



Community Guidelines

Apartment Alterations

Holes should not be drilled in your apartment without our prior written consent, nor should any nails, hooks, or screws be used on any floors, doors, windows, tub, shower, appliances, or fixtures in the apartment.

Nothing should be fastened to the floors, doors, windows, walls, appliances, or fixtures in the apartment, the exterior walls, or porches of the buildings.

Please refrain from hanging signs, advertisements, or notices on the outside or inside of any apartment or building.

Locks on the doors leading to the apartment should not be altered without our consent. We must have a key to every lock at all times, and every lock must be compatible with the master key system for the building.

Balcony/Patio/Terrace

Please do not use the balcony, patio, or terrace of your apartment to store personal property.

Additionally, no towels, rags, rugs, laundry, or other items should be hung from any balcony or terrace, nor should anything be thrown or dropped from the windows, balcony or terrace.

Please refrain from cooking or barbecuing on a porch, patio, or balcony.

Common Areas

Common areas, sidewalks, entrances, lobbies, hallways, elevators, or stairways of the community should not be used for any purpose other than entry and exit. Please do not place or store furniture, equipment, or personal articles in any common areas for any period of time. We may remove any such items at any time, at your expense, including any storage costs.

Equipment Use

All equipment located in your apartment or community should be used in a reasonable and careful manner. Equipment includes such things as toilets, sinks, electrical, plumbing, heating, ventilating, air conditioning, building access system, elevators, appliances, or other facilities. If you or your family, guests, or visitors use any equipment in a manner that causes damage to the equipment, you could be held responsible for the costs of repairing or replacing it.

Facilities

If your community has a pool, you must pay any required fees prior to usage. For your safety, please obey all pool rules and regulations.

Games, sports, and other recreational activities are permitted only in designated areas. All rules and regulations must be obeyed including the days and hours that recreational facilities may be used.

We may at any time discontinue any recreational services or close down facilities either temporarily or permanently.

Heavy Items

Items which weigh more than we determine is reasonable for the floor loading of the apartment are not permitted. You must check with us before bringing heavy items (i.e., waterbeds, safes, etc.) into the apartment.



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Motor Vehicles

Please keep in mind we may remove any vehicle at the owner's expense if it appears abandoned, inoperable, does not display an inspection sticker and/or license plates, or the inspection and/or registration is expired.

We apologize, but due to local water restrictions and hazardous substance ordinances, we cannot allow residents or their guests to work on their vehicles in the community parking areas. Vehicles may be washed only in designated areas. If there is no designated area, then washing vehicles is not allowed.

Peaceful Enjoyment

All residents, their family, and guests should conduct themselves in a manner that will not disturb their neighbors or community staff. Noise, odors, or any other actions that cause a disturbance are not permitted. Please do not interfere with the rights, comforts, or convenience of other residents or community staff.

Remember you are responsible for the conduct of your family, friends, guests, and anyone you invite into the community.

We will make reasonable efforts to stop neighbors from disturbing your peace, but we cannot be responsible for controlling their actions. If you are seriously disturbed by activities at your neighbor's apartment, please call the police.

Safety

Please do not bring anything into your apartment or the community that increases the risk of fire. Things that could cause an increased risk of fire include flammable oils, fluids, propane, benzene, gasoline, kerosene, or other hazardous materials.

Please refrain from cooking or barbecuing on a porch, patio, balcony, or within 15 feet of any building, except as expressly permitted by your community.

Satellite Dishes

Satellite dishes one meter or less in size are permitted upon your signing a Lease Addendum – Satellite Antenna and Dishes.

Locks and Lockouts

Lock Changes

Residents requesting a change of door locks will be required to pay for the new or re-keyed locks. Our Maintenance Staff MUST do this work. The charge for a new key is \$10.00. The price for a new cylinder for your lock is \$65.00.

Lockouts

We will assist a resident who is locked out of their apartment home. If the lockout occurs during Rental Office hours, call and we will page Maintenance to allow you access.

If a lockout occurs after business hours, call the maintenance emergency number and a maintenance technician will be paged to assist you immediately. There is a fee of \$50.00 for this service.

