

Presque Isle Housing Authority

House Rules

1. General

- a. You must abide by the Housekeeping Standards document.
- b. The Housing Authority is required to provide a room temperature of 68 degrees. Our thermostats are regulated to heat to 72 degrees. Do not force the thermostat beyond 72 or it will break and you will be charged for a new thermostat and labor to install it. Also, do not alter, cover or in any other way attempt to manipulate the functioning of the thermostat.
- c. Windows must be kept closed and locked between November 1 and April 15 when the temperature is below 40 degrees. For the purpose of this section windows include any windows in storm doors. You will receive one warning to close and lock your windows. The next time your windows are open, staff will contact you or enter your apartment, if necessary, to close and lock an open window. You will be charged in accordance with the Schedule of Charges posted at the office if this occurs.
- d. Items stored in basements should be kept in plastic containers and / or stored up off the cement floor. The basements occasionally experience groundwater flooding due to snowmelt or severe rain. The Housing Authority is not responsible for damages to personal items resulting from ground water flooding.
- e. There is a fee for lockouts that occur after our regular business hours in accordance with the Schedule of Charges. The Housing Authority is available 24 hours a day to unlock a unit. Identification will be required before we open the door.
- f. No loud music allowed after 9:00 PM. During all other times, music that is played loud enough for others to hear should not contain swearing, vulgar or violent language.
- g. Residents and Guests should keep noise to a minimum outside after 9:00 PM.
- h. In buildings that have shared hallways, you cannot block egress by storing any personal items in the hallways. Rugs should be short pile and non-slip door mat style so they do not cause a trip hazard.
- i. Appliances supplied by the Housing Authority are for resident use only. Family, friends and other should not use washers and dryers provided in common laundry areas. Also, for safety reasons, please clean out washers and lint screens after use.
- j. You cannot use air spray, air fresheners or other chemicals in common areas such as hallways, stairwells and entrances as this causes a health hazard to some residents.

- k. If applicable, residents must share Housing Authority clotheslines with other residents. Do not leave clothes on the lines for extended amounts of time or use more lines than necessary.
- l. Senior / Disabled units are equipped with emergency assistance pull cords for the safety of residents. The cord, when pulled, sounds a bell or alarm and electronically disables the lock on the apartment door allowing emergency personnel or a neighbor to enter the apartment. The pull cord does not notify police or ambulance. It is mandatory that the pull chains or cords are left in place, hanging and accessible from the floor should you need them. It is a safety violation to tape, remove, tie or otherwise alter the cord.
- m. You are not allowed to establish a bedroom in the basement because there is only one way of egress and it is a fire safety hazard. Also, you cannot put furniture in front of exit doors and bedroom windows. Emergency personnel must be able to gain access to your apartment and people must be able to get out of the apartment without obstructions.
- n. Air conditioners are allowed, but they must be no more than 8,000 BTUs. The tenant must contact the office prior to installation, for us to apply the seasonal flat fee per air conditioner in accordance with the Excess Utility Statement. The fee covers the months of June, July August and September. Air conditioners cannot be installed prior to June and must be removed by September 30. If you install an air conditioner without reporting it before June 1st or if the unit exceeds the 8,000 BTU limit, there will be a fee for violation of these rules in accordance with the Schedule of Charges. In addition, your air conditioner(s) will be removed until the appropriate date.
- o. Fireworks are not allowed on the premises of the Housing Authority at any time for safety reasons.
- p. For safety reasons, space heaters of any kind are not permitted.

2. Vehicles and Parking

- a. All vehicles must be registered and inspected and be operable. You cannot store “spare” vehicles on the premises.
- b. You are not allowed to do any vehicle maintenance other than changing a flat tire.
- c. Vehicles must be moved for plowing when maintenance is plowing your parking area. Staff will alert residents by sounding their horn. If your vehicle is not moved, you will be issued a written warning which will contain a notice that your vehicle will be towed the next time it is not moved for plowing.

Vehicles not registered to residents that have not moved for plowing will be towed without warning and at owner’s expense.

Do not leave unattended vehicles in the parking area if you or someone else is not available to move them.

