

Knights of Pythias Retirement Center
3409 Main Street, Vancouver, WA 98663
Phone (360) 696-4375 Website www.koprc.com FAX (360) 694-6263

House Rules

Owner will furnish resident with 60 days written notice prior to implementing new house rules.

1. Smoking

Effective November 1, 2016 KOPRC is a non-smoking building. Smoking is only allowed on this property in the designated area at the southern front of the building. Smokers must be *inside* the smoking shelter. Smoking is **not allowed** in apartments, balconies, or anywhere on this property except inside the designated shelter.

Violation of this policy will result in:

First Violation: A documented verbal warning.

Second Violation: A written notice to comply within 10 days or vacate.

Third Violation: Written termination of tenancy.

2. Parking

Parking is available on a first come basis for Residents only. Residents are limited to one vehicle per unit. All vehicles must be registered with the front office and given a parking permit to be placed in a visible area on the vehicle. If you have tinted windows, please place your parking permit in the front window. A parking permit can only be given to a resident if they provide both their valid driver's license and current registration of the vehicle. The vehicle must be registered in the tenant's name. Vehicles without the parking permit will be towed at owner's expense. Unregistered and inoperative vehicles are prohibited. Repair work will not be done on the premises. Excessive oil or spillage must be removed as soon as detected.

3. Building Security

The main entrances to the building are secured by locks that are not keyed. To access the building, your friends and relatives must first identify themselves and the individual that they wish to visit before they will be admitted to the building. When entering the building, do not hold the door open for strangers. Please refer them to the receptionist's window for identification. No soliciting is allowed by either residents or outsiders. Security cameras have been installed in several common areas and are monitored by staff to insure your safety. Periodically, security personnel are away from the office for brief periods of time to make rounds, respond to emergencies, or check on pull cord alarms. During their absence, no one is allowed to open the front doors for anyone wanting to enter, even if they know that person. Visitors may be seated in the foyer and must wait until security staff returns to allow entrance.

4. Visitors

Overnight guests are welcome in your apartment. You may have overnight guests for a maximum of twenty days per year (not per guest). If your guest will be staying for more than seven consecutive days, you must seek management approval prior to allowing an extended stay. Guests may not stay in your apartment if you are not present. Residents assume responsibility for their guests. Visitors and guests under the age of 12 must be accompanied by an adult resident when using building facilities. All guests entering the building are required to sign in and out at the front desk. If a guest has signed in and needs to leave briefly to run an errand, it is their responsibility to let the front office staff know that they will be right back and are therefore not going to sign out at that time.

5. Grocery carts

Grocery carts are not allowed in the building at any time. Groceries may be transferred to a small cart (kept in the front office) for transporting items to your apartment. To access a cart, go to the front office and request one. If you are going to Safeway to shop, you may take a Safeway cart with you if one is available on the premises. You may also take one of our small carts with you to your various shopping destinations to aid in transport of your items. Please be sure to return your cart to the front office when you are done. If you lose your cart you will be charged the actual cost of the cart for replacement.

6. Harassment, Bullying, Gossip and Hostile Environment

The Fair Housing Act makes it unlawful to interfere with any person's right to enjoy their home. Therefore KOPRC will not tolerate resident to resident harassment based on (but not limited to) race, color, religion, sex, handicap, familial status, national origin. Any resident who engages in harassment, bullying, or gossip that threatens another resident's sense of safety and privacy and creates a hostile environment will be subject to termination of tenancy.

7. General Behavior

- This community will not uphold any type of violence or abuse. This includes bullying or harassment of any kind.
- Abusive/vulgar language will not be tolerated in the public common spaces of this building
- Pick up after yourself and guests to help maintain a clean, safe environment, both inside and outside.
- No musical instruments, radios, TVs, etc. shall be operated at any time in a manner that is disturbing or annoying to other persons.

8. Inspections

Inspections will be done at least annually to insure proper use of your appliances and that you are maintaining clean, safe, and sanitary conditions while residing with us. If at any time between regularly scheduled inspections you notice or suspect the presence of fleas, cockroaches, bedbugs, or any other pest you must notify us immediately so that we can treat the infestation before it spreads.

9. Hallways

No items are to be placed or stored in the hallways.

10. Doors

Apartment doors are not to be propped open except to aid in entering and exiting. Otherwise, the door is to be shut. The door to your apartment is there to provide you with privacy, security, and safety. This door is a fire-rated door, which means in the case of a fire, it will block entrance of a fire to your apartment or prevent fire from spreading from your apartment into the hallway. Leaving it propped open compromises your privacy, security, and safety. Additionally, keeping your door closed helps prevent smells or odors going into the hallways which are frequently objectionable to others.

