

Welcome



Trails at the Park Community Policies - Section 811

November 14, 2017

Welcome to our community! We are pleased that you have chosen to make your home with us.

These Community Policies are designed to familiarize you with our apartment community.

Please keep it handy. Many questions you may have are answered in it.

This community is managed by ***Foundation Communities.***

It is our desire to provide the highest quality living environment possible for our residents.

Should you have any comments or questions, please feel free to contact us at the following address:

**Trails at the Park
815 West Slaughter Lane
Austin, Texas 78748
Phone #: (512) 280-5200
Fax #: (512) 280-5249**

FAIR HOUSING STATEMENT

This community is committed to compliance with all federal, state and local fair housing laws. The Community Policies are designed to provide for consistent and fair treatment of all residents in accordance with these laws.

The staff at your community has a legal obligation to treat each individual in a consistent manner. Please do not place them in the difficult position of denying a request for an exception to a written policy.

Thank you in advance for your cooperation.

GOOD NEIGHBOR POLICY

All policies in this document apply to residents, occupants and their guest(s). Please remember your neighbors and help us maintain a quiet, clean community environment.

COMMUNITY STANDARDS OF OCCUPANCY

All new residents in your apartment community meet the same non-discriminatory qualification standards based on credit, rental, criminal history and/or employment. The maximum number of occupants allowed in each size apartment is available in the office. The term "occupant" refers to all adults and children in an apartment.

If the number of occupants in your apartment changes, you must contact the management office immediately.

Your Management Office Phone Number is: (512) 280-5200

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EMERGENCIES AND SECURITY GUIDELINES

MAINTENANCE EMERGENCIES

Maintenance requests will be completed in a timely manner. Non-emergency requests must be submitted in writing, as per the lease agreement. Non-emergency requests will be completed between 9:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

Maintenance requests will only be handled after office hours if they are emergencies. We define EMERGENCIES as situations which:

Present a danger to people....

- ◆ fire
- ◆ no electricity
- ◆ broken or non-working doors, locks, windows
- ◆ no heat (when outside temperature is below 50°)
- ◆ no water
- ◆ commode not functioning (when there is only one commode in the apartment)

Present a danger to the property....

- ◆ flooding
- ◆ fire
- ◆ broken pipes

After business hours, emergency maintenance request can be reported by calling the office phone number, listening and following the emergency instructions or may be reported on our website at www.foundcom.org via the "Housing" tab. The maintenance staff will then follow the appropriate course of action.

INSPECTIONS

Inspections of occupied units will be performed on a quarterly basis. A minimum of 24 hours' notice of entry will be provided by property management staff.

INSURANCE

As stated in your Apartment Lease Contract, the apartment community provides no guarantee of personal safety and security. For this reason, we strongly recommend that you:

- ◆ Obtain adequate renter's insurance coverage for your personal belongings
- ◆ Obtain adequate automobile insurance coverage

FIRE

Fires are a serious problem in apartment communities, much more so than in single-family dwelling, due to the number of families living within each building. Though damage is usually confined to property loss and damage, the loss of personal items can be quite an emotional experience. Most often stated through carelessness with cooking, matches, cigarettes and fireplaces, many fires can be avoided by using caution and common sense.

Be prepared – Plan ahead for everyone's safety.

As part of your planning, explore you community. Know every possible exit, including exits from the laundry room and Clubhouse. If hallways become smoky in a fire, your memory can help you find the way out. Keep exit and stairwell doors closed at all times, but not locked. Keep exits clear of debris and storage.

Focus on these four elements in you fire safety plan:

- ◆ Prevention
- ◆ Detection
- ◆ Escape planning and practice
- ◆ Fire Department notification (dial 911)

An ounce of prevention

An ounce of prevention can save your life. Prevention is your best insurance against fire. We recommend that you take these simple fire safety precautions in your own apartment to prevent fires from starting:

- ◆ Let cooking grease cool and pour into a metal pan.
- ◆ Monitor children carefully. Do not let children cook on the stove.
- ◆ Keep lighters and matches out of the reach of children.
- ◆ Avoid cooking while intoxicated, medicated or sleepy.
- ◆ Rather than trash cans, use an empty metal container such as a coffee can for ashtray disposal.
- ◆ Do not remove, disable or take batteries out of your smoke detector(s). Test smoke detectors monthly to make sure they are still functional.
- ◆ Do not store gas-operated tools or vehicles (motorcycles) inside the apartment or under stairwells.
- ◆ Be sure that burning embers from fireplaces or BBQ grills are fully extinguished prior to disposal.

