

Rules and Regulations for Residents

The following rules and regulations have been developed to insure Resident comfort and aid Management in maintaining the standards of our Elderly/Handicapped housing. It is to each Resident's advantage to assist Management through the observance of these occupancy rules.

**THESE RULES AND REGULATIONS ARE A PART OF THE LEASE AGREEMENT
THEY MAY BE AMENDED FROM TIME TO TIME.**

EMERGENCY: DIAL 911

Section 1: EMERGENCY

- **FIRE ALARM SYSTEM** – Each room has fire and smoke detectors. If the temperature rises very high from a fire or the room becomes filled with smoke, these detectors will activate the loud fire bell and flash the sign marked 'Fire' on the outside of the building. The alarm also rings at the Georgetown Fire Stations.

It is important that the apartment does not get filled with smoke unnecessarily from burning food or people smoking. If it is too cold to ventilate the apartment by opening a window, leave the bathroom door open and turn on the bathroom fan switch to draw the air out through the fan vent to the outside.

There are also RED hand-pulled fire alarm boxes outside the front entrances to each building and in the corridor of the Community/Recreation building. The Fire Department can be called at **911 emergencies only** or 978-352-2211.

Everyone must listen and be alert whenever a fire alarm rings. Determine promptly if it is the one for *your* building. If it is, **WALK OUT OF THE BUILDING IMMEDIATELY** and go to a safe area.

- **EMERGENCY ALARM SYSTEM** - Each apartment has two (2) emergency pull cords. One in the bathroom and one on the inside wall of the bedroom. Beds should be placed off this wall so an emergency cord will be within reach of a Resident while in bed. Should a Resident fall and not be able to get up, they could possibly reach or crawl to one of these and pull the cord which rings outside of the building. It automatically unlocks the front door of the apartment and turns on a small light over the apartment door. This lets anyone arriving to know which apartment the emergency is in. Leave the alarm on until help arrives. If the cord is pulled by mistake, you can turn the alarm off by pushing up the switch. **EXTRA LOCKS OR CHAINS ARE NOT PERMITTED** as they would make this system inoperative.

Each Resident should try to be aware of this alarm so that when it rings they can give help if need be. They should find out in which building and apartment the help is needed. If someone else has not arrived first, **CALL THE FIRE DEPARTMENT AT 978.352.2211** and they will take care of the situation. **IT IS VERY IMPORTANT NOT TO MOVE A PERSON** since a greater injury might result. Just cover with a blanket for warmth.

- **POLICE** – A Resident should never hesitate to call the Police at 978-352-6000 if he/she notices anything suspicious.

Section 2: GENERAL

- **OFFICE HOURS** – The management offices are open from 8:30 am to 4:00 pm Monday through Friday except holidays. Please make all necessary requests for service or maintenance either in writing or by contacting the office during regular office hours. If any emergency should arise after office hours, please report it immediately by calling 978-352-6331.
- **RENTAL PAYMENTS** – All rents are due and payable on the 1st day of each month and must be paid by mail or in person at the Georgetown Bank, 2 E. Main Street, Georgetown, MA 01833 accompanied by the form provided. All rents unpaid as of the 8th will be delinquent. If you are away or cannot get to the bank, automatic deduction takes care of your rent for you. If your rent remains delinquent after the 8th day of the month an eviction notice will be served and a late fee of 1% of your rent will be charged. This late charge is separate and apart from the rental amount. Checks returned by the Bank marked ‘insufficient funds’ will be treated as non-payment of rent and a processing fee of \$25 will be charged. This processing fee is separate and apart from the rent payment. Three (3) delinquent rental payments during any twelve month period constitute a major lease violation.
- **CHILDREN and BABYSITTING** – Baby-sitting on a regular basis is prohibited. Children are not permitted to play in the halls, stairways, parking areas or in or around the building where they may endanger themselves or unnecessarily disturb other residents.
- **INSURANCE** – Resident agrees not to use the dwelling unit or premises for any purpose deemed hazardous by the Owners insurance companies and further agrees that neither the Owner nor the Management has any liability for Resident’s personal belongings in the case of fire, theft or other disasters or any damage caused by breakage, leakage, or obstruction of pipes or from latent defects not known to Management. Resident is responsible for obtaining his/her ‘Renters’ insurance against these types of occurrences.
- **DOOR and MAILBOX KEYS** – Necessary keys will be provided for each unit. Upon move-out or termination of the Lease, all keys must be returned to the Management.
- **LOCKOUTS** – Always check to make sure keys are on your person when leaving the apartment. There may be up to a two hour delay in unlocking doors after office hours. Please call 978-352-6331 if you are locked out after office hours. There is a \$25 fee charged for lockouts after office hours.
- **MOVING** – Moving should be scheduled between the hours of 8:00 am to 4:00 pm. Inform the Management of any moving plans and arrange with the moving company to dispose of crates, barrels and packing boxes used in moving. If you move during the winter months please arrange with the Office to shut off the hall heat while the movers are in the building.
- **REPAIRS or BREAKDOWNS** – Any breakdown or needed repairs should be reported immediately to the Office. If the office is closed and the situation is of an EMERGENCY nature call 978-352-6331 and report it.
- **COMMUNITY BUILDING** – The Community Building is for the use of the Residents and the Authority. If you are the last person to leave the building please be sure that all lights, water faucets and stoves in the kitchen are completely turned off.

