



GOODFELLOW
FAMILY HOUSING

A Hunt Military Community™

COMMUNITY HANDBOOK



Welcome to Your Home and Our Community

Welcome to Your Home and Community

The Community Handbook has been designed to familiarize you with guiding rules, regulations, services and procedures which assist in making your community a better place to live.

Pleasant community living is a collaborative effort by all who live in the community and it is our mission to ensure your stay with us is an enjoyable one.

Please read the handbook carefully and use it as a quick reference guide.

If you have any questions, please feel free to contact the Community Management Office during normal office hours and know that we are here to serve you and answer any questions that you may have.

Sincerely,

Community Director

Values that Build.

GENERAL INFORMATION

Privatization

Hunt is a nationally recognized leader in the most successful public-private partnership program in the U.S, the Military Housing Privatization Initiative. As the premier military housing community developer, we have a reputation for providing unsurpassed quality and service to the men and women who serve in our nation's Armed Forces. It's a core focus for Hunt, and a mission our company takes seriously. Our focus is on creating great places to live. Hunt works with the best land planners, architects and community designers to provide quality communities with community centers, parks and amenities that rival those outside the gate.

Hunt has nearly 40,000 current units owned in 20 states throughout the U.S. in partnership with the Department of Defense. In the course of our history, Hunt has been responsible for more than 70,000 total military homes built totaling \$5.5 billion in total development costs and over \$7 billion in construction costs.

Move-In

Your Resident Specialist will contact you once a home is available. Once the offer is accepted, you will meet with your Resident Specialist to sign the lease and review all Community Policies and Procedures.

Move-Out and Termination Procedures

The Lease may be terminated by the Resident, or Management, under the following conditions:

- a. At retirement or separation (including disciplinary separation), provided that you give Management at least thirty (30) days written notice prior to the date that you intend to vacate the unit. Any requests for retention of quarters post retirement or separation must be provided to Management in writing sixty (60) days prior to the effective date of retirement or separation with a copy of the retirement or separation orders, and will be considered on a case by case basis. If the Resident is allowed to retain quarters after retirement or separation, rent due will change to market rent for the unit.

- b. Prior to PCS (Permanent Change of Station) unless orders authorize retention of the unit. A copy of the orders must be provided to Management along with written notice of your intent to vacate at least thirty (30) days prior to the date you intend to terminate your occupancy. In the event your orders authorize retention, you must provide a written request to retain your quarters with a copy of your orders.

You may no longer be eligible for the unit, and your Lease could be terminated if:

- a. You are in material noncompliance with the terms of the Lease.
- b. Family members no longer reside with you.
- c. You or other family members engage in repeated misconduct.
- d. You or other family members repeatedly fail to control pets.
- e. You accumulate three (3) or more Lease violation notices.

You may voluntarily terminate your Lease and move from the community at the expiration of any Lease term, provided you give Management at least thirty (30) days prior written notice.

Pre-Final Inspections: Upon receipt of Notice of Intent to Vacate, the Pre-Final Inspection will be scheduled. Residents must participate in this inspection. A Management staff member will conduct the inspection, provide the Resident with a copy of the Move-Out Cleaning Checklist and indicate the items, if any, that must be corrected prior to moving out.

Final Inspection: The final inspection will consist of checking for preventive maintenance items, damages and cleanliness. Management will conduct the final inspection in the presence of the Resident(s) unless extenuating circumstances prevent the Resident from attending. In the event the Resident is unable to attend the inspection, he/she may have another military member stand in for him/her as a witness. Once the unit has been inspected and charges ascertained (if any), final move-out processing will take place in accordance with Management procedures. Monies owed must be brought current prior to departure. A forwarding address must be obtained prior to the Resident's final departure so that all necessary documents can be properly forwarded.

Renter's Insurance

As a housing resident, the active duty Service Member lease holder in a rental home is provided with renter's insurance. This insurance provides a limited amount of coverage for personal property. Each Service Member is encouraged to augment this basic renter's insurance based upon the amount of property or liability coverage needed to protect their own interests. A coverage sheet (the Renter's Insurance Summary) will be provided to each Resident describing the terms, limits, and conditions of the policy and coverage.

Rent Payment/BAH

Residents residing in the Family Housing Community will release their BAH to HBC Property Managers, LLC. All necessary documents will be executed by the Resident enabling the Defense Finance and Accounting Service (DFAS) to make monthly payments equal to the BAH rate to Management. The residents will also agree to take no action to terminate such automatic payments without making arrangements with Management. Rent will continue to equal the entire BAH rate as adjustments are made for periodic increases/decreases or for promotions/demotions.

Utilities

Acceptance of residency within the Family Housing Community assumes the Resident understands and will be responsible for any monthly utility costs pertaining to gas and electric that should exceed the benchmark amount that has been calculated for the Resident's home. Residents who use energy conscientiously should experience no out-of-pocket expenses over the course of a year.

Occupants and Guests

To assure quality service and amenities, the number of occupants per home will be limited to two individuals per bedroom. A newborn under the age of 6 months will not be included in occupancy limits. The occupancy limit will be waived for active duty military personnel who are heads of household and whose immediate family (spouse and declared family members) exceeds the two-persons-per-bedroom rule. The waiver of occupancy limit does not include extended families (i.e. grandparents, aunts, uncles, nieces, nephews, cousins, etc.) It is the responsibility of the Resident to inform management if or when the number of people residing in their home exceeds occupancy limits. Failure to do so will constitute a violation of the Lease Agreement.