<p>Remember: Fire laws and insurance requirements prohibit the use and storage of BBQ grills anywhere within the community.</p>
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Make sure smoke detectors work properly.

If a fire occurs, smoke detectors alert you right away so that you can get out of the building safely.

If you notice that smoke detectors in your own unit or in public hallways are beeping, be sure to change the batteries or have electrical systems checked.

It is your responsibility to replace dead or missing batteries immediately. Call the office if you are unable to do so. Do not disable your smoke detector. Disabling a smoke detector or removing working batteries is a violation of Texas law.

Establish and practice an escape plan

In a fire, there is no time to stop and think. You need to know in advance, two escape routes from your apartment and your building. That is why it is critical that you make and practice escape plans.

- ◆ Determine evacuation procedures and decide on a meeting place outdoors. Go there as soon as you exit the building and stay there. This way you can keep track of who is out and who may be trapped inside. If you think someone is trapped, tell the fire department. *Never go back in the building yourself.*
- ◆ Practice! Rehearse your escape plan. Make sure that your children understand the plan. Do you have senior citizens, infants, disabled or ill occupants living with you who will need help? Plan for these situations now.

IN CASE OF FIRE, CALL 911 A.S.A.P.! ***THEN EXIT!***

What to do if fire strikes

Do not run out of a room into the hallway. First, feel the door. If it is hot, use another way out. If the door is cool, leave the room and exit your apartment immediately.

Use the stairs. Close all doors behind you to slow fire spread. If your planned escape route becomes smoky, get down on your hands and knees and crawl. Smoke rises, so the cleanest air is near the floor.

If you can not escape your apartment, stuff wet towels, sheets and clothes around the door and vents to keep smoke out. Call the fire department and tell them where you are. If no smoke is coming into the room you are in, open a window slightly. Stay low and wave a bright cloth, towel or sheet out the window to signal your location.

FREEZING WEATHER

In the event of severe, freezing weather, your community will post or distribute FREEZE ALERT

- ◆ Turn on the heat and set at 50° minimum. Open your closet and cabinet doors to expose plumbing fixtures so that these spaces will be heated

signs. Please take the following precautions as soon as you see these signs:

- ◆ Turn on all the faucets to a slow drip. Drip both the HOT and COLD water. Leave the faucets dripping until the FREEZE ALERT signs are removed from the entrances to the community.

If you are going to be away from your home for an extended period of time, please leave the thermostat on 50° minimum. These precautions are essential in order to avoid substantial damage from broken pipes.

If you have negligently failed to take these precautions, you may be liable for damages to your and your neighbor's home. This is especially important if you do not have insurance to cover this damage.

Watch for our Freeze Alert Signs

STORMS (*Violent or Electrical Thunderstorms*)

Spring usually brings with it rapidly changing weather patterns including violent, electrical and /or thunderstorms. The following actions will help prevent damage to the property caused by high wind and heavy rains:

- ◆ Secure outdoor furniture, plants and decorations to prevent them from blowing away or blowing into windows, cars, etc.
- ◆ Make sure all doors and windows are securely closed.
- ◆ Turn off and unplug computers, television sets and all other electrical equipment.
- ◆ Stay indoors.

Remember, by accepting your responsibility to keep your home safe from fire, you are not only protecting yourself, but your neighbors as well. A little bit of planning and awareness can make the difference between safety and disaster for everyone.

TORNADOES

Tornadoes strike without advance warning. Preparedness is important for protection of human life and property. If you hear or see a tornado, take action.

- ◆ If time permits, open windows so the pressure will not build.
- ◆ Take cover in an interior hallway or room on the lowest floor if the building in the smallest room, like a closet or bathroom.
- ◆ Stay clear of windows, which might shatter.
- ◆ Do not run outside to warn others. If you can see or hear the tornado, it is too close for you to take any other action except taking cover.

