



ROCKWOOD GARDENS APARTMENTS
25 Country Village Lane
Clinton, CT 06413
Phone: (845) 692-293 ~ **Email:** rockwood@snowasset.com

Schedule I-Attachment to Lease Agreement **ROCKWOOD GARDENS** **OCCUPANCY RULES AND REGULATIONS**

These rules and regulations are a binding part of your lease. A violation of any of these rules may be seen as a failure to honor our lease obligations, and consequently, you may be considered in default and subject to legal action under the lease and the law.

I. General Policies

In our continuing effort to maintain Rockwood Gardens Apartments' reputation as an attractive and enjoyable residence for all, we are asking for your full cooperation with the following policies:

II. Storage Bin

Please bring your own key lock or combination lock to put on the storage bin that is assigned to your apartment number, the same day you pick up your apartment keys and pay your rent. By putting your lock on the bin at that time, you will have access to the storage bin, even if you move in on the weekend. If you do not bring in your lock, then we will not be able to unlock your bin for use, until our next business day, during business hours, only. Do not store flammable materials in your bin. Grills are not allowed at Rockwood, and cannot be stored at Rockwood.

III. Tenants Insurance

A. Tenant must carry renter's insurance with at least \$100,000 in liability naming Rockwood Gardens Associates, a New York LLC and Snow Asset Management, Inc., a Connecticut Corporation as an "interested party." The insurance is to protect your personal belongings against hazards such as fire, water damage, theft, and vandalism, as well as insurance for claims against you alleging bodily injury, and property damage liability. The Tenant's Policy is a combination of forms of insurance recommended for those who rent apartments. The cost of new furniture and clothing underscores the value of this needed protection for your possessions. Please be aware that Rockwood Gardens Apartments does not provide any insurance coverage for either your personal effects or liability inside your apartments, and we recommend you consider this insurance for your own protection.

B. In addition, you may want to inquire about additional insurance for your personal property in your storage bins.

IV. Window Treatment Policies

Please be aware that Rockwood Gardens Apartments' policy regarding window treatments is as follows: A tenant is allowed to hang sheets, blankets, newspapers, etc for one week following the date of move-in. After **one week**, these temporary treatments must be replaced with blinds, shades, draperies, etc. The use of the above mentioned temporary solution is unsightly and detracts from the charm of our community. If you are using these temporary measures currently, please make plans to replace them with more attractive window treatments.

V. Moving

A. Moving in and out of apartments is permitted between the hours of 8:30 AM and 6:00 PM. Trucks and vehicles are not permitted on the lawns, sidewalks, etc. and are subject to towing at tenant's expense without further notice. Any damage to the common areas, grounds, or apartment, caused by moving will be charged to the residents account, payable at once.

B. Please consider your neighbors while moving in or out, do not make excessive noise, including banging, and loud talking, while moving in, or any time. Always, observe the quiet hours provided for in the lease agreement.

VI. Damage to the Apartment/ Common Areas/Grounds

A. Tenants will strictly be held responsible for all damages to their apartments and to common areas and grounds. Tenants are also responsible for any damage done by their guests. A written bill will be sent shortly after the damage is noticed and payment is expected promptly. Further, maintenance that is required beyond usual wear and tear will be charged to the tenant. This includes, but is not limited to, toilet back ups because of improper use, clogged drains because of improper food, waste and grease disposal in drains, holes in walls, broken windows, cut countertops, torn or cut vinyl flooring, stained carpet, (cigarette burns and bleach marks, etc.)

B. *Wallpaper, borders and paint, other than paint we provide, will be subject to additional damage fees. Please contact the rental office before making such additions, so we can make a decision about approval or denial of the request.*

VII. Vehicle and Parking Policies

A. Tenants owning more than one vehicle are required to park the second vehicle in the spaces designated as “**Visitor**” parking spots. It is preferred that the second vehicle is not parked in visitor spaces directly in front of buildings. Guests of tenants should also park in the visitor areas. Tenants and guest should park in the parking spaces within the lines. Please do not pull up behind cars, leaving the vehicle blocking the driveway. It is the tenant’s responsibility to insure all of their guests are informed of these policies to avoid inconvenience to your neighbors. Frequent abuses or neglect of parking policies may be taken into consideration at the time of your lease renewal. As well, we do not allow boats, motor homes, recreational vehicles, large trucks, trailers, certain commercial vehicles, certain vehicles with business lettering, etc. to be parked on our grounds. This includes, as examples, inoperable vehicles, not in use vehicles, or unregistered vehicles. If you are unsure whether a vehicle is permitted in our lot, please contact the rental office before bringing the vehicle on site. We will enforce this policy, by towing the item, at the tenant’s expense, if the tenant does not comply with any of the above. The parking of motorcycles in basements and storage areas is also strictly prohibited.