Immediate relatives of Resident as defined in the lease agreement may be considered normal Residents of household and are not "Social Visitors," regardless of period of stay. Social visits by military members assigned to the Installation and civilians employed at the Installation but who permanently reside outside the commuting area are limited to 30 days. The Resident agrees that the duration of social visits by anyone residing within the sixty-minute commuting area of the Installation is limited to no more than two days. Visitation period for all other guests is limited to two weeks per visit. Special situations, such as temporary custody, should be referred to management and will be handled on an individual basis. The owner reserves the right to control the entry into the community by the Residents' guests, agents, licensees or invitees, furniture movers, delivery persons, solicitors, and/or salespeople and may prohibit from the dwelling or community guests or invitees who, in Owner's reasonable judgment, have been disturbing the peace, disturbing other Residents or violating community policies.

MAINTENANCE

Office Hours

The Community Maintenance Office maintains the same office hours as the Management Office.

Hours: 8:00 a.m. - 5:00 p.m., Monday through Friday

Maintenance Service Request

Emergency: Emergency service calls consist of correcting failures in service or facilities which endanger residents or property. Emergency calls are responded to within one (1) hour and completed as soon as possible.

Urgent: Urgent service calls consist of correcting failures in service or facilities which do not immediately endanger the residents or threaten damage to the property, but would soon inconvenience or threaten the health or well-being of the Residents. Urgent calls are responded to within four (4) hours and completed within twenty four (24) hours.

Routine: Routine calls are responded to within twenty four (24) hours and completed within seventy two (72) hours.

Requests of an emergency nature can be made at any time day or night, weekends or holidays.

Lockouts

If a Resident is locked out of his/her residence during normal working hours, they should report to the Community Management Office. If the Resident is locked out after normal business hours, they should contact the emergency telephone number for assistance. The Resident will be charged for lock and/or key replacement in the event it was due to the Resident's negligence. A standard automatic lock out fee of \$25.00 will be charged for after hours lockouts, paid by check or money order on the next business day.

Pest Control

Management will contract with a professional pest control service to treat each unit as infestation problems are evidenced in an effort to control cockroaches, clover mites, ants, earwigs, pill bugs, wasps, flies, ticks, fleas, silverfish, centipedes, spiders, termites, carpenter ants and bees, mice, and other such pests. However, it is the responsibility of each Resident to minimize potential problems by engaging in proper housekeeping habits. Pest control schedules will be published annually and distributed to each Resident.

Additionally, Management will provide for the following:

- a. Control of pests around the outside of the buildings including those in trees, turf, and shrubs.

- b. Other Pests: Problems involving wasps, bees, hornets, bats, houseflies, mosquitoes, snakes, black widow spiders, rodents, ticks, lice, fleas, birds, wood destroying pests, and pests of stored food products should be reported to Management.
- c. Domestic Animals: Stray dogs and cats should be reported to Law Enforcement.

Scheduling of Pest Control Services: Scheduling of pest control treatments is accomplished as follows:

- a. Only Management can schedule units for service, and only those pest controllers authorized by Management will be allowed to provide treatment.
- b. You will be given advance notice of the date your unit is scheduled for service. You must empty all kitchen and bathroom cabinets prior to the treatment and advise the pest controller of any particular or severe problems.
- c. If your unit has been serviced but is still experiencing infestation problems, notify Management for a call-back treatment. It may be necessary to schedule an entire building for treatment depending on the severity of the problem.
- d. Pesticides may be hazardous to infants under three weeks old, the aged, pregnant women, those with heart, liver or respiratory problems, people with allergies, or pets, tropical fish, and exotic birds. Please inform the pest controller of any such situations prior to treatment and they will advise you accordingly.

If you have a scheduling conflict, complaint, or any questions about the preparations for service, call the Community Management Office.

Energy Management

Energy conservation is encouraged. Each Resident is responsible for practicing conservation and avoiding waste. The biggest energy users are (1) air conditioning, (2) water heating, (3) appliances, and (4) lighting. We ask that you adhere to the following recommendations (without sacrificing comfort):

Heating: Set thermostats to 65-70 degrees. If your unit will be vacant for an extended period of time, turn thermostats back to the lowest setting (but not lower than 50 degrees) to prevent water lines from freezing. You should inform the Community Management office of your extended absence so that the unit can be checked, if necessary.

- a. Windows and entry doors should be closed when the furnace is in operation. Never open a window in the room where the thermostat is located when the furnace is in operation. Ensure outside doors are left open no longer than is necessary.
- b. Storm windows and doors will be in place during heating season.

- c. Report broken windows to Management immediately so that repairs can be made.
- d. Keep blinds open during daylight hours. The sun will provide light and warmth. Close blinds at night to minimize drafts.
- e. Close off unused rooms.
- f. Supply registers and recirculation grills should not be covered or circulation of air will be inadequate. Keep register and grill faces clean and dust/lint free.
- g. Keep garage doors closed.
- h. Report missing or dirty filters to Management immediately so that replacement filters can be installed.

Water: Water is a limited and expensive resource. We ask that you adhere to the following recommendations:

- a. When possible, take short showers instead of baths. Your unit is equipped with low-flow showerheads which use considerably less water per minute.
- b. Use water sparingly when brushing your teeth, washing your dishes, or shaving.
- c. Report leaking plumbing fixtures such as toilets, faucets, and water heaters immediately to the Community Management office so repairs can be made. Faucets are equipped with aerators, and toilets are low volume.
- d. Do not flush items such as sanitary napkins or disposable diapers down the toilet. Place them in the trash can.
- e. Use cold water instead of hot water whenever possible.
- f. Use dishwashers or washing machines only when they are full, and use cold water as much as possible. Dishes should be allowed to air dry. During times of extended absence, turn valves to washing machines off as supply hoses are prone to breakage.