SUSPICIOUS ACTIVITY AND NOISE

Identify suspicious behavior

Anything that seems unusual or “out of place” could be criminal activity. Working as a partner with police, every resident has a responsibility to report any suspicious behavior. Do not think that you are bothering the police. Consider the results if a crime is in progress and you do not act!

Never attempt to apprehend a person committing a crime or to investigate suspicious activity. Leave any confrontations to the police. Allow the police to perform the job they are trained to do.

Not every stranger who enters your property is a criminal, but criminals do take advantage of activity in communities by pretending to be legitimately involved in sales, repair and service. If you suspect that any employee is involved in illegal activity, please contact the Manager immediately.

Noise from your neighbors

- ◆ If you have a noise complaint concerning a neighbor,
- ◆ we recommend the following procedure:
- ◆ First, speak to your neighbors yourself. They may not be aware of the disturbance.
- ◆ Second, if the problem persists, contact the management office. After office hours, the answering service will contact a staff member to address the problem or you may follow the prompts to speak with a courtesy patrol representative currently on duty. Please call the office again during business hours so that we can monitor the situation.
- ◆ Third, contact the police. These calls are considered low priority, but they will respond.

CARRYING WEAPONS ONSITE

Unlicensed persons may not carry a handgun anywhere in the apartment community, other than to transport their handguns between their apartments and their vehicles as long as handguns are not in plain view. Whether or not you hold a license under the Texas handgun licensing law, by signing the Community Policies, you understand and agree as follows:

- *Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun) a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly, may not enter the leasing office or any common rooms/amenities of this property with a handgun that is carried openly.*

Solicitors

For your personal safety and protection, do not allow strangers into your home. Your community does not allow door-to-door solicitors of any type. If you are bothered by solicitors, please contact the office.

LIGHTING

The maintenance of the exterior lighting at our community is an important part of our maintenance program. If you notice that lights are out, please contact our office and we will handle your request.

COMMUNITY POLICIES

RENTAL PAYMENT

Although your rental payment policies are stated in your Apartment Lease Contract, we will explain them further here:

- ◆ All rent is *due* on the 1st of the month.
- ◆ Rent is considered *late* on the 6th day of the month.
- ◆ We can only accept personal checks for a resident listed on a lease. No checks will be accepted if they are drawn on a company account or if they are written by a non-resident. Bank drafts are not accepted.
- ◆ A returned check fee will be assessed once the 2nd check is returned by a bank for any reason. Checks will not be re-deposited. Returned checks must be cleared by cashier’s check or money order within 24 hours of notification.
- ◆ After we receive 2 returned checks, we will no longer accept personal checks for the rent on your apartment (or any other charges). You must pay by cashier’s check or money order.
- ◆ If rental payments are made after office hours, drop your check or money order in the night drop slot.
- ◆ No cash will be accepted at any time for rental or other payments.
- ◆ To pay your rent online, go to www.foundcom.org, “Housing” tab, and then choose “To pay rent online”.

STANDARD CHARGES AND FEES

Throughout this handbook fees or charges are noted for various services performed. The list below is a quick reference guide for your convenience.

Keys and Locks

Duplicate Keys	\$5
Re-keying Lock	\$25

Rent

Returned Check Charge	\$25
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COMMUNITY POLICIES

GUESTS

The resident is required to notify the manager of any guests who stay more than two (2) consecutive days. Residents with guest(s) who stay longer than three (3) consecutive days will be required to provide the manager with a list of the guest names and the anticipated length of stay. Guest(s) will not be permitted to stay for a period longer than four (4) days in a 30-day period without written consent from the manager. Each dwelling is limited to a certain number of persons and each person's name must be listed on the HUD 50059 as a resident or occupant in the lease. No one may live in the unit without prior written approval. Subletting is not allowed. You are responsible for your guest(s) actions and activities. While they are visiting, your guest(s) are subject to the same rules and policies set forth per the lease and Community Policies. Guest(s) who in our reasonable judgement have been disturbing the peace, disturbing other residents or violating policies may be required to leave the property.