- **RESIDENT PARTIES** – Residents wishing to hold a special get-together or party in the Community Building may do so if they check with the Executive Director to see if the building is available. Reservation forms can be obtained from the office.
- **BICYCLES** – Visitors are not allowed to ride motorbikes, mini-bikes or skateboards on the premises.
- **VISITORS** – Residents may have visitors for 21 days. After one (1) week please notify the office. Only persons listed on the lease may reside in the apartment.
- **SOLICITING** – Soliciting is allowed on the premises. However the office can provide you with a ‘No Soliciting’ sign for your door at your request.
- **SMOKING** – Smoking is NOT PERMITTED in any building on the property. Many people are bothered by smoke and we request you adhere to this policy so everyone may enjoy the use of the hall. Refrain from smoking near entry ways and open windows.
- **ILLEGAL ACTIVITIES** – Any illegal activity or illegal substance and possession with intent to sell or possession of an unlicensed firearm will be cause for immediate eviction.

Section 3: APARTMENTS

- **PET POLICY** – Georgetown Housing Authority has established a ‘PET POLICY’. If you wish to have a pet, please come to the office before you bring a pet on the property, for a copy of the pet regulations. No pets are allowed without following pet guidelines. Pets of friends or relatives are allowed to visit when confined to a leash.
- **INTERIOR** – Alterations, redecorating and repairs to the interior of the apartment and to appliances are the responsibility of the Management. Residents are not permitted to do this type of work.
- **WALL DECORATIONS** – Residents shall not damage floors, doors, woodwork, walls or ceilings. Do not use sticky back hangers as they damage the surfaces. Management will hang any pictures, mirrors, or other wall hangings. Please contact the Office when you are ready to have this work done.
- **WINDOWS** – Residents shall conscientiously keep windows closed during heavy rains and storms to avoid water damage. When opening windows in the winter the thermostat temperature should be lowered in the room and the door to the room closed. In winter months windows should not be left open as this wastes heat and burns out heating units. Windows should not be left open with air conditioners on as well.
- **LIGHT BULBS** – Light bulbs are furnished in all fixtures at the time a Resident moves into the apartment. Purchase and replacement of light bulbs is the Residents responsibility.
- **LOUD NOISE** – Residents should be considerate of neighbors and refrain from making loud noise that will disturb other Residents. When having guests or visitors please remember the

apartments are built close together and noise travels whether it's playing the radio, using the stereo or television or just talking. It is requested that no unnecessary noise be made before 8:00 am or after 10:00 pm.

- **CURTAIN RODS and SHADES** – Curtin rods and shades have been installed at each window and are not to be removed. No other permanent rods may be put up without permission from the Office.
- **CLEANING** – Apartments are cleaned thoroughly prior to occupancy. The Resident is responsible for maintaining clean and sanitary conditions in the apartment while in occupancy. The Management shall make periodic inspections of each apartment with prior proper notice to ensure that desired standards of cleanliness and maintenance are being maintained. The Resident is expected to leave the dwelling unit in the same condition in which it was leased. A unit inspection will be conducted prior to occupancy, at annual inspection and prior to 'move out'. Charges will be made for the necessary cleaning and repairs after the apartment is vacated.
- **WALLPAPER** – Residents may not install wallpaper or other types of wall coverings. If unauthorized wall coverings are installed, Resident shall be responsible for the cost of having the wall covering removed and the wall restored to its original condition.
- **APPLIANCES** – The range and refrigerator are to be cleaned regularly.
- **BATHROOM** – Do not put anything other than tissue in the toilet. (i.e. garbage, sanitary napkins, cigarette butts, kitty litter, bleach, etc) Georgetown Housing is on a septic system and must be extra careful.
- **KITCHEN SINK** – Do not put garbage, grease or coffee grounds down the kitchen sink as this will clog the septic system.
- **CHRISTMAS TREES** – Due to the fire hazard of live trees, they are not permitted in the apartment or in the Community Room.
- **DAMAGES** – The cost of damage done to the apartment or appliances from misuse or negligence will be borne by the Resident.
- **REFUSE/RUBBISH** – There are three (3) trash containers on the property for the disposal of trash. These are for Resident use ONLY. Boxes must be collapsed before disposal and trash must not be left in the apartment hallways or on the ground.