B. Numerous cars, trucks and motorcycles are often found riding fast through parking areas and squealing tires while exiting the lots. This is not only a danger to children and adults in the area, it is a nuisance to all. Please alert your guests to this concern, as well.

C. Again, if we find that particular tenants continue to disregard our policies, it will be taken into serious consideration at the time of possible lease renewal.

VIII. Rockwood Telephone Lines and Emergency Maintenance Service

A. Our maintenance service line **(845) 692-2939 #9** is answered 24 hours daily for maintenance requests, and/or maintenance emergencies. The office will answer this line on Monday through Friday, from approximately 9:00AM through 5:00PM and Saturday from 9:00AM through 3:00PM. This telephone line will be answered by an answering service **for emergencies only, after business hours** and intermittently throughout business hours. If your call is an emergency, we will be notified by the answering service immediately. Please do not call after hours or on weekends for emergency service if it is service that can be performed in normal business hours. See lock out information in next category, please.

B. The office line, **(845) 692-2939**, should be used for questions regarding your lease, rental payments and any other “business” oriented questions you may have. This telephone line is not turned over to an answering service after business hours. Your questions, however, may be left on our answering machine and we will return your call as quickly as possible. **It is crucial that you use the (845) 692-6315 telephone number for maintenance requests.**

IX. Maintenance Service Requests

A. All maintenance service requests will be handled as promptly as possible. Requests should not be made directly to the maintenance staff. Doing so will upset the system we have in place to best serve our residents. Requests for routine maintenance repair should be made during normal business hours Monday thru Friday. **Again, if you have an emergency maintenance request before office hours, call (845)692-2939 #9.** Our answering service personnel will take your name, phone number, apartment number and relay your message to the maintenance personnel.

B. Please do not contact us after normal business hours for non-emergencies. If we are called out on a call that is a non-emergency, the tenant can be charged for the service call. Always leave your name and phone number with the answering service to allow the on-call person to converse with you about your problem, ahead of time, if necessary.

X. Rent Payment and Returned Check Procedure

Rent is payable by personal check *after* your first month's rent has been received. Checks are to be made payable to Rockwood Gardens Associates. Rent payments, security payments, and all other payments to RGA can only be made in the name of the tenant of record, whose name appears on the lease. Anyone moving in to the apartment who is not yet on the lease, must be approved by Rockwood Gardens.

XI. Bounced Checks, Late Payments

A. Should a check be returned to Rockwood from a bank for non-payment, a replacement must be issued immediately, in the form of a money order, cashiers check, or certified check, including all additional administrative fees, bank fees and late charges. We reserve the right to request all future payment by any of the three transactions methods described above. It is quite possible we will no longer take personal checks once a check has been returned to us for non-payment. Cash is never accepted at Rockwood Gardens.

B. Rent is due and payable on the first of each month. If rent is not received by the fifth of the month, a rent arrearage letter will be delivered to the tenant. This letter will likely include a late charge. At this time, if rent is not received within five days of the date of the letter, with late charges enclosed, legal action will proceed with all legal fees, disbursements, damages, etc. being the responsibility of the tenant. If evicted, the tenant could still be responsible for future rent payments, according to the lease terms and the decision of the court.

C. We do report to the credit bureau all derogatory tenant credit history with Rockwood Gardens. This becomes a part of your credit history records.