Water Heaters: Temperature settings should not exceed 120 degrees. When absent for extended periods, set the controls to vacation or the lowest possible setting.

Refrigerators: If a refrigerator or freezer becomes inoperable or if the electricity is interrupted, Resident should remove perishable items and place them in an ice chest, etc., to prevent spoilage. Management is not responsible for spoilage that could have been prevented.

- a. *Open refrigerator door only as necessary. Leave space between food items in the refrigerator so that air can be allowed to circulate. Clean dust off the back of the refrigerator, especially the coils, on a regular basis.*
- b. Check the gasket for air tightness by putting a dollar bill between the gasket and door. If the bill comes out easily, contact Management for repairs.

Air Conditioners: Set thermostats at 75-80 degrees or as high as possible without sacrificing comfort during the day. Follow guidelines identified under Heating on page 6.

Lighting: Electric lights and appliances should be turned off when not needed:

- a. Turn off televisions, stereos, radios, lights, and appliances when they are not needed or being used.
- b. Turn off lights in unoccupied areas during daylight hours.
- c. Match lighting levels to the intended purpose or use. Use high wattage bulbs only where people read or do close work. Keep lights and fixtures clean.

Cooking:

- a. Use lowest possible cooking temperature. Do not preheat the oven for longer than necessary. Remember to thaw meats before cooking.
- b. Use pans of the correct size, and use tight fitting covers on pots and pans.
- c. Use smaller appliances instead of the oven whenever possible. Use microwaves or pressure cookers for fast cooking.
- d. Remember to shut off the exhaust fan when not cooking.

Refuse Collection

Each home is equipped with two (2) ninety-six (96) gallon refuse containers. Curbside refuse collection will be provided weekly. Residents will be provided instructions regarding refuse placement and collection procedures upon occupancy and informed of the schedule for their area at the time of move-in. Each Resident will be encouraged to adhere to the following instructions regarding refuse placement and collection procedures:

- a. Wet refuse and kitchen waste should be securely wrapped prior to placement in the refuse container.

- b. Place leaves and grass clippings in sealed plastic bags inside the refuse containers.
- c. Areas around refuse containers should be maintained in a high state of cleanliness at all times.
- d. Refuse containers must be kept in the area specifically designed/provided for their placement at the individual unit and out of the public view.
- e. Residents will be held liable for containers that are damaged or lost due to resident negligence.
- f. Any boxes too large for your container must be broken down.
- g. Refuse and recycle containers may be positioned for pick up the night before scheduled collection. They must be removed from the curb and placed in their designated area within 24 hours.
- h. Any items in excess of the standard containers must be scheduled as a Bulk Pick Up.

Residents will be encouraged to participate in the Community Recycle Program as an alternative to waste disposal. Materials typically accepted for recycling are cardboard, newspaper, white paper, colored paper, computer paper, computer tabulating cards, plastic bottles and tin-aluminum cans.

Self Help Store

The Self-Help Store is located at the Maintenance Office. The Self-Help Store carries items such as grass seed, lawn mowers, electric “weed eaters”, and various other household repair items. Items not returned before the authorized time will be charged for replacement of borrowed equipment. Fees are noted in the Self Help Store.

COMMUNITY POLICIES AND PROCEDURES

Alterations

Physical or structural alterations are not permitted. Porches cannot be enclosed, to include lattice work, etc.

Painting

Residents are NOT allowed to paint without prior written approval from Management. Without such approval, Residents will be responsible for the full cost incurred to return the residence to its original condition. At move-out, painting will be performed by Maintenance personnel. However, if at the time of move-out you want to touch-up limited areas within your unit, contact the Maintenance Office for advice as to the proper color and brand. If painting is necessitated due to negligence (beyond normal wear-and-tear) you will be charged accordingly. Negligence includes writing on walls with magic markers, ink, or crayons, and/or any markings that require more than one coat of paint to

cover. If approval was granted to paint the interior, all walls must be returned to their original color prior to move out.

Appliances

Your unit comes equipped with an air conditioner, refrigerator, range, dishwasher, garbage disposal, water heater and furnace. No privately owned appliance or equipment can be installed that will result in the capacity of the utility system being exceeded. Permission to install privately owned appliances must be obtained from Management in advance. Residents are responsible for the installation, maintenance and removal of all privately owned appliances.

Cable TV

Basic Cable TV (CATV) outlets are installed in each residence. Resident must contact the cable provider directly to have service activated. Cable service is restricted to rooms with existing cable outlets. Extension cables are not allowed to be attached in any way.

Hot Tubs/Whirlpools/Spas

Hot Tubs or Spas are permitted for medical reasons only. Requests for approval must be submitted in writing to Community Management Office with a medical prescription attached. All costs associated with installation and removal are the Resident's responsibility. A locking mechanism must be attached to prevent unauthorized access.

Waterbeds

Residents will not use or have waterbeds on the Premises unless: (i) Resident obtains a valid waterbed insurance policy (in a form and amount acceptable to Management) and provides Management with a copy of the Policy; and (ii) the bed conforms to the floor load capacity of the Premises.