11. Door Locks

All apartments are provided with secure locks. Please use them when leaving your apartment. Altering or adding additional locks is not permitted and they cannot be installed on any apartment door. Doing so may prevent us from reaching you in the event of an emergency.

12. Keys

At move in, you are provided with one apartment key and one mailbox key. If you lose your key you will be charged the actual cost to make a new one. If you lock yourself out of your apartment, you may borrow a key from the front office at no cost. Please remember to return the office key promptly.

13. Circuit Breakers

Breaker boxes are to be accessible at all times. Do not place any items over the door of the breaker box, nor obstruct access to it in any way.

14. Repairs

If an appliance or light fixture fails, notify the front office immediately. Do not attempt to make repairs yourself. Repairs should be done by maintenance or authorized individuals only.

15. Bathroom Outlets

The electrical outlet in the bathroom has a special device called a ground fault interrupter and is a safety feature for your protection. If, for example an electric razor, hairdryer, etc. you are using accidentally drops into the sink with water present, the electric current to the outlet would immediately shut off, thereby eliminating any danger of shock. Do not attempt to reset this device without first notifying management.

16. Light Bulbs & Fixtures

Light bulbs have been installed before move-in. When replacement is needed, you may replace them yourself, or contact the front office to request assistance. Please do not attempt to remove the globes surrounding the light bulbs. We can arrange for our maintenance staff to replace your florescent tubes and/or light bulbs with bulbs we provide at cost or you can furnish the bulbs and replacement is free. If you have any questions regarding proper usage and wattage of bulbs, please contact the front office.

17. Smoke Alarms

Each apartment is equipped with a smoke detector, a carbon monoxide detector, and fire sprinklers. These devices will sound an alarm if there is an excess of smoke in your apartment or a fire should occur. Do not hang anything on the sprinklers on your apartment or store anything nearby the sprinklers in your apartment. If the alarm sounds in your apartment, look for the cause. If there truly is a fire,

leave your apartment immediately, remembering to close the door behind you. Pick up the nearest hallway phone and push the top left button to be connected with the front office. They will give you instructions on what to do. If the alarm is not in your apartment, please do not go looking for it. That is the responsibility of management. We have a very sophisticated alarm system to indicate the problem area. Do not leave your apartment unless you are instructed to do so by the proper personnel. Several times a year, an inspector comes into the building to test the alarm system.

18. Use of Oxygen in Your Apartment

Large tanks that must be secured to a wall are prohibited. Contact the front office for information on the use of oxygen in this community. Notify management before making arrangements for oxygen use.

19. Emergency Pull Cords

Emergency pull cords are located in the bathroom areas of all apartments. They are also located in the living room area in the studios and in the bedrooms of the one and two bedroom apartments. Pull cords must remain accessible, untied and dropped to the floor. Cords may not be altered in length. These pull cords are for emergency use only. Upon move-in, please make sure that the cords are untied and dropped to the floor. If you fall, the cord will be of no use to you if it is still neatly tied to the wall. If you need emergency assistance, pull the cord. It will start ringing in the front office and continue to ring until a staff member is in your apartment to shut it off. A light will also light up outside your door to help guide the staff member to your apartment quickly. The emergency call system board is monitored 24 hours a day, 7 days a week. A staff member will respond to the emergency call and evaluate your situation. They will assist in calling emergency vehicles, doctors, and family members. They do not offer first aid of any type.

20. Water Beds

Waterbeds will not be permitted without a doctor's statement verifying the need.

21. Garbage Disposals

Do not put the following objects down your garbage disposal: Medications, glass, metal objects, bones, fibrous vegetables (such as celery), banana or potato peelings, etc. When in doubt as to whether to place an object in the garbage disposal, don't! Throw it in a trash bag. A good rule of thumb to remember is, "If you can't chew it, neither can your disposal." If your disposal becomes jammed, do not attempt to clean it out yourself. Please contact the front office to place a maintenance request. To keep your garbage disposal in good condition occasionally turn on cold water and run the disposal for a short period of time.

