is due 30 days prior to the rent due date (the first of the month, the security deposit will be refunded if all requirements are met.) (See Security Deposit Section.) If you must terminate your lease before it is fulfilled please see Management for proper procedures and fees.

13. LIGHTING FIXTURES Lighting fixtures may not be altered or replaced without written consent from management. If you wish to change the fixture, please contact management for assistance. After initial occupancy, it shall be resident's responsibility to replace any burned out light bulbs. Ceiling fans are not permitted. The existing ceiling electrical box is not equipped for a fan. The stairwell light requires an "indoor flood 65 watt" bulb, which must be purchased by resident, and maintenance will install upon request.

14. LOCKS Residents may not add, change or alter existing locks on doors of apartments. At no time are keys to be given to non-residents without written approval from management. Should you lose any keys, Management can have a key made for you for a fee of \$10.00 per key.

15. LOCKOUTS Should you be locked out of your apartment, please call management. We will provide lockout service as follows:

- During business hours, Monday-Friday at no charge
- After hours, Weekends, and Holidays at the cost of \$25.00, due at time of service

If this service is not available, it will be necessary for resident to call a locksmith. Resident is responsible for locksmith fees. Children will not be let into an apartment when there is not an adult at home. If your child loses a key and cannot get in, please have him/her come to the Management Office where he/she can wait until we can reach his/her parent(s).

16. MAILBOXES The resident will place family names and addresses on the inside of the mailbox. In order to maintain the resident's privacy, only the apartment number will be placed on the outside of the mailbox. No resident is to remove or add any information on the mailbox. Any issues with the mail or mailbox must be addressed to the local Post Office.

17. MOVE-IN/MOVE-OUT LIABILITIES Please take care in supervising your movers. Each resident is responsible for damages to the building and grounds during move-in and move-out. Management must be notified of move-out date and the time so that a joint inspection by the resident and Management can be made. This inspection is most important, as it will be a determining factor with respect to any charges (beyond normal wear and tear) assessed against the resident's security deposit.

18. NOISE/QUIET ENJOYMENT Do not allow music or noise from your apartment and/or automobile to be heard outside your apartment. Adjust the volume to a moderate level. Please do not place speakers in the windows, doorways, or anywhere outside the apartment. We ask that all residents observe the need for quiet after 10:00 P.M. each evening. Repeated disturbance complaints are cause for terminating your residency.

19. OCCUPANCY REQUIREMENTS Only the approved numbers of occupants listed on your lease are allowed to live in your apartment. It is important that you notify Management of any reduction in household; however, Management must approve any and all additions to the household. If two violations are noted in the file, your lease may not be renewed the following year or could lead to immediate termination.

20. PEST CONTROL The Management will provide pest control services on an as needed basis, with advance notification to residents. Upon request for service a date will be given by Management of when the work will be done to your particular unit. On the morning of that date the resident must have removed all items from the kitchen cabinets, drawers and pantry, and from bathroom cabinets and drawers as well as closets if necessary. Please notify Management of any special problem.

21. PETS Pets are only permitted with a written pet agreement. Rules and regulations regarding pet care or the property will be provided with pet agreement. You must pick up after your pets and they must be on a leash at all times when outside. As of May 1st, 2005 – new pets were no longer permitted at Hidden Terrace Townhomes, but existing pets were “grandfathered in”. If a resident continues to house a pet after written violation notice by management, a **penalty of \$150.00 per month** will be incurred to their account.

22. PLUMBING A charge will be made for unclogging plumbing equipment in instances where malfunctions are caused by the introduction of improper objects, such as cloth objects, grease or other foreign matter. Residents shall not place any chemicals or cleaners in toilet tanks other than those manufactured for the purpose of cleaning such.

23. REDECORATING If you choose to repaint your walls, you must have written approval from management. You must return the walls back to their original color of white before you vacate. If you choose not to do this a \$50.00 fee will be charged for each wall. Wallpaper and borders are not allowed.

24. RENT AND COLLECTION POLICY Rent is due on the first day of each month. Please mail your rent to our office at 1551 Wall Street, Suite 220, St. Charles, MO 63303. We recommend that you write your unit number and Lessee name on your check or money order. Rent is delinquent if not paid in full and received by the close of the fifth of the month. **THE EVICTION PROCESS WILL BE INITIATED AGAINST RESIDENTS WHO HAVE NOT MADE PAYMENT BY THE 25TH OF THE MONTH. ANY LEGAL FEES INCURRED WILL BE CHARGED TO THE TENANTS ACCOUNT.**

Suits will not be dismissed unless all rent, sales and services along with court costs fees have been paid before the court date.

25. CHRONICALLY DELINQUENT ACCOUNTS Any resident assessed six (6) late charges in a twelve-month period will be deemed chronically delinquent. Once an account is deemed chronically delinquent, it will result in non-renewal of your lease agreement and/or eviction proceeding initiated immediately following the assessment of the sixth late charge.