All persons listed on your lease as occupants, as well as your guest(s), are your responsibility. You will be held responsible for the cost of repair and/or replacement of any damages as a result of activities of you or your occupants, family and guest(s). It is your responsibility to control/supervise your guest(s) to control trash, noise, etc. This policy is for the health and safety of all residents.

CHILDREN

Children under the age of **14** are not allowed to swim without adult supervision.

Parents can be held personally responsible for theft or property damage caused by their children. Parents and guardians must be very careful when entrusting their children to others.

Since unattended children are always at risk for injury or abduction, please teach your child personal safety rules. Our community policies do not allow parents or guardians to leave children under the age of **14** without adult supervision. We are obligated to report any unattended children to child protective service agencies.

Children under the age of **14** are not permitted in the following areas unless accompanied by an adult 18 years of age or older:

- ◆ Laundry room
- ◆ Pool area

DECORATING

The staff at your community works very hard to maintain your community's appearance. We ask that you assist us in the following ways:

- ◆ All window coverings must show a light background when viewed from outdoors. This restriction includes both drapes and blinds. Foil is not permitted in windows. Holiday decorations are allowed but must be removed within two weeks of the holiday.
- ◆ No structural changes or additions may be made to the exterior of the building, including walkways and door fronts.
- ◆ Since the appearance of walkways, patios and courtyards affect the appearance of the community, these areas may not be used for the storage of trash, boxes, tires, auto parts, broken furniture, etc. Only outdoor furniture is permitted on patio, balcony or porch areas. The management reserves the right to monitor the décor and appearance of the walking area in front of your apartment.
- ◆ No alterations may be made to your front door or entrance to your apartments other than a décor wreath. We encourage you to use a front doormat, but we will remove mats that are not designed for outdoor use such as carpet scraps or automobile mats.
- ◆ Inside your apartment, you have the freedom to decorate by hanging pictures, etc. in accordance with Lease Contract limitations. However, in order to receive a refund on your security deposit, you must return the apartment to its original condition, except for reasonable wear and tear as defined by statute. If you fail to do so, you will be charged appropriately. This includes the removal of shelf-paper, tub or shower decals, shelf brackets, hooks, towel holders or using paint sealers to cover dark or unusual shades of paint.
- ◆ Residents are responsible for any damages caused by their waterbeds.

KEYS AND LOCKS

The care and maintenance of the keys and locks to your apartments is of critical importance. No one should have a key to your apartment without your written permission. This includes family, friends, delivery and repair services. (Of course, management will retain a key.) Additional policies regarding keys and locks include:

- ◆ Our staff will be happy to make a duplicate of your apartment key for a minor charge.
- ◆ Take precautions with your keys. Do not hide a key outside your home. Do not give your keys to acquaintances. Do not put your address on your key ring. Keep your car keys and apartment keys on separate rings.

- ◆ Your apartment is provided with a latch on each window and a keyless deadbolt on the exterior door.

We strongly recommend that you keep all windows and the door locked at all times. Immediately upon move in, check all of the above and report any broken, missing or inoperable items to the manager.

- ◆ **All requests for security device changes must be made in writing!**

TRANSFERS

Occasionally residents choose to transfer from one unit to another within the community. Contact the management office if you are interested in transferring. You will be placed on our waitlist.

MOVING

Your apartment community's move-out policies are outlined in your Apartment Lease Contract, however we will clarify them further. In order to receive a full refund of your apartment security deposit, you must follow all these procedures:

- ◆ Fulfill the complete term of your current lease contract.
- ◆ Give 30-days written advance notice to a member of the office staff. We strongly recommend visiting our office in person and completing an Intent to Vacate form rather than slipping a note through the night drop. Using our form will provide you with written documentation verifying your notice to vacate and will outline potential charges for cleaning or damages.
- ◆ Pay all rent and charges through the scheduled day of your move-out.
- ◆ Remove all personal belongings from the apartment and follow the Move-Out Cleaning Instructions to thoroughly clean your apartment. If you have changed the décor of the apartment, return it to its original condition.
- ◆ Provide the office with a complete forwarding address, in writing.
- ◆ Return all keys to the office. When you are ready to return your keys, we strongly recommend that you ask a member of our office staff to accompany you on an inspection of your apartment to determine its condition and verify the amount of your refund. Your security deposit is subject to deductions as authorized in the Lease Contract.