Entry Into Apartments

To protect your privacy and property, we will not allow entry into your apartment to anyone other than the Meadows Maintenance Staff unless you have submitted a request in writing. Arrangements should be made accordingly for deliveries, pick-ups, or out-of-town visitors expected in your absence. No information is released on any resident unless legally required to do so.



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Trash

Please wrap or bag all trash securely before placing it in the dumpsters. The dumpsters are emptied twice a week, so garbage should always be placed inside rather than on top of or beside them. You will be charged if garbage is left in the laundry rooms or in hallways.

Snow Removal

Immediately following any snowstorm, please move your car to a clean parking area. This will make it easier for plows to do their job creating maximum parking. Your cooperation is greatly appreciated.

Parking

Current rules to be observed in regards to parking are as follows:

1. Families with two or more cars are requested to park only one vehicle directly in front of their building. This allows everyone to enjoy the convenience of having a parking space nearby. If a third vehicle is to be parked, a \$30 monthly fee must be paid.
2. Buses, trucks, and recreational vehicles are not permitted to park on the property without management consent.
3. Vehicles obstructing the dumpster pick-up will be towed at the owner's expense.
4. Vehicles parked on the grass or lawn areas will be towed at the owner's expense.
5. Vehicles left abandoned without current license plates, registration, or up-to-date inspection stickers will be towed at the owner's expense.
6. Vehicles parked in fire lanes or in non-spaces will be towed at the owner's expense.

Pets

The Meadows at Marlborough is pet friendly. We welcome both cats and small dogs under 30lbs. A maximum of two pets per apartment home are allowed with our consent and a signed Pet Agreement. If you have a pet, please make sure that you are following all of the rules and regulations outlined in your lease.

Please remember that your pet must always be on a leash when outside the apartment. Also, it is extremely important that you only allow your pet to walk and relieve themselves in designated pet areas. Pets are not allowed to be walked or to relieve themselves on any courtyards or grassy areas in front of or next to buildings.

Please walk along sidewalks until you reach the perimeter of the property. The perimeter, woods, and grassy fields next to the tennis courts and behind the pool are the ONLY areas in which dogs may relieve themselves. Please be advised that you must ALWAYS pick up after your dogs.

If you do not pick up after your pet we will be charge you a fee of \$100.00 for each incident.

Storage

Each resident is provided with one 3'x4' storage locker at no additional charge. Residents must provide their own padlock for the storage area.

Thermostat Instructions

1. The Fan Control button selects Fan or AUTO. AUTO is the recommended setting.
2. The System Control button selects OFF, COOL, or HEAT. Beginning from the OFF position, push the button once for COOL or TWICE for HEAT.
3. The Arrow buttons raise or lower the temperature to the desired temperature with a limit of 72 degrees for heat and a limit of 68 degrees for cooling.



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4. The larger LED temperature reading located above the fan or light display is the room temperature.
5. The smaller LED temperature reading located above the system display is the control set point.

SmartCard Tips

Adding Value to your SmartCard

- Insert SmartCard into the Cash Service Center, with the chip facing up towards the machine.
- The balance on your card will show on the electronic display.
- To add value on to your card, with the card already in the Cash Service Center, insert \$1, \$5, \$10, or \$20 into the bill acceptor.
- Wait for the card to be updated and remove the card.

Use in Laundry Machine

- The price of the cycle is displayed on the electronic display.
- To start the machine, insert SmartCard into the card-reader slot with the chip facing up towards the machine.
- Select the cycle desired. The length of the cycle will be displayed after the machine has started.
- After your cycle selection, wait until the machine starts and the display on the machine says to "Pull Card."

General Care of SmartCard

- Store card in a safe place away from magnetic fields such as microwaves, computers, other credit cards, and electronic equipment.
- Do not bend.
- Do not insert card in anything but the laundry machines and the Cash Service Center.
- The information may be erased if inserted in any other card reader.
- Keep card and chip clean from any grease, film, or laundry soap.
- Keep card and chip dry and free from scratches.
- Do not put wet clothes on the SmartCard readers.

Stop by the leasing office during normal business hours if you have any questions regarding your SmartCard.