Housekeeping and Grounds

It is the responsibility of each Resident to keep his/her individual unit in an appropriately clean and sanitary condition and to maintain his/her individual yard free of litter and trash.

- a. Keep garages, storage spaces, porches, steps, walks, yards, areas around garbage cans, and driveways clean and free of litter.
- b. Keep enclosed yards mowed, watered and trimmed and private flower beds maintained in a clean and presentable manner. Grass should be kept to a minimum of three (3) inches tall and all weeds removed. In the absence of automatic sprinkler systems, Resident is responsible for watering all lawn areas immediately surrounding the individual unit.
- c. Keep interior surfaces of windows and those exterior surfaces that are readily accessible clean.
- d. Keep floors cleaned, waxed, and polished.

- e. Keep stoves, refrigerators, exhaust fans, dishwashers, sinks, tubs, plumbing fixtures, and other household equipment clean.
- f. Keep light fixtures and blinds clean.
- g. Keep all heat and air duct grills clean.

Resident Absences

Residents are responsible for their residence and grounds during periods of temporary absence. You should notify Management and/or make arrangements with neighbors to periodically check your unit for fire hazards, broken water lines, and vandalism. All residents need to provide Management with a point of contact in case of an emergency when you will be absent from the unit for more than seven (7) days. You could be responsible for damages resulting from your failure to do so.

Child Care

- a. Supervision: Children should be closely supervised at all times. Children under twelve (12) years of age may not be left alone.
- b. Playgrounds: The streets and neighbors' yards should not be used as a private playground. There are playgrounds in each housing area for children to enjoy.

The imposition of a community-wide curfew may be established if conditions warrant.

Goodfellow Family Housing adheres to the Goodfellow AFB Youth Supervision Policy.

Lease Violations

Lease violation notices will be issued by Management for such items as, but not limited to, excessive noise, maintenance of yards, illegal parking, unauthorized repair of vehicles, failure to remove refuse containers as specified, etc. If cited violation(s) are not corrected within 48 hours, Management reserves the right to complete corrective actions as required and bill the Resident for services rendered. Cost(s) to correct will be billed at the actual cost incurred or at a rate of \$25.00 per hour, with a minimum charge of \$25.00. An accumulation of three (3) Lease violation notices will result in possible termination proceedings or disciplinary action(s).

Noise Control/Quiet Hours

Excessive noise is a continuous complaint. Many Residents work night shifts and sleep during the day. Please be considerate. Final determination if any noise level is excessive shall be made by Management personnel and said determination shall be binding on all parties involved.

- a. Parties: Many complaints can be avoided by simply informing neighbors prior to having a party.
- b. Excessive Stereo and Television Volume: Do not assume that neighbors enjoy the same type of music or television programs that you do. Please keep the volume down. If your neighbor complains that your music is too loud, it may be necessary for you to reduce the volume. Criteria/guidelines used to determine excess volume levels are (1) noise/volume level inside the residence can be heard outside and (2) noise can be heard over ten (10) feet away from the source if source is outside the residence.
- c. Car Alarms: It is understood that alarm devices protect against theft. Management asks that when you have the “sensitivity” set, you take your neighbors into consideration. Car alarms should be set so that they are not triggered by the casual passerby, thunder, lightning, etc. Car alarms are a disturbance to all Residents.
- d. Creating excessive noise during times that are commonly accepted as “quiet” hours (10:00p.m.-6:00a.m.) could be used as a basis for a complaint of disturbing the peace and could result in termination of your Lease for repeated violations. Violations should be reported to the Community Management Office or to the Police.

Prohibited Conduct

Residents, other occupants, and/or guests may not engage in the following activities: behaving in a loud or obnoxious manner; disturbing or threatening the rights, comfort, health, safety, or convenience of others (including Management’s agents and employees) in or near the housing community; disrupting Management’s business operations; manufacturing, delivering, possessing with intent to deliver, or otherwise possessing a controlled substance or drug paraphernalia; engaging in or threatening violence; possessing a weapon prohibited by state law; discharging a firearm in the community; displaying or possessing a gun, knife, or other weapon in the common area in a way that may alarm others; storing anything in closets having gas appliances; tampering with utilities or telecommunications; or bringing hazardous materials into the community. Residents are expressly prohibited from accessing roof areas anywhere within the family housing area.

Exterior

Antennas: Satellite dishes and antennas will be permitted in accordance with size, safety, and aesthetic restrictions as defined by Management and only with the prior written approval of Management, such approval not to be unreasonably withheld.

Barbeques: Allowed only in rear yard/areas. They must be stored within fenced areas or in garages. Care must be taken when in use so that smoke, residue and/or heat does not damage or endanger any structure.

Fire Pits: Must be used with a fire guard in place and must be supervised at all times when in use. Fire pits must be used a minimum of 15 feet from any structure or overhang. Resident must ensure fire is properly extinguished and store the fire pit in rear yards or in garages.

Doghouses: Doghouses may be installed in accordance with requirements established by the Community and only with the prior written approval of Management, such approval not to be unreasonably withheld.

Fences: Fences may be installed in accordance with requirements established by the Community and only with the prior written approval of Management, such approval not to be unreasonably withheld.

Gardens: Private vegetable gardens are permitted in single family units with enclosed back yards only, and only with the prior approval of Management.

Playground Equipment: Any such equipment (swing sets, playhouses, slides, trampolines, etc.) will be permitted in fenced back yards only. Trampolines must have safety netting installed.

