



Mary Ruth Place Community Rules and Regulations

The Mary Ruth Place Community strives to make your living experience in our apartment complex pleasant and comfortable. The following policies were designed for the comfort and convenience, of you and your neighbors. Residents are responsible for reviewing all policies with all household occupants and guests. Please take time to thoroughly review the use of the Premises and the entire residential community, including the parking lot, and common areas.

___ Section A: Property/Move-In Information

Premises Inspection: Each new Resident has confirmed in writing the condition of the premises on the Move-in/Move-out inspection form. This form is designed to record the condition of the Premises at the time of move-in and to help determine the final disposition of the security deposit after terminating residency. Bi-annually, the Town of Frisco will enter each premise to check the smoke and/or carbon monoxide detector(s), review the overall cleanliness and maintenance of the unit, replace the air conditioner/heater air filter and to properly maintain the equipment in the Premises.

Town of Frisco will provide Resident reasonable notice of such access, unless an emergency exists or it is impracticable to do so. When possible, inspections will be conducted during reasonable business hours.

Upon vacating, Residents are entitled to an inspection of the Premises to assess move-out charges. Residents must vacate the Premises by 12:00 pm on the last day of the lease.

___ Section B: Use of Premises

Premises: The Premises shall be used and occupied by Resident exclusively as a private single family residence. Residents shall not use the Premises or permit the Premises to be used for any business purpose, without the prior written consent of Town of Frisco or as allowed by law. Residents are responsible for the conduct of any member of their household, visitors and guests, and agree to pay for any damage to the Premises caused by members of the household or guests.

Extended Absences: Residents should advise Town of Frisco of any planned absence greater than 30 days.

Guests: Guests staying in excess of 30 days during any 12 month period shall be deemed to reside in the Premises in violation of the Lease Agreement. Such guests so deemed will be required to submit a completed application and qualify for residency within the Premises. Additional charges may apply.



Quiet Hours: Quiet hours are established to be respectful of your neighbors. Residents shall not make nor permit any disturbing noises in their Premises and on the grounds of the Community during quiet hours. Quiet hours apply to but are not limited to: between the hours of 10:00 p.m. and 8:00 a.m. Residents are responsible for the actions of their family, invitees, and/or guests. Noise complaints during quiet hours should be directed to Town of Frisco Police Department, 970-668-8600.

Alterations or Additions: Residents shall not make any alterations or additions to the Premises' interior or exterior. Interior alterations include but are not limited to changing light fixtures, painting, hanging wallpaper, etc. Requests for alterations or additions shall complete a request form, submit to kelseym@townoffrisco.com to obtain written consent from the Town of Frisco. Responses will be given within five (5) business days. The approval will be denied or authorized from the Building Division in the Public Works department.

Outward Appearance: Alterations that affect the outward appearance of the Community are not permitted. Signs or advertising materials are not permitted.

Smoke/Carbon Monoxide Detector: Residents are not to disable or tamper with the smoke/carbon monoxide detector for any reason. Removing or tampering with a smoke/carbon monoxide detector will be considered cause for termination of residence and a charge of \$200 will be assessed for such removal and tampering. The Town of Frisco will provide and replace batteries for these detectors.

Fire Extinguishers: Each unit will be equipped with fire extinguisher(s) which will be inspected yearly to ensure they work properly. Upon use, the Resident must notify the Town of Frisco for replacement.

Sprinkler Systems: Residents must use caution when moving furniture and avoid hanging objects or clothes from the sprinkler heads. Residents will be held liable for all damages to the Premises, flood clean up and personal property damage caused by triggering the sprinkler system by improper use or damage.

Care of Equipment and Premises: Residents will be charged for any repairs caused by misuse of the Premises, including but not limited to, carpeting, flooring, drains, appliances, toilets, windows treatment, windows and/or screens, etc.

Lighting Fixtures: When replacing light bulbs, check the correct amount of wattage. Replacement of all bulbs within Premises is the Residents responsibility after move-in.



Patios: Residents shall not sweep, shake dust mops or throw anything out of windows or onto the common areas. Residents may not hang laundry, clothing, towels or bedding on balconies or windowsills. Residents are responsible for keeping their patio area cleaned, neatly arranged and free from unsightly or unused items. Patio areas are not considered storage areas. Personal patio furniture must be kept on private patios or balconies.

Barbeques, grills, etc. are prohibited unless powered by electricity or such unit is an LP-gas burner.