Move-Out Cleaning Instructions

Kitchen

1. **Refrigerator:** Defrost, clean wash and disinfect all surfaces. Turn refrigerator off and leave doors open to prevent mildew.
2. **Range:** Clean all surfaces to remove grease and burned-on particles. Thoroughly clean knobs and polish chrome surfaces. Clean underneath burners.
3. **Vent hood:** Clean all surfaces to remove grease and burned-on particles. Remove, clean and reinstall filter. Do not attempt to clean secondary charcoal filter!
4. **Dishwasher:** Remove debris and wipe inside surfaces. Clean and polish the front panel including knobs.
5. **Sink:** Scrub and clean sink with appropriate cleanser. Clean garbage disposal inserts, cover and sink strainer. Polish faucet set.
6. **Cabinets and Drawers:** Remove all lining material, wash and disinfect all shelves and interior surfaces. Clean and shine countertops and cabinet fronts.
7. **Light Fixtures:** Thoroughly clean light fixture covers, electrical outlet covers and switch plate covers.
8. **Floor:** Sweep and scrub.
9. Clean areas between appliances, walls and cabinets.

Bathroom

1. **Bath/Shower:** Thoroughly clean tile, porcelain or fiberglass surfaces. Do not use Ajax or similar abrasive on fiberglass. Polish faucet sets and chrome.
2. **Commode:** Remove disinfectant devices from the tank. Clean and disinfect all surfaces.
3. **Sink:** Clean and scour sink. Polish faucet set.
4. **Mirror:** Clean with glass cleaner.
5. **Cabinets, Drawers, Medicine Cabinet:** Remove all lining material, wash and disinfect all shelves and interior surfaces. Clean countertop and cabinet fronts.
6. **Floor:** Sweep, clean and disinfect.

General

1. Clean all light switches, all window and door tracks, windows, the front door, mini-blinds, and all light fixtures and ceiling fans.
2. Vacuum all carpeted areas.
3. Make sure all debris is removed from the apartments, including clothes hangers, phone books and trash bags.
4. Replace all burned out or missing incandescent light bulbs.
5. Replace dead or missing smoke detector batteries.

Ask for a copy of our standard cleaning charges, which will be deducted if you fail to adequately clean.

PACKAGE DELIVERY

Deliveries will be made to your apartment first. If you are not present and it is during regular office hours, packages will be left at the leasing office.

PARKING

Your Lease Contract allows the management to regulate the manner and time of all parking. Our obligations to all residents require that we apply these policies fairly to benefit the greatest number of residents. General parking and vehicle policies are:

- ◆ Motor homes, campers, boats, trailers and other recreational vehicles may be parked only in designated areas, when and if they are available. Check with management for availability.
- ◆ Inoperable vehicles will be towed at the resident's or visitor's expense. "Inoperable vehicles" include any vehicle with flat tires, severe damage, expired license plates or expired inspection stickers. To avoid being towed, you must correct the problem or remove the vehicle from the community.
- ◆ Residents may change a flat tire while the vehicle is parked at our community. However, all other repairs and maintenance are prohibited to prevent damage to the parking areas and driveways.
- ◆ Vehicles, which are, parked illegally, such as in yards, a fire lane, on the grass or sidewalk, or blocking a trash dumpster, may be towed *without notice* 24 hours a day.
- ◆ Motorcycles, bicycles or other motor vehicles may not be parked in breezeways or under stairwells.
- ◆ Vehicles parked in fire lanes and handicapped parking spaces are subject to towing and tickets.

POOL(s)

The pool is provided for the enjoyment of all residents. Help us keep the pool clean and safe by remembering the following policies:

- ◆ **Lifeguards are not provided.** Swim at your own risk. For your safety, do not swim alone. Management is not responsible for accidents or injuries.
- ◆ Pool Hours are **9:00 a.m. to 9:00 p.m.**
- ◆ Children at or under the age of 14 must be accompanied at all times by an adult over 18 years of age who is responsible for the child.
- ◆ Only **two** non-resident guests per unit, per day are allowed in the pool. Residents are responsible for their guest and must accompany their guest in the pool area at all times.
- ◆ Pets are not allowed in the pool area.
- ◆ Use plastic or paper containers only. Glass is not permitted.