Equipment must be properly secured to the ground. Items in unfenced back yards need to be removed from the grass area to allow landscapers to mow weekly. Only portable basketball backboards, hockey and soccer goals and other recreation equipment are authorized in the family housing areas. Basketball backboards will not be attached to any housing structures such as homes, garages, utility poles, fences or trees; nor will backboards be affixed to permanent or semi-permanent freestanding poles. Portable units must be used in approved areas, areas that are safe, that do not threaten to damage houses, ancillary structures or grounds, and that do not create a nuisance or affect the quiet enjoyment of neighbors. All recreation equipment, including basketball, hockey and soccer goals and related equipment, must be returned to a proper storage area after use. Storage of equipment on streets and sidewalks is prohibited. No court markings are to be painted on to the ground or playing surface. The portable basketball goal and all associated equipment must be maintained in good condition at all times.

Residents are encouraged to use the basketball courts and playing fields that are provided throughout the housing areas and in the community recreation centers. For the safety of both residents and users, skateboarding is not authorized on roads and streets in the family housing area. Skateboarding is only authorized on sidewalks in residential areas. Residents are encouraged to secure additional liability insurance to cover any injuries that may occur as a result of skateboarding. The use of appropriate safety and protective equipment is required.

Porches (Front Entries): Porches will be maintained in a clean manner, free of all clutter or obstructions. Porch areas may not be used for storage. Any situation which interferes with safe egress from the premises is a violation of Fire Codes. Items on patios should be restricted to patio furniture only. Bicycles, strollers, scooters, skateboards, etc. cannot be stored on the patio or at the front of the house.

Storage Sheds: Storage sheds may be installed in accordance with requirements established by the Community and only with the prior written approval of Management, such approval not to be unreasonably withheld.

Wading Pools: Wading pools are allowed but cannot be left out over night or unattended except in enclosed back yards. Such pools must be less than two (2) feet in depth and not more than eight (8) feet in width.

Yard Decorations: Residents may install seasonal decorative items such as Christmas decorations, provided they are in “good taste” for display in a family community and do not cause any permanent structural damage to the Resident’s dwelling. All holiday type decorations are allowed two weeks prior to the holiday, and must be removed within two weeks following the holiday.

Yards: Front and rear yard areas must be kept clean and free of clutter. Only furniture designed for outdoor use is allowed in any yard area (no couches, armchairs, loveseats, etc.). No storage of any kind is permitted in the front yard area of the residence. Yard areas enclosed by fencing (PVC Privacy Patios and those within chain link fencing) are for the private use and enjoyment of the Resident occupying the premises at which they are installed. Unfenced areas are considered common landscape areas, grounds or facilities and shall not be used for placement or storage of Resident’s personal property or items.

Lawn Care and Maintenance: Lawn mowing, edging, trimming, leaf raking, and fertilizing will be performed by Management (enclosed yards excluded). Residents are responsible to perform their own lawn maintenance in enclosed yard areas and must do so in a manner that is in compliance with Management specifications.

Vehicles

Insurance: Owners of motor vehicles are required by state law and military regulations to maintain liability insurance on their vehicle(s) at all times. To protect vehicles against theft and damage caused by vandalism, severe weather, or hit and run accidents, owners should maintain comprehensive and collision coverage. Insurance coverage must meet or exceed the State Law.

Parking: Residents may park only in their assigned garage and driveway, or on the street. Parking in driveways of any vacant unit or model home is prohibited. Motorized vehicles of any kind may not park on sidewalks, porches, patios, landscape areas, rocks or in fire lanes. Parking of recreational vehicles or utility trailers in the housing area is prohibited except as specified in the “Recreational

Vehicle” section on page 12. Illegally parked vehicles are subject to immediate towing/removal at vehicle owner’s sole risk and expense. Management will in no way be held liable for any costs (towing, storage or damage) associated with such removal.

Registration: All vehicles must exhibit current registration in order to be parked within the Community. Vehicles with expired registration are subject to immediate towing/removal at vehicle owner’s sole risk and expense. Management will in no way be held liable for any costs (towing, storage or damage) associated with such removal.

Restrictions:

- a. The Resident shall not permit more than two (2) vehicles to be parked or stored at the Leased Premises unless authorized by Management in writing.
- b. Repair of vehicles is not authorized at any time within the Community, with the exception of tire changes and rotation, replacing battery or other similar preventive maintenance measures. Changing of POL (Petroleum Oil Lubricants) products is strictly prohibited. Spillage or leaks of such products will be immediately removed and any materials used will be disposed of properly.
- c. Inoperable, unregistered, or unlicensed vehicles parked in any housing area will be towed at owner’s expense.
- d. Abandoned vehicles will be towed away with towing cost borne by the owner. An abandoned vehicle is defined as one that is inoperable, left unattended, or one that is unlicensed and/or unregistered.
- e. Driving of motorized vehicles off established roads is strictly prohibited within the Community.

Recreational Vehicles: Recreational vehicles are self-propelled or towed vehicles designed to be used for recreational rather than for transportation purposes.

- a. Towed recreational vehicles, utility trailers, un-mounted truck camper bodies, self-propelled RV’s, personal watercraft and boats will not be allowed to park in the housing area except for a 24 hour period for loading/unloading before and after use.
- b. Self-propelled recreational vehicles that are used as a primary means of transportation may be parked in housing areas as long as there is space for the vehicle and it is indeed used. Vehicles observed in the housing areas that are not moved will be subject to citation.

