

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.

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.

Trash

All trash should be placed in plastic bags and disposed of in the appropriate waste containers. Bulk items should never be disposed of outside of waste enclosures or left on community grounds. Please do not place any trash in halls, stairways, balconies, or laundry rooms.

Parking

Handicapped parking is available upon request. All parking is open to residents and guests and is available first-come, first-serve. If you have more than two vehicles, please only use two spaces closest to the building. Guests should use the back part of the parking lot.

Please obey all parking and traffic regulations posted on any private streets, roads, or drives.

Parking areas are to be used only to park, load, and unload motor vehicles.

Please note that there are handicapped parking spaces that have been designated by the community. Please do not park in these spaces without a handicapped permit or your vehicle will be towed.

Your vehicle may be towed without notice at your expense if you:

- Park in a fire lane
- Park in a no parking area
- Block a fire hydrant, refuse container, another vehicle, sidewalk, or lawn

Commercial vehicles are not permitted to park in the community's parking areas. Boats and trailers may be parked at the end of Tallwood Road. Please request a permit for your boat or trailer at the leasing office.

Recycling

A recycling dumpster is located at the end of Tallwood Road. There are two sections: one for co-mingled items (i.e. glass, aluminum & plastic) and one for paper.

Lockouts

In the event of a lockout during normal business hours, you may go to the leasing office to borrow additional keys. During non-business hours, you must call (410) 263-4787. A Maintenance Technician will then be dispatched to your apartment to assist you. There is a fee of \$35 for after-hours lockout service. The \$35 must be in check or money order and made out to Home Properties.

Controlled Access Entry System

Controlled access is maintained by each resident using a code to enter their building. Guests may be buzzed in through your apartment's telephone. You do not have to set up a land line in your apartment. Please do not give this code out to any visitors.

If you do not set up a phone, any visitors, delivery persons, etc. will have to be let in by meeting them at the door.

Basic Entry

To open the lobby door, you will use the four digit entry code assigned to you. Press # and the four digit code into the keypad and the door will unlock.

Visitor Entry

Community Guidelines

The entry system works through your home phone line. You are not required to set up a land line in your apartment, but if you have visitors, they will have to be let in manually.

Two quick rings means you have a visitor. When you receive two quick rings, answer your phone, and talk to your visitor. To refuse entry, simply hang up. Dial 9 to allow entry, then hang up. The entrance door will automatically unlock and your visitor can enter.

If you are talking to someone on a regular outside call, you will hear a click on the line. This means that a visitor is trying to reach you from the lobby. Dial 3 to put your outside call on hold. This will connect you to your visitor in the lobby. To allow them entry, dial 9. The lobby door will unlock automatically and you will be reconnected to your outside call. To deny entry, dial 3. Your outside call will be reconnected and the lobby phone will be disconnected.

Key Fobs

To obtain a key fob for the fitness center and business center, you will need to complete an application at the leasing office. Each leaseholder and occupant over the age of 18 is entitled to a key fob. Please do not share or lend your key fob to anyone. Entry to this building is recorded on your key fob and by video surveillance.

Key fob applications take approximately three days to process. Your key fob cannot be delivered to your apartment so please plan on picking up your key fob during business hours. Please call prior to picking up your key fob.

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.

From time to time, noise issues may occur. We ask that you please put your complaint in writing and our office will be happy to address your concerns with your neighbors. Never approach your neighbors with your complaint as this only creates a hostile living environment for everyone. If you have a problem after hours, please contact the Annapolis City Police Department at (410) 268-9000.

Mail

Mailboxes are located inside the entrance to each building. They are labeled with your apartment number only. Please feel free to add your name on your mailbox if you would like. Mail to be picked up should be placed in the mailbox located at the corner of Tallwood & Eaglewood Road. You can also leave a note on the front of your mailbox letting the mailman know you have mail to be picked up in your box.

Our office will be happy to accept any FedEx, DHL, or United Postal Service packages for you. Our office will not accept UPS packages due to liability. Due to our limited office space, please pick up your packages as soon as possible.

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. Car washing is not permitted either.

Pets

Pets are not allowed in the apartment without our prior written consent.

There is a 25 pound weight limit and a two pet maximum per apartment. Breed restrictions apply. There is a \$150 refundable pet deposit required along with a \$25 monthly pet fee.

All pets must be licensed by the Anne Arundel County Animal Control. Animals that are not properly registered will be considered a lease violation.

If we have permitted you to have a pet, please keep your pet on a leash at all times. Pet walking is permitted throughout the community with the exception of the gazebo area. Please remember to pick up after your pet. It not only keeps our community clean, it's the law. Pet waste bags are located on Tallwood Road and across from the 1109 building. Please make sure that you dispose of these bags in our dumpsters.

Pest Control

Annapolis Roads has regular pest control to take care of any of your concerns. Erlich Pest Control comes every Tuesday to service the apartments. If you have a pest control concern, please contact the leasing office to have your apartment serviced.

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.

You are permitted to paint the walls in your apartment, but you must first submit a request in writing along with a paint card sample. Prior to move out, you must paint the walls back to its original color, which is Duron, Antique White (semi gloss for the bathrooms, kitchen, and window sills).

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.

Heating and Air Conditioning System

Your heating and air conditioning system has been designed for year round comfort. You have individual temperature control in your apartment to allow you to maintain the temperature at which you are most comfortable. The following suggestions should be followed for maximum comfort and economy:

Do's

- Turn on exhaust fan in kitchen when cooking.

Community Guidelines

- Turn on bathroom exhaust fan when bathing.
- Turn on bathroom exhaust fan whenever the dryer is in use to avoid a build up of condensation. If possible, leave bathroom door open.
- Shield out the hot sun rays by closing drapes and blinds.
- Keep filter clean.
- When apartment is vacant, leave air conditioner set at 80 and move it to 76 or 78 when you return.

Do Not's

- Do not set thermostat any lower than 15 degrees below outside temperature (75 to 78 is satisfactory).
- Do not block off cold air returns with furniture or drapes. If drapes cover the return, pin them up so they clear the vent.
- Do not close off cooling vents in thermostat area.
- Do not place lamps or TV sets under thermostat. Heat from these appliances will effect the thermostat.
- Do not leave fan on continuous operation. Leave control on automatic operation.
- Do not move thermostat setting back and forth.