

**THE WESTPARK APARTMENTS
COMMUNITY POLICIES AND PROCEDURES
(Addendum to the Lease)
Last Revised August, 2005**

To promote and maintain this community, and as a condition of residency, we have established the following policies and procedures. We ask that everyone abide by these policies and procedures, as they are essential for the safety, comfort and convenience of all Westpark Apartment residents.

1. **SERVICE REQUESTS.** Please make all requests for service required by your Lease to the on-site management personnel (the "Management Office"). The Management Office will, in turn, relay the request in writing to our maintenance personnel ("Maintenance"). Any plumbing, frozen water lines, lack of heat in winter, gas leaks, electrical failure or other comparable problems should be considered as emergencies, in which case you should notify the Management Office immediately. Please dial the front desk. Any expense incurred as a result of mistreatment of the apartment or common areas will, insofar as necessary, be assessed against the resident responsible. For your convenience and information, a set of instructions for the operation of appliances and mechanical equipment is available upon request. If for any reason it should be necessary to call FIRE, RESCUE or POLICE assistance, please call FIRE, RESCUE or POLICE directly for help rather than the Management Office. Notify the Management Office immediately after calling FIRE, RESCUE or POLICE.
2. **KEYS AND LOCKS.** The Management Office must provide prior approval for, and Maintenance must install, any alterations or replacement of locks or installation of bolts, or knockers, peepholes or other attachments on the interior or exterior of any door. The Management Office will admit residents who have been locked out of their apartment at no charge, provided that only persons listed as occupants on the Lease will be allowed access to the apartment and provided further that they present proper identification such as a driver's license or other picture identification.
3. **CONTROLLED ACCESS.** You are responsible for your own safety. The building has a controlled access system. We will issue pass cards to residents only. Do not allow anyone to enter the building behind you. You should be aware that other buildings have the same controlled access system and people who are not residents of The Westpark Apartments may have pass cards that look the same as ours. Report lost cards to the Management Office immediately. There is a fee in the amount set forth in your lease for any card that is lost or that is not turned in at the end of the term. You have the right to buzz guests and food delivery people into the building from your unit. The Management Office, however, at its discretion, reserves the right to request that any non-resident gaining entry to the Building (even if buzzed in by you) check in at the front desk and be announced by telephone. If there is no answer in your unit, your guest or delivery person may wait in the Lobby until you can be reached, or they may leave a note for you with the front desk, but under no circumstances will the by permitted entry into the residential halls or your apartment.
3. **PETS.** Except as specifically set forth in the Lease regarding Animal Companions (as defined therein), our current policy is to allow cats only and a maximum of two per apartment. All other pets and animals are strictly prohibited. You must obtain written permission from the Management Office and make the appropriate deposits and/or payments in full before any pet may reside in your apartment. Visiting pets are not permitted at any time. Please make sure your guests are aware of this so they can make other arrangements. If pets are permitted, pet owners must clean up after their pets and adhere to all other guidelines included in the Pet Addendum. Pets must be kept in your apartment at all times and shall not be permitted in the Common Areas except in appropriate pet carriers.
4. **DELIVERIES AND PACKAGE ACCEPTANCE.** The Management Office may, in its discretion, accept deliveries for you when you are not at home. You must give the Management Office a written notice and sign a release before the delivery. In many instances, an office representative will not be able to accompany the delivery person to your apartment, in which case the Management Office will issue a door key to the delivery person for your apartment. The Management Office assumes no responsibility for the delivery or for theft or breakage resulting from delivery. The Management Office may, in its discretion, accept small packages for you if you are absent. The Management Office assumes no responsibility for package contents or for theft.

Because of limited storage space, please pick up your packages at your earliest convenience from the Management Office.

5. **GUESTS.** If you would like guests or visiting children to use our facilities, you must be with them at all times. Guests and visiting children should limit their stay to no more than 10 consecutive days per visit and no more than 15 days in total per calendar year unless you have obtained prior written approval from the Management Office. You are responsible for the conduct of your visitors. Please help make their stay more enjoyable by informing them of these Community Policies and Procedures in advance.

6. **SUPERVISION OF CHILDREN.** All parents or guardians are responsible for their children and must see that children, too, abide by these Community Policies and Procedures. An adult resident must supervise young or visiting children at all times. Children under 10 years old may not operate the elevators. Store toys, bicycles, etc., in your apartment and not outside or in the common areas. Children may not play in the hallways or stairwells, or entrances to the building. Please adhere to all posted signage.