Section 4: LAUNDRY ROOMS

- **LAUNDRY FACILITIES** – Two (2) laundry rooms equipped with coin operated washers and dryers are provided for use by all building Residents. The laundry facilities are for the Residents ONLY. No outsider laundry is permitted. The equipment is to be cleaned after each use. Residents are urged not to leave laundry in either the washer or dryer after the cycle is complete so that other Residents may use the appliance without undue delay.
- **LINT FILTERS** – Dryer lint filters are to be cleaned after each load of wash. Dryers will not operate efficiently and will become a fire hazard if the filters are not kept clean.

- **MISC. ITEMS** – Articles of clothing, rugs, mops and other personal items are not to be hung or left in the laundry room when you are finished doing your laundry.

Section 5: OUTSIDE GROUNDS

- **VEGETATION** – The planting of flowers and vegetables is encouraged in designated areas. Please see the Management if you desire to do any planting.
- **LAWN FURNITURE** – Residents may use lawn chairs in yards. Picnic tables are available in the picnic area behind the Community Building. Private picnic tables, screen houses, lawn mowers etc are not allowed due to insurance and maintenance requirements.
- **DAMAGES** – Residents will be responsible for damage to sod, trees, shrubs, flowers and other plantings made by their visitors or guests.
- **ORNAMENTS and DECORATIONS** – Must be approved by the Management prior to displaying.

Section 6: PARKING AREAS

- Residents must park in their Management designated parking spaces. Parking in the street is not permitted EXCEPT for loading and unloading the vehicle. Residents without vehicles will not be given parking spaces.
- **Parking is NEVER allowed where the curbing is painted yellow**
- Changing of oil or repair work on vehicles or boats is not permitted.
- Automobiles must be removed during snow removal. Residents must cooperate fully.
- Vehicles must be in operating condition, inspected and registered or will be towed at owner's expense. A current/valid driver's license is mandatory when driving on the property.
- Overnight 'street' parking is not allowed from November 1st to April 1st **and** during snow storms.
- Maximum speed limit within the housing development is 15 mph.

Management reserves the right to tow vehicles in violation at the vehicle owner's expense.

A/C Policy

Residents are limited to (1) one air conditioner per apartment unless medically necessary to have an additional A/C. Jewett Street Residents can have multiple units. Air conditioning units cannot be placed in the front of the building. There is no charge for additional electrical usage. Please do not open your windows and doors or turn on the heat when running your air conditioner.

All air conditioner units are the sole property of the Resident. The Georgetown Housing Authority is not liable for the installation, maintenance, repair, replacement or disposal of Resident owned air conditioners. Units over 8,000 BTU are not permitted. Jewett Street Residents are exempt from the maximum size. Please note that the disposal of air conditioner units is the responsibility of the Resident and must be done in accordance with the recycling regulations of the town of Georgetown.

A/C units may not be placed in the dumpster. All A/C units must be stored within the apartment when not in use.

Air conditioners must be installed no earlier than May 1st and must be removed by October 31st except those that are permanently installed. No external bracing may be used.

Residents who cannot install their A/C will be provided, upon request, with the name and installation prices from local contractors.

Adopted as an Official Policy of the Georgetown Housing Authority on January 19th, 2011.

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Ceiling Fan Policy

Ceiling fans are not permitted per section (R) of the Georgetown Housing Authority Lease. (Alterations to the leased premises). Existing fans will be inspected by a licensed electrician at the Residents expense.

Adopted as an Official Policy of the Georgetown Housing Authority on March 9th, 2011.

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Outdoor Grill and Fire Pit Policy

Propane and charcoal grills are to be kept at least ten feet from the building or overhang. They cannot be left unattended and must be used in the presence of an adult. Propane tanks cannot be stored in the building.

Fire pits and chiminea's are not permitted under any circumstances.

Adopted as an Official Policy of the Georgetown Housing Authority on March 9th, 2011.