- ◆ Smoking, alcohol and food are **NOT** permitted inside the pool fence.
- ◆ Only proper swimming attire is allowed. Cutoffs may not be worn in the pool.
- ◆ Respect others by keeping noise to a minimum; cover pool furniture with a towel when using suntan lotion or oils; leave pool furniture in pool area; dispose of trash properly; and keep pool gates closed.

In case of emergency, dial 911

LAUNDRY

The laundry room is provided for the convenience of all residents. Please report any problems or needed repair to the office. We will take prompt action.

- ◆ Children under the age of **14** must be accompanied by an adult 18 years of age or older.
- ◆ Please help us keep the laundry room clean by properly disposing of all trash.
- ◆ Laundry washed in the community laundry room has priority for the dryers **BEFORE** laundry washed elsewhere.

GENERAL POLICIES

Our Community **DOES NOT PERMIT** playing (horseplay), riding bicycles or tricycles, roller-blades, skating or skateboarding **IN THE BREEZEWAY AREAS**. We need to be respectful and courteous of our neighbors. Remember, we all share common areas throughout the community.

Consumption of Alcoholic Beverages is prohibited in any public areas.

Loitering of any kind is prohibited within the community after 9.00 p.m.

Amenities are provided for the enjoyment of all residents. Help us keep the areas clean and safe by remembering the following policies:

- ◆ Attendants are not provided. Use the amenities at your own risk. Management is not responsible for accidents or injuries.
- ◆ Hours posted on poolside sign are **9:00 a.m. to 9:00 p.m.**
- ◆ Children under the age of **16** must be accompanied by an adult 18 years of age or older who is responsible for the child.
- ◆ Use plastic or paper containers only. Glass is not permitted.
- ◆ Read directions before operating any equipment. Proper use of equipment is imperative to prevent abuse of the equipment and to keep it in proper working condition. No horseplay!

SMOKING

Smoking anywhere inside the dwelling units or buildings of the apartment is strictly prohibited!

Smoking inside any dwelling unit, building, or interior of any portion of the community is strictly prohibited. Any violation of the no-smoking policy is a material and substantial violation of the community policies. Smoke-related damage, including but not limited to smoke odor that permeates sheetrock, carpeting, wood, insulation, or other components of the dwelling unit or building, is in excess of normal wear and tear in our community.

The prohibition of smoking extends to all residents, their occupants, guests, invitees and all others who are present on or in any portion of the community. The no-smoking policy and rules extend to, but are not limited to, the leasing office, building interiors and hallways, building common areas, dwelling units, club house, exercise or spa facility, indoor tennis courts, all interior areas of the community, commercial shops, businesses, work areas, and all other spaces whether in the interior of the community or in the enclosed spaces on community grounds. Smoking is also prohibited by this addendum inside any dwelling or building.

SMOKING PERMITTED IN DESIGNATED AREAS ONLY!

SATELLITE DISH

Are allowed but can only be on a tripod, on the balcony, or on an extension arm on the railing. Satellite Dish is prohibited from being on ground or mounted to building. Liability Insurance is **NOT** required. You must remove the satellite dish or antenna and all related equipment when you move out of the apartment. Installation: (1) must comply with all applicable ordinances and laws and all reasonable safety standards; (2) may not interfere with our cable, telephone or electrical systems or those of neighboring properties; (3) may not be connected to our telecommunication systems; and (4) may not be connected to our electrical system except by plugging into ceiling. You will have the sole responsibility for maintaining your satellite dish, antenna and all related equipment

ALLOCATION OF WATER

The allocation method that we use in calculating our bill is a combination of occupancy and square feet of apartment. A person(s) who resides in the household must be included on the lease contract. The normal date, which the utility company sends its monthly bill to us for the waste/wastewater master meter is about on the **15th** day. Within 10 days thereafter, we will try to allocate the master meter ten days bill among residents by allocation bills. You agree to make your best efforts to conserve water and notify us of any leaks.