Speeding: Speed limits within the housing area are clearly posted at 30 miles per hour. Infractions of these posted rates are taken VERY seriously. While

within the housing area, any vehicle may be stopped by Management personnel or Base Security Forces and cited for failure to abide by posted speed limits. Management personnel will forward information on any such infractions noted to Base Security Forces for action.

Pet Policies

Maintaining pets in the Community is a privilege, not a right, and is subject to regulation and policies as outlined by Management to provide for the health and welfare of all individuals. Pet owners who violate these provisions are subject to the forced removal of their pets from the premises or termination of their Lease. Pet owner responsibilities are set forth below:

- a. Prior to move-in: Resident must inform Management of all pets owned, obtain approval from Management and complete a Pet Addendum.
- b. After move-in: Resident must submit a written request to Management PRIOR to obtaining the pet, obtain approval and complete a Pet Addendum. Any Resident found to possess pets without required approval, as stated above, will be deemed in substantial noncompliance of the Lease and not eligible for approval.

All dogs and cats must be registered at the Community Management Office within seven (7) working days of arrival, and with the Base Veterinarian. All dogs and cats must be vaccinated against rabies and receive the distemper combination vaccine upon reaching four (4) months of age and annually thereafter. All dogs and cats maintained within the community are required to wear a current rabies vaccination tag. The rabies tag must be securely attached to the animal's collar and worn at all times. Distemper vaccinations are also required. Dogs must meet licensing and registration requirements of the Base Veterinarian and respective local municipalities. Pet owners should bring vaccination certificates and records when reporting for animal registration. Aquarium fish and caged birds are exempt from registration requirements. Residents of the housing community are limited to two walking pets, whether canine or feline. Pets over 100lbs not permitted. All pets must be at least (6) months of age. Birds such as parrots, parakeets, etc., may be kept if obtained from a licensed pet dealer or domestic U.S. source that complies with current regulations established by the Department of the Interior for Fish and Wildlife. Birds of prey (eagles, falcons, hawks, etc.) and snakes are considered wild animals and will not be allowed. Farm type animals (livestock, chickens, ducks, and all animals not considered domestic pets) are not allowed. No exotic animals will be kept in family housing areas. Exotic animals are, generally, foreign or domestic wildlife or unusual wild or dangerous reptiles and birds. Examples of exotic animals are falcons, monkeys, raccoons, skunks, snakes, pot bellied pigs, and hybrid wolves. Other pets and animals not mentioned will require authorization per written request.

Prohibited canine breeds include: American Pit Bull Terrier, American Bull Dog, Dogo Argentino, Tosa (Tosa Inu), American Staffordshire Terrier, Canary Dog

(Presa Canario), Fila Brasileiro (Brazilian Mastiff), Staffordshire Bull Terrier, Cane Corso, Presa Mallorquin (Ca de Bou), Rottweilers, Doberman Pinschers, Wolf hybrids or any other breed with dominant traits of aggression. Decisions regarding whether a particular dog will be allowed in the Community will be the sole province of Management and all such decisions will be final.

Animal owners are required to provide adequate food, water, and shelter at all times. Physical abuse of animals is prohibited. Management may apprehend any animal that is suspected of being neglected or abused. Suspected cases of neglect/abuse should be reported to Law Enforcement.

Pets, when outside, must be confined to the owner's premises or fenced patio/yard. Dogs will not be left tied and unattended. All dogs being exercised outdoors in the Community must be on a leash and accompanied by the owner or a member of the family old enough to control the pet. Pets observed running loose in housing areas will be picked up and impounded. Pets are not allowed on athletic fields at any time. Pet owners who have lost an animal should contact Management immediately to inquire about missing animals. When notified by Management that an animal has been impounded, animal owners are required to claim their pet expeditiously. Stray animals should be reported to Animal Control at 325.657.4224.

Pets must be kept under control at all times. The Resident is responsible to ensure that pets are controlled in such a manner that they do not become a nuisance or menace. Excessive barking by dogs and their defecating or urinating on playgrounds and lawn areas within fifty (50) feet of any housing area are considered nuisances. Animal waste must be promptly removed by the owner of the pet(s). Management may apprehend any animal that is suspected of being a nuisance. Pet owners must ensure that animals do not become a nuisance to neighbors due to noise, property damage, odors, unsightliness, or infestation of quarters or other areas due to fleas.

Any dog which has a tendency to attack or molest persons or other animals will be muzzled and kept on a hand leash when outdoors. Dogs that bite or chase people are considered a menace and should be reported to Management. Biting dogs that attack people or other animals or which are otherwise determined to be vicious will be removed from the premises. If you are bitten or scratched, contact Management or a proper medical facility immediately. An animal that has bitten or scratched someone will be examined at a clinic and placed in quarantine at home or at the clinic for a ten (10) day period. When the owner of an animal that has been involved in a bite/scratch incident is contacted by Management or by clinic personnel, the owner is required to transport the animal expeditiously to the clinic for examination. Vicious animals or those that have bitten or attempted to bite people will be removed from the property by the Resident or Management. Two or more sustained formal complaints about a pet or pets, either for viciousness or nuisance, may be grounds for ordering the pet(s) involved to be removed from the property. Dogs that are banned must be removed from the property within 72 hours of notification of the owner.

The commercial breeding of pets and kennel type operations are prohibited. NOTE: Pet owners are responsible for any and all expenses resulting from damage to the Premises attributed to Resident's pet, whether it involves replacement or repair. At move out, Pet owners will be charged an additional fee over and above the costs of normal carpet cleaning to treat the carpet within the premises. This shall be the actual cost incurred by Management to complete this process.