XII. Lock Outs and Lost Keys (Non- Allowance of Deadbolt Replacement)

A. Lost apartment door keys and mailbox keys will be replaced at a cost of \$25.00 each. If you need to change your apartment door lock, there is \$50.00 charge for the lock change and a \$25.00 charge for each key. Basement keys are replaced at a cost of \$50.00. However, we will not come out to perform this service or lock outs during on call hours, which are for emergencies only. Please never remove our deadbolt from the door. This is a breach of the lease terms. Occasionally, a tenant may wish to have his/her deadbolt lock rekeyed, which can only be done by Rockwood maintenance personnel. The charge for this is \$35.00. If you get locked out of your apartment during normal business hours, we will be happy to open your door at no charge, as soon as possible, provided you show us proper identification. However, if you contact us for a lock out after normal business hours, we may not be able to give you access until the next business day, during our normal maintenance hours.

B. *For your safety, we do not give access to your apartment to any adult or child, not on the lease. In addition, we do not unlock doors for your children or visitors, unless we have written permission from you to do so.*

XII. Laundry Rooms

A. Please note that our laundry room hours are as follows:

Weekdays - 8:00AM to 10:00PM **only**

Weekends - 10:00AM to 10:00PM **only**

B. Tenants do live in apartments with bedrooms directly above the laundry rooms and the normal noises of laundry tend to keep people awake at night. Please take this into consideration. Also, please be prompt in removing your laundry from the washers and dryers, as other tenants should not be expected to remove your wash from the machines for you in order to complete their own laundry.

C. Be careful of the condition and type of items that you put into the washers and dryers. Please be cautious that there is not kitty litter (if and only if you are a tenant with a cat agreement and extra fees etc.) in rugs etc. that you wash. There have been complaints of machines not being washed out after rubber-backed rugs and the likes have been removed. Kindly check the machine as you remove your clothes, to see if you have soiled the machine in any way and courteously wipe it out for the next tenant's use. Caution must be used as to what debris is on your laundry in order to successfully maintain the laundry equipment. Misuse or neglect by tenants may result in fees for damage done to laundry machines. Please do not put personal trash in the laundry room garbage containers. These containers are only for laundry related trash.

XIII. Decks/Balconies

A. Decks are not to be used to hang laundry, wet towels, blankets, curtains, etc. nor as a storage area for items such as bikes, brooms, mops to name a few. Food and beverage items should not be stored on the deck, as if it is a pantry.

B. If you choose to install flower boxes, please remember to have them hang on the **outside** of the railings, **only**. Water continually draining onto the deck rots the wood. Be careful not to put potted plants directly on the deck. Continuous watering of these plants rots the deck surface. Please be considerate of your neighbors' deck if you are above theirs, by not pouring water or sweeping debris onto their deck.

C. Residents shall not store garbage on their decks.

D. Please do not put any rugs or Astroturf materials on your deck. We will have to insist upon removal of such products, after our regular inspections. There will be charges for any damages to deck wood.

E. We do not allow any large trellises or vegetable gardens on our decks.

F. No grills of any type are allowed on the decks or on the grounds, including electric grills and hibachis. Call the rental office for further information about this policy.

G. We cannot allow birdfeeders or feeding of the birds on the premises, because it attracts them to the eaves of the buildings.

H. Please remember, if you are permitted to have a cat in your apartment (with extra fees etc.), it is not allowed out on your deck. Contact the rental office about this policy.

I. All decks must be kept neat and clean.

J. Wind chimes can be annoying to tenants whose bedrooms are at the front of the building. Please consider your neighbors.

XIV. Handling Disturbances

A. In apartment living, hearing noises from your neighbors is unavoidable. However, if you feel that the noises from neighboring tenants are beyond normal limits and you are being disturbed please follow the procedures below:

1. Our policy is to have a tenant call the maintenance line (845 692-2939) **while** the problem is occurring. If you reach the answering service, they have been instructed to relay the message to an employee on call. That employee will then go to the apartment of the tenant who complained, in order to hear the disturbance firsthand and assess the situation. If, in fact, the employee agrees that a problem does exist, the employee will address the issue with the neighbor causing the disturbance. If continuing problems arise we will have logged all reports in a diary with dates and times for use in case of the need for legal action. For this reason, when the police are contacted by tenants, it is recommended that you record the date, blotter numbers and officers names and badge numbers, for our records.*

2. If a tenant has tried to solve the problem on their own without success and no longer has a productive relationship with their neighbor to solve their complaint, we prefer to intervene to help keep the civility and peace among the neighbors. We ask that tenants not use retaliatory measures when they are unhappy with a neighbor's activities. We have much better results assisting our tenants to find a solution if the above does not occur.