MOLD

To minimize the potential for mold growth in your dwelling, you must:

- Keep your dwelling clean—particularly the kitchen, the bathrooms, carpets, and floors. Regular vacuuming and mopping of floors, plus cleaning hard surfaces using a household cleaner, are all important to remove the household dirt and debris that harbor mold or food for mold. Throw away moldy food immediately.

- Remove visible moisture accumulations on windows, walls, ceilings, floors, and other surfaces as soon as reasonably possible. Look for leaks in washing-machine hoses and discharge lines—especially if the leak is large enough for water to seep into nearby walls. If your dwelling has them, turn on exhaust fans in the bathroom before showering and in the kitchen before cooking with open pots. Also when showering, keep the shower curtain inside the tub (or fully close the shower doors). Experts also recommend that after a shower or bath you (1) wipe moisture off shower walls, shower doors, the bathtub, and the bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated; and (3) hang up your towels and bath mats so they will completely dry out.

- Promptly notify us in writing about any air-conditioning or heating-system problems you discover. Follow any of our rules about replacing air filters. It's also good practice to open windows and doors periodically on days when the outdoor weather is dry (i.e. humidity is below 50%) to help humid areas of your dwelling dry out.

- Promptly notify us in writing of any signs of water leaks, water infiltration, or mold. We will respond in accordance with state law and the Lease Contract to repair or remedy the situation as necessary.

Complying with this addendum will help prevent mold growth in your dwelling, and both you and we will be able to respond correctly if problems develop that could lead to mold growth. If you have questions about this addendum, please contact us at the management office or at the phone number shown in your Lease Contract.

BED BUGS

Notification. You must promptly notify us:

- of any known or suspected bed-bug infestation or presence in the dwelling, or in any of your clothing, furniture, or personal property;
- of any recurring or unexplained bites, stings, irritations, or sores on the skin or body that you believe are caused by bed bugs, or by any condition or pest you believe is in the dwelling;

AND

- if you discover any condition or evidence that might indicate the presence or infestation of bed bugs, or if you receive any confirmation of bed-bug presence by a licensed pest-control professional or other authoritative source.

Cooperation. If we confirm the presence or infestation of bed bugs, you must cooperate and coordinate with us and our pest control agents to treat and eliminate them. You must follow all directions from us or our agents to clean and treat the dwelling and building that are infested. You must remove or destroy personal property that cannot be treated or cleaned before we treat the dwelling. Any items you remove from the dwelling must be disposed of off-site and not in the property's trash receptacles. If we confirm the presence or infestation of bed bugs in your dwelling, we have the right to require you to temporarily vacate the dwelling and remove all furniture, clothing, and personal belongings so we can perform pest-control services. If you don't cooperate with us, you will be in default and we will have the right to terminate your right of occupancy and exercise all rights and remedies under the Lease Contract.

Responsibilities. You may be required to pay all reasonable costs of cleaning and pest-control treatments incurred by us to treat your dwelling unit for bed bugs. If we confirm the presence or infestation of bed bugs after you move out, you may be responsible for the cost of cleaning and pest control. If we have to move other residents in order to treat adjoining or neighboring dwellings to your dwelling unit, you may have to pay any lost rental income and other expenses we incur to relocate the neighboring residents and to clean and perform pest-control treatments to eradicate infestations in other dwellings. If you don't pay us for any costs you are liable for, you will be in default and we will have the right to terminate your right of occupancy and exercise all rights and remedies under the Lease Contract, and we may take immediate possession of the dwelling. If you don't move out after your right of occupancy has been terminated, you will be liable for holdover rent under the Lease Contract.

ADDITIONAL ANIMAL/PET RULES

You are responsible for the animal's actions at all times. You agree to follow these rules below:

Shots and Licenses. The animal at all times must have current rabies shots and licenses required by law. You must show us evidence of the shots and licenses if we ask.

Disturbances. The animal must not disturb the neighbors or other residents, regardless of whether the animal is inside or outside the dwelling.

Housebreaking, Cages, Off spring. Dogs, cats, assistance or service animals, and search and rescue dogs must be house broken. All other animals must be caged at all times.