7. **POOL AREA.** You will be issued 2 key fobs at move in per lease holder which will also access the pool area during each pool season. Please adhere to all posted signs. The following rules apply to the pool area on the roof of the building (the "pool area," which includes the pool and the enclosed area around it):

A. You are responsible for your own safety and that of your guests and children while in the pool area.

B. You will be charged for any damage you, your guests or your children cause to any property in the pool area. You are responsible for any loss of or damage to your personal property of any kind.

C. Each tenant may bring up to one guest at any one time, if, in the opinion of the attendant on duty, there is sufficient room in the pool at the time of request.

D. Landlord shall determine and post the hours the pool will be open. Landlord may close the pool at any time due to breakdown, weather or other operational difficulties and/or at the discretion of the pool manager or attendant on duty.

E. You may not transfer your key fob access to another person or allow anyone else to use your key fob to gain access to the pool. If you lose your key fob, you may obtain a replacement from Landlord at a charge of \$50.00. When entering the pool area, please show your key fob.

F. An adult must accompany children under 13 years old at all times while such children are in the pool area.

G. Shower before entering the pool. If you have skin abrasions, a cold or cough, inflamed eyes, an infection or are wearing bandages, you may not use the pool.

H. Use only greaseless suntan lotion (not oil-based). Do not run, push, wrestle, play ball, or make any undue disturbance in the pool area. Do not use abusive or profane language in the pool area. No glass containers, glassware, food, drinks (other than water in non-glass containers) or other refreshments are allowed in the pool area. No tubes, water wings, play equipment or other flotation devices are allowed in the pool area. Diving is not allowed.

I. Baby strollers, bicycles, roller blades and other wheeled devices are not allowed in the pool area except for wheelchairs, etc. used by disabled persons.

J. Deposit all papers, cigarettes, cigars and refuse in the receptacles provided for your convenience.

K. Wear robes or other suitable garments to and from the pool area and do not wear dripping bathing suits outside of the pool area. Please refrain from wearing thong bathing suits, g-strings or the like as certain residents have found such attire offensive.

L. Neither intoxicants nor persons under the influence of intoxicants are allowed anywhere in the pool area.

M. You, your children and your guests may use the pool area only if you follow these policies and procedures and all laws or rules promulgated by the District of Columbia. You are responsible for all actions of your children and guests and ensuring that they follow these policies and procedures and all applicable laws. Landlord, in its sole discretion, has the right to refuse entry or deny pool privileges to anyone.

8. **RENTER'S INSURANCE.** It is the responsibility of residents to secure renter's insurance for the contents of apartments in addition to liability coverage. Please make sure your policy is current at all times.

9. **DISTURBANCES, NOISES, ETC.** You must refrain from making disturbing noises and must not permit your family members or guests to make any disturbing noises. We prohibit loud playing of stereos, televisions or musical instruments and any noisy or boisterous conduct that would disturb the peace and quiet enjoyment of other residents. Please keep the door to your apartment closed. Engaging in illegal activities is grounds for eviction.

10. **ENTRANCES, HALLWAYS, AND MECHANICAL ROOMS.** Please wear appropriate clothing, including shoes and a shirt, when you are in the common areas of the building. In compliance with state and local codes, do not leave bicycles, wagons, carts or any other items on the walks around the building, at the entrances to the building or in the hallways at any time. Likewise, do not store anything in the mechanical rooms that contain the furnace. Also, do not ride bicycles or wear roller blades or skates in the Building. The Management Office asks that all residents cooperate completely with this regulation. Failure to do so could result in needless damage or personal injury.

11. **TRASH REMOVAL SERVICE.** Please wrap all refuse securely and place it inside the receptacle or chute. Please do not place large articles such as furniture, mattresses, etc. in these areas, as the removal service will not handle these items. Boxes should be completely collapsed before disposal. Please comply with the requirements of all recycling programs. Residents who do not comply with recycling programs will be responsible for any municipal fines resulting from such noncompliance.

12. **INTERIOR ALTERATIONS.** If you wish to make any alterations such as painting or hanging decorative light fixtures on the interior of your apartment, you must first obtain written approval from the Management Office. If approval is given, the following general rule will apply: upon vacating the apartment, you must remove the improvement and restore the apartment to its original condition; or, if you wish to leave the improvement and the Management Office determines in writing that it is acceptable, the improvement may remain in the apartment and become part of the property. Please do not refinish or shellac any wooden floor areas. Alterations NOT permitted include contact paper, tub adhesives, corkboard, mirrored squares, wallpaper, and tape to secure wall hangings. Nails, mollys and toggle bolts are acceptable and Maintenance will remove them upon move-out at no charge unless there is excessive damage to the wall. Window coverings must be provided by residents for the sliding glass doors and must appear white to the outside of the building. Please do not install or remove any window coverings without the prior approval of the Management Office.