3. *If you find it necessary, please contact the on-call maintenance person and then contact the police, immediately, if a situation has escalated to the point that police intervention is necessary. Depending upon the time of day and severity of the noise, the tenant who is being disruptive could be ticketed, if the police are in agreement. Please always ask for the officers' names and badge numbers, in addition to a blotter number, for the incident. PLEASE GIVE THIS INFORMATION TO THE PROPERTY MANAGER THAT DAY OR THE FOLLOWING DAY IF THE INCIDENT IS LATE IN THE EVENING. Please contact the Property Manager the next day to discuss this situation, even though you have probably discussed it with the person on call at the time of the incident.*

XV. Pet Policy

A. There are no pets allowed at Rockwood Gardens Apartments other than cats that are in a specific cat agreement rider to the lease, with additional fees and procedures that are agreed upon in writing. An animal that is found in either the common areas or on the grounds is subject to immediate removal by a member of the Rockwood Staff. Any animal found will be turned over to the town or an animal shelter. An animal, which is not part of a specific cat agreement, will not be returned to residents. In the event that we become aware of an animal living in an apartment, tenants shall receive written notice immediately that they have five (5) days to remove the animal or eviction proceedings will commence. Any damage to Rockwood caused by the animal will be charged to the tenant. No visiting animals or pet sitting is allowed at Rockwood Gardens Apartments. If you will be having a fish tank containing 15 or more gallons, we do require renters insurance on the tank. Rockwood Gardens Apartments has to be listed as additional insured. If you have any questions, please ask a member of our staff.

B. Please do not feed stray animals. This practice creates noise and destruction, in addition to animals congregating in our dumpsters.

XVI. Orange County Recycling Requirements

A. Our waste hauler has informed us that they will no longer be able to collect our recyclables if there is **even one** contaminated item in the dumpsters, including putting newspapers into plastic bags. This is true for the newspaper dumpster, and the mixed recyclables dumpster, containing glass, and bottles etc. Therefore, we must insist upon complete cooperation from each tenant in order for the haulers to pick up the recyclables. Otherwise they will leave, without picking up. There are **no** exceptions for this policy because New York State Law mandates that our container service follows this procedure. Below is a list of procedures and tips from Waste Management and Orange County:

RECYCLING, FROM YOUR TRASH AND RECYCLING EXPERTS:

The following materials **MUST** be kept separate from the trash and mixed loosely in the recycling container.

1. NEWSPAPER
2. GLASS BOTTLES AND JARS
3. ALUMINUM CANS AND STEEL CANS
4. PLASTIC SODA BOTTLES
5. OTHER PLASTIC BEVERAGE BOTTLES

PREPARATION OF RECYCLABLE MATERIALS:

1. NEWSPAPERS - should be bundled and tied with a string and pulled alongside your recycling container. If a heavy rain is expected before the recyclables are picked up, you might want to hold the newspapers for the following week. **Please do not put your newspapers in plastic bags.** (Apartments and business please place newspaper in designated cart)
2. GLASS BOTTLES AND JARS- remove caps and rinse clean; labels **DO NOT** have to be removed. Clear, green, and brown glass bottles and jars **ONLY**. Please do not place window glass, Pyrex, porcelain, ceramics, lead crystal, or light bulbs in the recycling container. Also, please do not place any broken glass in the recycling container.
3. STEEL CANS- also referred to as “tin” cans include, for example, soup, vegetable and fruit cans. Please place only food and beverage cans in the recycling container. Cans must be rinsed clean, but the labels do not have to be removed. The steel lids may be put inside the cans. **NO AEROSOL CANS, PLEASE.**
4. ALUMINUM CANS- requires no special preparation, but should be emptied and rinsed. No aluminum foil, pie plate, aluminum siding or other scrap aluminum allowed.

GENERAL NOTE ON RECYCLING PLASTICS:

There are many different kinds of plastics. Nearly all food and beverage containers and many other kinds of plastic containers are no labeled with the number 1 to 7 in a triangle. Our recycling program is collecting those foods and beverage containers labeled 1 (PETE) or 2 (HPDE).