If a resident observes any violations stated above please contact the Base Police.

Fire Prevention and Safety

General: Within the community, be certain not to park in areas that are marked as Fire Lanes. Residents should have a Home Fire Evacuation Plan with primary and alternate routes of escape in the event of a fire, and practice this plan as a family activity.

Gasoline Storage: The storage of gasoline or other flammable liquids is limited to three (3) gallons and is never to be stored inside of the residence. Outside storage areas should be child proof. Storage of fuel must be in an approved UL type container; glass or open containers are not allowed.

- a. Never store flammable materials in the area of a hot water heater or furnace.
- b. Do not store flammable materials under stairwells.

Barbecue Grills/Fire Pits: Barbecue grills should be operated by adults only. Grills must be kept away from building overhangs and porches and kept at least fifteen (15) feet from all combustible structures. After use, soak charcoal thoroughly in water before storing equipment or disposing of the used charcoal, etc. Always use an approved charcoal starter and never use gasoline to start any fire.

- a. Liquefied Petroleum (LP) gas cylinders used to fuel outdoor gas barbecue grills must be stored outdoors at all times.
- b. Ensure charcoal is completely out upon completion of grilling, and clean all charcoal and ashes from grills before storing. Never burn charcoal indoors as it produces carbon monoxide gas.
- c. Fire pits must have a fire guard in place when in use.

Clothes Dryers: Check / clean lint traps after each use, but make sure power is turned off first. Never put plastic articles in the dryer. Periodically remove the back and lift the top of the dryer cabinet to vacuum the dust accumulation from inside the cabinet.

Cooking: Never leave cooking unattended, especially when using grease or anything that produces grease. If a grease fire occurs, cover the pan with a tight lid, turn off the appliance, and call the Fire Department. Never use water! Do not attempt to move the pan. Control the fire with a Class B fire extinguisher or baking soda. Never use baking powder, flour, sugar, salt, dishwashing compound, or laundry detergent. When using electrical equipment (toasters, grills, deep fryers, etc.), maintain sufficient clearance on sides, top, and bottom from combustible materials. Unplug appliances when not in use. Cords with broken insulation can start a fire; replace appliance cords as soon as they show wear or are damaged. Keep kitchen exhaust fans clean to prevent accumulation of grease. Never place frozen items in a deep fryer.

Portable Heaters: Open coil heaters are prohibited. Do not place portable heaters near combustible or flammable type materials. Make certain that exits are not blocked with portable heaters.

Smoking: Never smoke in bed. Use safety matches or a cigarette lighter and keep them out of the sight and reach of small children. Empty ash trays in a noncombustible container and discard in the outdoor trash container after ashes are cold.

Power Tools: Lawn mowers, edgers, etc, should not be refueled while the motor is running. Equipment should have sufficient time to cool down before refueling. Store lawn mowers, motor bikes, etc., in a well-ventilated place.

Christmas Trees: Put cut (organic) trees in a safe area of the room, away from any source of heat. Keep the tree in a container of water, sand, or moist earth and remove it as soon as possible after the holidays. Be sure artificial trees are fire resistant.

Natural Gas: Furnaces, hot water heaters, and ranges are operated by natural gas. If you detect an odor from any of these sources, contact Management immediately. Improper installation or venting of appliances can result in the production of carbon monoxide, a deadly by-product of burning natural gas.

Smoke Detectors: A smoke detector will, in most cases, provide sufficient warning of fire to allow occupants to exit the building. However, you should periodically check the detector to ensure that it is operating properly and, if not, you must notify Management immediately. Smoke detectors that have been disarmed will subject you to a Lease violation notice.

Extension Cords: Eliminate extension cords whenever possible. An extension cord should never exceed ten feet in length, must be free of breaks and splices, and should not be secured by nails, staples, or run through walls, windows, doorways, or under rugs or pads. An extension cord must never be smaller in wire gauge than the appliance cord it is serving, and should never service more than one fixture or appliance.

Surge Protectors: Management will not assume any responsibility for damage to appliances or equipment due to low voltage or power fluctuations. Residents are advised to use surge protectors to protect electronic equipment from damage caused by minor voltage fluctuations.

Firearms: Residents residing in the Community MUST comply with Community Regulations regarding firearms.

Environmental Compliance and Management

Protection of our environment is an essential goal. The following procedures will, if practiced by all Residents, contribute to the attainment of this goal.

Litter Control: Although Management will police grounds on a regular basis, it is incumbent upon each family member to dispose of trash and other unwanted items appropriately in the garbage cans provided. Individual family members should make certain that trash and debris that has blown into their yards is also properly disposed of. Individuals who do not maintain the areas immediately surrounding his/her individual unit will be issued a Lease violation notice. You can help keep the Community clean, beautiful and litter free all year round by following these easy steps listed below:

- a. Use tightly covered trashcans. Bag and tie all garbage and trash bags. Don't leave them sitting out for pets, wild animals or the wind to ravage. Place trash inside dumpsters and close doors to prevent blowing waste. By disposing of garbage in a sanitary manner, conflicts with coyotes, rodents and other wildlife are reduced.
- b. Put a litterbag in your car, and use it! Don't pitch cans, cigarette butts, papers, bottles, or other trash out the window.
- c. Hold on to your litter until you reach a trash receptacle. Litter draws other litter, so make sure your home and work site are litter-free.
- d. Cover or tie down loads in trucks and trunks so that trash and debris doesn't blow or fall out.
- e. Coordinate cleanup projects for your neighborhood.