Locks: Residents shall not alter any lock or install a new lock on any door of the Premises without the written consent of Town of Frisco and, if installed, they shall not be removed. In such case consent is given, Residents shall provide Town of Frisco with a key for their use, pursuant to Town of Frisco's right to access the Premises.

Should a resident require a lock change, a charge of \$100 will be charged to the Resident.

Residents locked out after office hours, Monday to Friday 8am to 5pm at Town of Frisco's Town Hall, will be charged a fee of \$65 to have their door opened; Resident may call a locksmith at Resident's expense to open the door. Proper identification will be required.

Storage: Garbage cans, bottles, brooms, mops, toys, bicycles, fitness equipment, household furniture and similar personal property are to be kept inside the Premises or appropriately designated storage areas and out of view. Areas located outside front doors or on stairway landings are part of the common area and cannot be used for storage.

Trash: Residents shall deliver and place all garbage and trash in proper bins at the designated location. Recycling is highly encouraged and must be taken to County Commons to maximize available space. The garbage enclosure and trash totes are not to be used for large items, such as furniture, flammable items, toxic waste or other possible harmful items.

Large items being dumped in the small totes will result in a \$100 fine.

Units with garages must utilize the totes in their garage, store totes in the garage, and are responsible for placing the totes outside on trash pickup days.

Minimum Heating Requirement: Residents shall heat Premises so as to maintain a minimum temperature in the Premises of no less than 65 degrees Fahrenheit from September/October 1



of each year to May 31 of the following year in order to minimize any damage which could result from the freezing of pipes. This minimum heating requirement must be met even when the Premise is vacant. In order to avoid pipes freezing, garage doors cannot be left open during the months mentioned above.

Smoking: Smoking of any kind is prohibited in the Premises. Fines of up to \$300 will be assessed if Resident is found in violation.

Antennas: Satellite dishes or receiving antennas within the Premises are prohibited.

Toilet Plunging/Small Clogs: To avoid possible charges, Resident should attempt to clear toilets and clogs before calling for Maintenance Phone number in Section C.

Snow Shoveling: Residents are responsible for shoveling snow from their entryways and decks. Sidewalks and parking areas will be cleared by the Town of Frisco.

___ **Section C: Service Requests**

Residents are responsible for notifying the Town of Frisco when maintenance or repair work needs to be performed. These notifications may be submitted in one of the following methods:

1. By going to the Town of Frisco's Town Hall office Monday through Friday from 8am to 5pm and completing a "Service Request" form.
2. Call the Town of Frisco's Town Hall office at 970-668-2567 Monday through Friday from 8am to 5pm to report a service request.
3. Service requests can also be submitted by email at maryruth@townoffrisco.com.
4. For emergency requests after 5pm Monday through Friday, Residents should call: 970-409-9402.

All non-emergency requests for repairs will be handled Monday through Friday from 8am to 5pm. Scheduled appointments will be set within a 24 hour period. Maintenance work performed due to neglect, abuse, misuse or direct fault of Resident, household occupants or guests will be billed to the Resident.

___ **Section D: Vehicles**

Inoperable Vehicles: All vehicles must be currently registered, licensed and in operating condition. Vehicles that are inoperable for more than 72 consecutive hours without written permission of the Town of Frisco may be removed at the expense of the vehicle's owner. Vehicle maintenance on the property is prohibited. Leaks and spills and/or damages caused by Resident's vehicles are the responsibility of Resident; cleanup and/or damage charges will be assessed.



Assigned Parking: Parking spots will be assigned. Additional vehicles (more than 1 per household) are to be parked off the property. Violators of the assigned parking spots may be towed and fined up to \$300.

Recreational Vehicles: Recreational vehicles are not allowed to be parked on the property. Motorcycles are subject to the same rules as automobiles and may not be parked on sidewalks, in stairwells, on patios, on balconies or in any other area not designated for the parking of vehicles.

Washing Vehicles: Residents may not wash or spray off vehicles anywhere on the property.

___ **Section E: Animals**

Pets may be allowed in the Premises as specified in the Mary Ruth Place's lease. All animals must be on leash at all times when outside the Premises. Residents must pick up after their pets and dispose of waste properly. Pets are not to be left unattended outside at any time.

No wild animals of any kind are allowed in the Community or in the Premises at any time. Aquariums may be considered; written approval must be obtained from Town of Frisco. All dogs and cats are required to be licensed with the Town of Frisco. Any complaints about pets should be directed to the Town of Frisco Police Department, 970-668-8600.

I understand and agree to abide by these Rules and Regulations.

Resident Signature

Witness Signature

Date: _____

Date: _____