1. **PLASTIC SODA BOTTLES-** Clear and colored plastic soda bottles are being collected. Bottles should be rinsed, but labels need to be removed.
2. **OTHER PLASTIC BEVERAGE BOTTLES-** This category of plastic bottles includes the clear plastic gallon milk bottles, bottled water bottled, and other juice and beverage bottles. Bottles should be rinse, but labels need not be removed.

ORANGE COUNTY RECYCLING PROCEDURES

GENERAL

These are the procedures to insure countywide compliance of the mandated recycling law. This law mandates all residents (single and multi-family units), businesses, institutions, and industries. This law will include all cities town and municipalities in Orange County.

SPECIFICS

Listed below are the items to be recycled: all glass bottles, jars, cans, in one re-useable container. Newsprint as a separate item.

The preparation for these items is as follows:

Newsprint: Tied in bundles with strings. **NO BROWN BAGS** Glass

Bottles & Jars: Clear, green and brown glass must be emptied and rinsed without caps and rings. Labels stay on.

Tin & Aluminum Cans: All cans stay empty, clean, rinsed and label free.

Plastic Containers: Soda, milk, juice, shampoo, and detergent bottles labeled with a (1) PETE or a (2) HPDE must be empty, rinsed and without caps.

Products to be separated for recycling:

Newspaper and plastics must be put in their own containers.

Steel, tin and aluminum can all be placed in one container.

Glass jars and bottles must not be bagged.

DO NOT RECYCLE

Glass Mirrors/ Window Pane/ Glass Door/ Windshield/ Light Bulbs/
Ceramics/ Crystal/ Pyrex/ Dishes/ Drinking Glasses

Tin & Aluminum Paint Cans/ Aerosol Cans/ Chemical or Hazardous
Material Containers/ Coat Hangers/ Tin Foil/ Aluminum Foil/ Bottle or
Jar Lids/ Pots and Pans

Plastic Motor Oil or Transmission Fluid Bottles/ Foam Plastic/ Misc.
Household Plastics/ Plastic Bags/ Plastic Bottles with a -3-, -4-, -5-, -6-,
or -7-

Newspaper/ Junkmail/ Magazines/ Paper Bags/ Phone Books/ Plastic
Bags/ Dirty Papers

B. Again be reminded that the county has mandated this recycling
program and forbids our trash hauler from picking up our garbage if we
don't recycle. The county will inspect the garbage from time to time to
check for compliance and will fine those who do not comply.

C. Our dumpsters are for resident and Rockwood staff use only. Please
do not put regular trash in the recycle bins. We do not allow anyone to
go through our dumpsters for deposit cans and bottles, etc.. Please
contact the rental office at once if you feel anyone is misusing these
sites, in any manner.

D. Please do not leave large objects such as furniture and used
appliances outside of our dumpsters. If you have a question concerning
how or where to dispose of such items, please contact the office.

E. Trash cannot be left in the hallway, bin areas, decks, etc., even
temporarily. Our employees are instructed to remove trash from these
areas and charge the tenant \$25.00 per offense. In addition, do not use
the laundry room trash containers or the winter sand buckets in your
hallways to dispose of your garbage.

XVII. Littering

A. All personal items and/or property such as children's toys, bicycles, furniture, etc. should be stored in your apartment or in your storage bins, effective immediately. All common hallways are to be kept clear of refuse, furniture and all personal items of any sort at all times. This is mandated to keep in compliance with the Town of Walkill fire and safety ordinances. Any articles found in the common hallways or any other common area may be removed and possibly discarded by our maintenance staff. If we discover whom the item belongs to there may be a charge for removing the item.

B. Garbage is to be placed inside the garbage dumpsters. Household garbage is not to be placed in common areas prior to being taken outside. Garbage should be removed from your apartment in a timely manner. See recycle information attached for specifics on using correct dumpsters for newspaper, and another for glass, steel, tin, aluminum, plastic containers, and the regular dumpster for all other garbage. Please close side doors of dumpsters, and when possible close top lids, to keep animals out of dumpsters and to keep litter from spilling out.