Recycling: Reuse everything you can. Reuse materials to squeeze more value from them and waste less. Disposable cleaning cloths, diapers, cameras, razors and other items are convenient but they don't just "go away". Think about things that you use every day that could be replaced with longer lasting, more durable materials. For example:

- a. Choose returnable containers over recyclable ones.
- b. Reuse plastic or glass containers for storage.

- c. Substitute reusable sponges or cloths for disposable paper towels, napkins and tissues.
- d. Save and reuse envelopes, boxes and packing materials you receive in the mail.
- e. Reuse file folders by turning them inside out or sticking on a new label.
- f. Reuse paper for writing out notes, shopping lists, and other memos.
- g. Donate clothing to neighbors or institutions for reuse.
- h. Share, borrow or rent items you don't use very often (tools, lawn mowers).
- i. Keep reusable coffee mugs at work and home for yourself and guests.

Petroleum Oil Lubricants (POL) Disposal: Did you know that one quart of motor oil, when completely dispersed, can contaminate as much as two million gallons of drinking water? Oil disposed of on the ground can be toxic to plants and animals. Antifreeze is extremely toxic to pets and wildlife and should never be disposed of on land or water.

- POL will not be disposed of in trash containers, sinks, storm drains or on the ground. Do-it-yourselfers should collect used motor oil and take it to a local service station or center that recycles it.
- No POL of any kind will be changed in any POV component within the housing area.
- Antifreeze will be disposed of properly, not flushed down the toilet. Do not dump down the sink, tub or storm drain because of the potential for contaminating food and drinking water.
- Report spills to Management Office.

Personal Owned Vehicle (POV) Washing: You are asked to limit POV washing at your unit to no more than once per week. In order to conserve water, please do not allow water hoses to run continuously.

Community Residents are expected to:

- a. Maintain their units in a manner that will deny access, harborage and sustenance to pests.
- b. Ensure that windows and doors are screened and fit properly and notify Management when deficiencies are evidenced.

- c. Ensure that holes or cracks that permit access are promptly reported and repaired.
- d. Ensure that excessive clutter such as debris, weeds, dead leaves, pet droppings, trash, etc., is regularly removed.
- e. Store food, especially starchy or fatty foods and pet foods, in pest proof containers.
- f. Promptly clean up spilled food, crumbs, drink, or pet droppings.
- g. Clean kitchens after each meal, especially in areas where grease accumulates (drains, vents, ovens, and stoves).
- h. Wash or submerge dirty dishes in soapy water before retiring for the evening.
- i. Empty garbage and cat litter box regularly.
- j. Prevent unnecessary accumulation of soiled clothing, rags, corrugated paper boxes, newspaper, empty cans, empty bottles and paper grocery bags in kitchen, baths, and laundry rooms.
- k. Have leaks and dripping faucets repaired promptly.
- l. Wipe or mop dry kitchen and bathroom surfaces before retiring.
- m. Keep all pesticides out of the reach of children.
- n. Cooperate fully with pest controllers in scheduling of treatments and preparation of areas to be treated.
- o. Make a sincere effort to control minor infestations of nuisance pests before seeking Management assistance.
- p. Refrain from using electronic “Bug Lights” (these are not authorized and are largely ineffective against harmful insects).
- q. If your unit becomes infested, please notify Management immediately.
- r. In addition to the regular service, all units will be inspected and treated prior to a change-of-occupancy.

Values that Build.

School Bus Stops

The following rules must be observed at all school bus stops:

- a. Parents are encouraged to supervise their children to, from and while at the bus stop
- b. Arrive ten minutes before bus pickup
- c. Do not stand on the road
- d. Be respectful and watchful of traffic
- e. Wait quietly and in an orderly manner
- f. Students are expected to respect surrounding property, such as mailboxes, grass or landscaping at the bus stop while waiting for the bus and leave the bus stop location clean of any litter

Mailboxes

It is unlawful to post items on U.S. Postal Service mailboxes. Also, posting of flyers, announcements, advertisements, etc on light poles or sign posts is prohibited.

Garage / Yard Sale Signs

No unauthorized signs. Unauthorized signs will be removed and resident will be instructed to remove all other unauthorized signage immediately.

Rider Safety

All persons who ride a bicycle, tricycle, or other human powered vehicle, including motorized bicycles, on an AF installation in a traffic environment shall wear a properly fastened and approved (e.g., Consumer Product Safety Commission, ANSI, Snell Memorial Foundation or host nation equivalent) bicycle helmet. During hours of darkness riders, will wear retro-reflective vest/jacket or outer garment containing retro-reflective material. In addition, bicycles will be equipped with a white front light (not a reflector) visible for 500 feet and red rear reflector or light clearly visible from the rear of the bicycle from a distance of 300 feet.

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IMPORTANT PHONE NUMBERS

Below is a list of pertinent phone numbers you may need while living at the Community.

Community Management Office	(325) 651-8369
Community Maintenance Office.....	(325) 651-8369
24 Hour Work Order Hotline	(325) 651-8369
Base Operator.....	(325) 654-1110
Security Forces (non-emergency).....	(325) 654-3104
Pass and ID.....	(325) 654-3504
Base Chapel.....	(325) 654-3424
Base Movie Theater	(325) 654-3206
Base Veterinarian.....	(325) 654-3251
TMO	(325) 654-3707
Dept. of Motor Vehicles	(325) 223-6903

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