22. Interior Walls and Woodwork Areas

Prior management approval is required to make any decorating changes or attach any items to surfaces within the apartment. This includes replacing drapes, adding blinds, painting, hanging pictures, lamps, etc. Any items management approves to be attached to the physical structure are to be left at move out. Assistance in hanging approved pictures, mirrors, etc. is available by contacting the office. Our maintenance staff will properly hang items to prevent damage. TVs may not be mounted to the wall. No radio or television aerials or wires shall be erected on any part of the premises without prior permission from management.

23. Heating and/or Cooling Units

Management approval is required before installation of any appliance not furnished. Additional heating units that consume fuel are prohibited in this building due to safety reasons. Placement of any heat-producing appliance near the thermostat will throw the control off and may cause you to use more electricity. You may provide an air conditioner and maintenance will install it. Air conditioners need to be no more than fifty pounds and no more than 6,000 BTUs. You will be charged the actual cost of the parts needed to install the air conditioner.

24. Liquid Bleach

There is no liquid bleach allowed in the building. This includes liquid chlorine bleach, as well as any type of cleaners containing bleach. Dry bleach, such as Clorox II, is safe to use and is allowed.

25. Use of Your Balcony

- Keep area clean and neat.
- Do not use balconies for storage areas.
- Use broom and dust pan when cleaning balconies.
- Damp mop only.
- Do not hose or sweep off balconies into courtyard or onto balconies below you. Do not shake dust mops or area rugs over the balcony.
- Charcoal and/or propane grills are prohibited on balconies.
- Use extra safety precautions when using your balcony. Do not hang on or lean on railings.
- Do not throw things off balcony into courtyard or balconies below.
- Notify front office immediately if repairs are needed.
- For your safety, do not use your balcony if there is ice on it.
- Please do not use salt or other chemicals to de-ice balconies.
- It is prohibited to nail or hang anything from the balcony walls, ceiling, or railings except with the administrator's advance permission. This includes satellite dishes, which are not allowed on our building.
- Please do not use the balcony railings to hang or dry clothing or other objects.

26. Laundry Rooms

Laundry rooms are located on each floor and are to be used by one tenant at a time. You may use only one laundry room at a time on any floor. Hours for the laundry rooms are 8:00 am to 9:00 pm. Please do not let your laundry sit in the machines. Remove loads promptly. No liquid bleach is allowed in the building. Please use powdered bleach only. Turn off the lights when leaving and be sure that the door is closed when the room is unattended. Report any equipment/mechanical problems to the front office immediately, as well as any spills or messes that need to be cleaned up. Laundry room rules of courtesy are posted in each laundry room.

27. Trash Rooms and Garbage

Trash rooms are located at the back of the building near the elevator on the second, third, fourth and fifth floor. A garbage can is located behind the back exit door of the building on the first floor and a dumpster is located to the left outside the back exit. All disposable items are to be securely contained and placed in the trash chute. All trash must be bagged, preferably in plastic bags and secured before being placed in the trash chute. We suggest that bottles or glass items be wrapped in newspaper before being placed in the bag to prevent the glass from shattering. Under no circumstances are trash containers, boxes, bags, bottles, cans, etc. to be left in the hallways, stairways, or entries. Dumpsters

are not emptied on Sundays; therefore you may wish to take your trash out on other days to avoid overflowing the container. Do not force large items or overstuffed trash bags into the trash chute. Forced items will get lodged and block the chute. No cardboard boxes, newspapers, blankets, clothing, or other items that cannot be contained in small trash bags should be placed in the trash chute. If you have some of those items to be disposed of, you may call the front office and they will inform you as to the manner in which those items should be disposed.

28. Violence Against Women And Justice Department Reauthorization Act of 2005 (VAWA)

Knights of Pythias Retirement Center supports and assists victims of domestic violence, dating violence, sexual assault, and stalking and seeks to protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing as a consequence of domestic violence, dating violence, sexual assault, or stalking. Upon move-in, you are given notice of your rights and obligations under VAWA . You are also provided with an emergency transfer plan which includes an option to complete form HUD-91066 (Certification of Domestic Violence, Dating Violence or Stalking). These forms are given to you upon move-in, in the event of a termination or start of an eviction for cause proceeding, or if your HUD rental application is denied. If you have any questions about your rights under VAWA or wish to complete form HUD-91066 please contact your Assisted Housing Manager. All information will be kept strictly confidential; will not be entered into any shared database, and will be secured in a separate file that is kept in a separate secured location.

Signatures:

TENANT

BY:

1. _____ /_____/_____
Date Signed

2. _____ /_____/_____
Date Signed

LANDLORD

BY:

1. _____ /_____/_____
Date Signed