13. **EXTERIOR ALTERATIONS.** To maintain an attractive community and not disturb the architectural designs that have been created, residents may not make any alterations to the exterior of the building or place any sign, advertisement, or notice in or about the apartments or the building. The only exceptions will be:

(i) the displaying of the American Flag on private patios and balconies only, on such days as the 4th of July, Flag Day and other recognized dates, provided that the Management Office must pre-approve the means of mounting the flag; and

(ii) the installation of satellite dishes on resident's balconies, provided the dishes and the installation thereof comply with the following rules:

1. Dish must be installed within the apartment or on a balcony that is part of the apartment. You may not install a satellite dish in a common area or on the roof. You may not install a satellite dish outside your apartment unless you have a balcony, and you may not install a dish on an exterior wall. You may install a dish entirely inside your apartment.
2. Satellite dish must not be larger than one meter in diameter. You may not install any satellite dish larger than one meter (3 feet, 3 inches), measured across its widest part.
3. Dish must be securely mounted and may not extend beyond the edge of the balcony railing. Your dish must be mounted in such a manner that it cannot become dislodged. It must not extend beyond the edge of the balcony railing. You may not hang a dish out the window.
4. Installation must not damage the apartment. You must not damage the apartment when installing your dish. You may not drill holes in railings, exterior walls, or any other

location where holes might impair the building's weatherproofing or there is a risk of striking electrical or water lines.

5. **Installation Inspection.** Following installation of your dish, the Management Office may, in its discretion, contact you to arrange a mutually convenient time at which either Maintenance or a professional dish installer retained by Landlord at Landlord's expense can inspect the dish to ensure proper installation.
6. **You are liable for any injury or damage to persons or property caused by your dish, and you must maintain liability insurance covering any such injury or damage.** You install and operate your dish at your own risk. You will be liable for any injury or damage to persons or property caused by your dish.

14. **PARKING.** The Management Office will handle rental of garage spaces and you may obtain the appropriate monthly contract and policies from the Management Office. The garage is not attended.

15. **CAR WASH AND REPAIRS.** Washing of cars in the community is not permitted. Residents must not perform any repairs, or any maintenance such as changing oil or tuning engines on their cars in the garage or surrounding community.

16. **SOLICITORS AND SALESPERSONS; POSTING AND DISTRIBUTION OF FLIERS.** No solicitors or salespersons are allowed in the community. We ask that you report any uninvited solicitors or salespersons to the Management Office immediately. In addition, all residents must secure permission from the Management Office before posting fliers, notices, etc. on the community bulletin board. Distributing fliers door to door is prohibited.

17. **WINDOWS AND BALCONIES.** Help us to ensure \ safety of residents, guests, and passing pedestrians, and to maintain an attractive community by keeping balconies neat and free of unsightly clutter. Please do not keep anything on windowsills or balcony rails or use your balcony for storage. Please do not throw things out of the windows or off the balconies or shake mops, brooms or other cleaning items out of the windows or off the balconies. The Management Office, in its sole discretion, will make the final determination of any questionable displays. Please keep all windows closed when air conditioning is running.

18. **FURNISHINGS.** Please use all apartment equipment, appliances or amenities for their intended purpose and in accordance with any instructions provided. Alteration to these furnishings is strictly prohibited without written consent of the Management Office.

19. **PIPE FREEZE PREVENTION.** If you plan to be away from your apartment for any length of time, or in general during the cold season, remember to leave the heat on in your apartment. Failure to do so may result in damage such as water line freeze-ups, for which you would be held responsible.

20. **BARBECUE GRILLS.** Barbecue grills of any kind ARE NOT PERMITTED on balconies.

21. **WATER BEDS.** Waterbeds or other liquid-filled furniture are permitted with the prior written approval of the Management Office; however, you must provide a copy of your current insurance policy to the Management Office before installing such furniture in your apartment. The policy must cover the community for any damage, including ruptures or leaks of the furniture.

22. **SHOWER CURTAINS.** We require that all residents, at their own cost, install shower curtains in each tub/shower in the apartments.

23. **MOVES.** We require that you coordinate moving furniture and other large items in and out of the building with the Management Office. Promptly remove from the building all packing cases, barrels, boxes and other materials used in any move. We reserve the right to prohibit moving on Sundays and holidays.

24. **ASBESTOS.** Because there is encapsulated asbestos in the ceilings of premises demised to tenants, we ask that tenants do not drive any nails, screws, hooks, or other items into the ceilings or in any other way disturb the integrity of the ceilings in their premises.

These Community Policies and Procedures have been incorporated into the Lease Agreement. Failure to abide by these policies and procedures could result in legal action. If these policies and procedures are revised, the Management Offices will provide you with copies of the new policies and procedures.