26. RETURNED CHECK POLICY All checks returned from the bank for insufficient funds, which were issued, as payment of rent, will be assessed a Fifty Dollar (\$50.00) fee, in addition to the late fee charge. Personal checks will not be accepted from any resident who has two (2) checks returned for insufficient funds within a twelve-month period.

27. RENTER'S INSURANCE The Management furnishes fire and hazard insurance for the buildings and structural portions only, but does not furnish insurance coverage for personal contents. Therefore, we strongly suggest that you purchase renter's insurance for theft, damage and vandalism of your personal belongings.

28. SATELLITE SERVICE Written permission from management and a signed Satellite Addendum must be obtained prior to any extra work being performed inside or outside the unit. Installation must be safely performed by one of these methods: (1) securely attaching the dish to a portable, heavy object such as a small slab of concrete; (2) clamping the dish to a part of the building's exterior that lies within your leased premises. (such as balcony or patio railing without protruding over the railing).

29. SCREENS Window screens should not be removed except in the case of emergency. You will be responsible for replacement of newly damaged screens during your residency.

30. SECURITY DEPOSIT/EARLY TERMINATION Early termination of a lease is a privilege, which may or may not be granted by Management. Please call our office and provide written notice at least 30 days prior to vacating the townhome pursuant to your Lease Agreement.

31. SERVICE REQUESTS During office hours, Management will be happy to take your maintenance request over the phone. After office hours the answering service will take your requests and relay your message the following morning to the Manager. Maintenance emergencies will be handled promptly after management and/or the emergency number has been called. There is no charge for repairs or replacement of parts UNLESS you accidentally, negligently, intentionally or maliciously caused the damage. Failure to report a maintenance problem would be considered negligence. In such instances, your account will be charged for the repair(s) to include, the cost of the item plus 15% and \$10.00/hour in labor. These charges are due and payable within thirty (30) days following receipt of the billing. Management employees are not permitted to render services to occupants of the building that require such employees to be away from their duties, or which interfere with the performance of the regular duties of such employees.

32. AFTER-HOURS SERVICE REQUESTS After regular business hours, the on-call staff will respond immediately to emergencies. Air conditioning repairs are considered an emergency when the OUTDOOR temperature exceeds 85 degrees. Furnace repairs are considered an emergency when the OUTDOOR temperature falls below 60 degrees.

EMERGENCY AFTER-HOURS NUMBER: 1-800-654-0236

33. STORAGE No goods or materials of any kind or description that are combustible or would increase fire risk shall be stored anywhere on the property. Storage of personal property is available in apartment only and shall be at the risk of the resident. Bicycles, scooters, skateboards, toys, and recreation equipment may not be stored in common areas. Only outdoor equipment may be stored outside. Tires, rims, auto parts, batteries, car seats, and indoor furniture may not be stored in common areas. Management shall not be responsible for any loss or damage. Utility closets shall not be used for storage purposes.

34. TELEPHONE SERVICE Each resident is responsible for his/her individual telephone installation based upon the pre-wiring that has been installed in each apartment. All arrangements for service must be made by the resident. Phones may only be placed where previously wired locations are placed in the apartment. Additional drilling, cutting or running exposed wires is not permitted without written permission from Management. Management must have both your home and work phone numbers in case of an emergency.

35. TWENTY-FOUR HOUR ACCESS TO MANAGEMENT We are proud to provide residents with the additional convenience of 24-hour access to Management via our answering service. The answering service will promptly relay all messages to the correct staff member "on call" in the case of an emergency. EMERGENCY AFTER-HOURS NUMBER: 1-800-654-0236

36. UTILITIES Each resident is responsible for individual electric and gas service. Service must be turned over into the resident's name on or before the date of move-in. Cold water service is provided by Landlord.

37. VACATIONS / OUT-OF-TOWN When out-of-town for an extended period, whether for business or holiday, please call the newspaper and cancel all deliveries. Also, make arrangements with the Post Office or a neighbor to hold your mail if you receive numerous mailings. During winter months (October-March) when you are out-of-town, you may set your thermostat down to 55 degrees, but not off. In extreme cold, pipes may freeze if the interior temperature falls below 55 degrees. Damage caused from frozen pipes can be extensive, and very costly to the resident.

38. WALLS In order to provide an attractive home for the next resident, please take special care when decorating your apartment. Use "picture" nails not screws to hang pictures. Wallpaper, stickers, adhesive, glue or tape are not permitted to decorate the walls. Cork or mirror tiles may cause considerable damage resulting in an expense to you.

39. WATER SHUT-OFFS In the event of water overflow, please locate and shut off water supply line at sink, dishwasher and toilet.

40. WATERBEDS Waterbeds or other furniture filled with a liquid or semi-liquid are not allowed under any circumstances.

41. WINDOW TREATMENT Mini-blinds have been provided in each apartment for consistency throughout the development. These cannot be changed without written consent of Management.

NOTE: If deemed necessary for well-being of the residents, Management reserves the right to amend the House Rules and Regulations without prior notification to residents.