C. It is not permissible to leave cigarette butts in the common areas of your building, or to dispose of them on the outside grounds. These areas include mulch and stone landscaped areas. Not only is this practice unsightly, it is a potential fire hazard. Please be cautious if smoking on your deck, use ashtrays and be certain the cigarettes are completely extinguished. Allow the butts to cool, then dispose of properly. We are also asking for your cooperation to prevent the careless tossing of candy wrappers, chewing gum wrappers, or any other type of small debris from littering the grounds. Please take time to dispose of these items properly. This includes not using the sand buckets that are placed in the hall in the wintertime. These are not trash cans. Please inform your children and your visitors of these rules, and all other rules.

XVIII. Snow Removal

Residents must cooperate with established snow removal procedures. Maintenance Staff will plow the driveways and parking areas shortly after the end of a snowfall. All cars must be moved from the parking areas in a timely manner as we notify the tenants that we are plowing their buildings spaces. If you are going away during the winter, leaving your car in a parking space, you must make arrangements to have your car removed in the event of a snowstorm. Vehicles not moved will be subject to towing at tenant's expense, including visitor's vehicles, without further notice. Please be careful when removing snow from your vehicle not to create a further problem with snow in your parking space.

XIX. Drains and Toilets

Please only flush toilet paper down the toilet. Please do not flush kitty litter down the toilet, even if the product says that it is flushable. Also, please do not flush feminine sanitary products, including those that say that they are disposable and flushable. This is very important because of the sewer system and volume of use. Also, please be careful of what goes down your sink and shower drains. Please do not dispose of grease, food, hair, or any other objects in your sinks or shower. If we discover who is responsible for the backups we will have to charge the tenant for damages. Remembering to do these things now will prevent unnecessary interruptions in service later.

XX. Children's Behavior Policies

A. In the past, our maintenance personnel have observed children playing with our water spigots. Many of our spigots have water timers on them to water flowers on a regular schedule. Please explain to your children the importance of them not touching these spigots. It could destroy the timers and hoses, along with the landscaping, which will not receive water. If we do observe children participating in this behavior, we will contact their parents. Damages will become the responsibility of the parents. In addition, parents are responsible to monitor their children's whereabouts and behavior at all times. Children are not to play in plant beds or stone beds alongside buildings.

B. Please remember that apartment living requires consideration of all neighbors. We do supply two playgrounds that should be used by children. Common hallways and basement areas are not play areas at any time..

C. Playground areas and the field opposite Building 71 provide ample space for play..

D. Rollerblading and skateboarding are not permitted on Rockwood property.

E. *In addition to children tampering with our water timers and spigots, we ask all tenants and their visitors to not detach timers, hoses, etc. in order to wash cars, etc. Our landscaping could suffer if we do not have the scheduled watering.*

XXI. Security Deposit Refunds

Apartments will be inspected for damages shortly after the tenant vacates the apartment. Security deposit refunds will be made in the names of all tenants on the lease. In no event will we issue separate checks. It is important that tenants give us a forwarding address. Failure to give a forwarding address will delay return of tenants security deposit refund. Cleaning and damage charges, along with any other fees, will be deducted from the deposit. Security can never be used as rent payment. Please refer to your lease for further security deposit information, including the time frame in which security is returned.

XXII. Suggestions

We welcome all constructive criticism of any policy we have and we welcome suggestions for improving the overall quality of living at Rockwood. Please feel free to contact the rental office personnel with your thoughts.

XXIII. Rockwood Staff

It is the policy of the owners and management of Rockwood Gardens Apartments that our staff be responsive and courteous to our residents. If you feel this has not been the case please contact either the Rental Office at (845) 692-2939 or you can call Erica Arbron, President at (203) 322-7170.

XIV. Changes to Rules and Regulations

The landlord reserves the right to change and /or add to these rules and regulations.

As reviewed by all tenants of record, the foregoing is attached hereto as a rider as Schedule 1, containing further Rules and Regulations, specific to Rockwood Gardens Apartments, which are hereby made part of the Lease Agreement. Any violations to these terms will be considered a failure to honor our lease obligations, and consequently you may be considered in default and subject to legal action under the lease and the law.

I have reviewed the Rules and Regulations and I understand all of the terms, as set forth.

AGREED:

TENANT

DATE

AGREED:

TENANT

DATE

ACCEPTED BY: _____ **DATE** _____

Andrew Newcomb, Regional Manager on behalf of the Landlord.