Indoor Waste Areas. Inside, the animal may urinate or defecate only in these designated areas: cat boxes and puppy pads

Outdoor Waste Areas. Outside, the animal may urinate or defecate only in these designated areas: Perimeter of property or doggy station. You must pick up and disposal of waste in a sealed bag before putting into doggy stations or dumpster

Tethering. Animals may not be tied to any fixed object anywhere outside the dwelling units, except in fenced yards

Off-Limit Areas. You must not let an animal—other than an assistance or service animal—into swimming-pool areas, laundry rooms, offices, clubrooms, other recreational facilities, or other dwelling units besides your own, except that search and rescue dogs shall be allowed to use areas of the property accessible to the general public, such as the leasing office. Certain service animals in training shall also be allowed to use those areas when accompanied by an approved trainer.

No dogs under 12 months permitted.

Below is a list of dogs that are NOT approved as pets to live at any of the Foundation Communities' properties:

Akita German Shepherd Rhodesian Ridgeback
Alaskan Malamute Giant Schnauzer Rottweiler
Chow Great Dane Shar-Pei Doberman Pincher
Mastiff (all types) St. Bernard Pit Bull
Old English Sheep Dog Staffordshire Bull Terrier
Husky Presa Canarios

ANY CROSS OF THE ABOVE

IMPORTANT TELEPHONE NUMBERS

Management Office.....(512) 280-5200

Emergency Maintenance:.....(512) 280-5200

Police (emergency): 911

Police (non-emergency; general):311

Fire Department/EMS:..... 911

Post Office (Mockingbird Station)

General:.....(512) 416-1094

Libraries

General information.....(512) 974-7475

Manchaca Branch.....(512) 929-0551

Hampton Branch.....(512) 928-0333

Hospitals

St. David's South Austin Hospital: (512) 447-2211

Seton Southwest Hospital :..... (512) 324-9000

Physician Referral Guide:..ARC-INFO (512-272-4636)

Schools

Casey Elementary (PreK-5th).....(512) 841-6900

Peredes Middle School (6th-8th).....(512) 841-6800

Atkins High School (9th-12th).....(512) 841-9900

Newspapers

Austin-American Statesman:.....(512) 445-3500

Austin Chronicle:.....(512) 454-5766

Cable TV Service

Time Warner.....(512) 485-5555

AT&T.....(512) 280-6436

Utility Service

City of Austin Utilities:.....(512) 494-9400

Texas Gas Service.....(800) 700-2443

Conservice.....(866) 947-7379

Other: _____

RELEASE AND CONSENT



I, as a resident or occupant of Trails at the Park Community, agree as follows:

1. I may wish to participate in activities at the Trails at the Park Community, including but not limited to:

Swimming Pool
Basketball Court
Play Ground
Youth Clubhouse Activities

2. I agree to exercise due care for my safety at all times, and I assume all risks associated with our incidental to the activities named above.
3. In consideration for my being permitted to participate in such activities, I release and discharge the Trails at the Park Community, its owners, managing agents, officers, directors, agents, employees, and assigns from all present and future claims and liabilities resulting from my participation or involvement in any of the above activities, including but not limited to property damage and personal injuries.
4. I will refrain from participation in such activities if my health, medical condition, medical treatment, or prescription medicine makes such activities dangerous for me. I give management permission to summon or provide, at my expense, medical personnel or treatment in connection with such activities—but management will have no duty to do so. If I need medical attention, I consent to all necessary treatment and authorize all steps necessary to treat any injury or condition.

I understand that this is a full and complete release and a covenant not to sue. I have read it carefully and thoroughly and have executed it voluntarily.

DATED this _____ day of _____ in the year _____.

Resident or occupant (printed name)

Resident or occupant (signature)

Address

(_____) _____

Telephone

Trails at the Park
Section 811 Community Policies

ACKNOWLEDGEMENT FORM

Property Name: Trails at the Park

Household Name: _____ Unit#: _____

I/we by signature/date noted below, accept and understand the Trails at the Park – Section 811 Community Policies which becomes a part of the Lease Contract. The policies set forth in these policies are additions to the rules and policies outlined in the Lease Contract and are binding on all resident(s), occupant(s) and guest(s).

Resident Signature _____ Date _____