Residents are not permitted to have anyone plow or snow blow your personal parking spaces.

- d. Residents will be given one warning with a 24-hour notice to move an unauthorized or inoperable vehicle. Any offense after this warning will result in your vehicle being towed at the owner's expense.

Vehicles not registered to residents that are unauthorized or inoperable will be towed without warning and at owner's expense.

- e. Resident vehicles must be parked in the assigned parking spaces. Do not park in other's spaces without permission. Visitors must park in visitor parking areas.
- f. No ATVs, snowmobiles, motor scooters, mini bikes, unregistered motorcycles, commercial vehicles, trailers, plows, or other such items can be parked, driven or ridden on housing authority property. Violations of this rule will be reported to the local authorities as trespassing and the vehicle will be towed away at the owner's expense.

3. Yard and Exterior Spaces

- a. Lawn Mowing - Residents in family housing are responsible to mow their lawns and trim in the front and in back of the apartment. Residents must keep grass cut to a height of less than 6 inches. When your grass exceeds 6 inches, the Housing Authority staff will mow the lawn and you will be charged for Lawn Mowing in accordance with the Schedule of Charges.

The Housing Authority provides mowers. Residents are not allowed to use, store or operate privately owned mowers on housing authority property due to safety issues and flammable material storage. An adult resident must sign out mowers. Children are not allowed to operate lawn mowers. Mowers are available during regular business hours according to the season. For Birch Street residents, mowers are located in the maintenance shop on Ash Street behind the office. Please come in the office to sign out the mower and sign the mower back in when finished. Mowers are also located at the maintenance shop on Carmichael Street. Mowers on Carmichael Street are locked with a pad lock key that can be opened with your apartment key. There is also a sign out sheet located there to track the use of the mower. If Resident volunteers are available, a mower will be provided after hours and weekends via sign out sheet at two designated apartments – one on Birch Street and one on Carmichael Street. This information will be provided to Residents each mowing season.

Please pay attention to the hours of availability and return the mower before the designated closing time. Hours will be posted on the sign out sheet. If the mower is not

returned by the appropriate time, you will be charged a Lawn Mower Retrieval Fine for maintenance to collect the lawn mower in accordance with the Schedule of Charges.

- b. Winter – Family Residents are responsible for the snow removal on their decks / porches, walkways and steps in the front and rear of their apartment. Salt / ice melt is available at the office and various locations by the buildings for resident use.
- c. Do not attach anything to the buildings, porches, railings, steps or other parts of the structure. This includes wreaths, signs, plants, swings, hooks, flags, wind chimes or other decorative items. Such items will be removed by Housing Authority staff and a labor fee will be assessed for such action in accordance with the Schedule of Charges.
- d. Bird feeders and hanging plants are allowed on poles or Shepard hooks.
- e. Satellite service is allowed after notification to the office.
- f. Hoses are not permitted in any developments and residents are not allowed to wash cars at their apartments. A hose is provided at the Administration building for resident use.
- g. Flowers can be planted in front of apartments; however, you are responsible for the upkeep. You must keep flowerbeds weed and growth free. Unkempt yards will be returned to grass and you will be charged for the materials expense and labor rate in accordance with the Schedule of Charges.
- h. Charcoal grills and gas grills are allowed, but cannot be used or stored on your porch or steps. They must be kept away from the building and on a non-flammable surface. Gas grills tanks must be removed from your grill by October 31 and remain off through April 15. Tanks cannot be stored in basements or storage areas; the Housing Authority provides caged exterior storage free of charge.
- i. You can have picnic tables, lawn chairs or other small items. No clotheslines, fences, swimming pools, water slides, playground equipment, screen houses, tents, large lawn ornaments, canopies, bug lights, sand boxes or trellises are allowed. Small decorative fences or borders cannot exceed 18 inches. Furniture items intended for interior use cannot be utilized outside the apartment.
- j. Fire pits or bonfires of any kind are not permitted on Presque Isle Housing Authority property.

4. Trash

- a. You cannot leave bags of trash on your porch or steps for any amount of time. All trash must be placed in the appropriate dumpster immediately. Staff will pick up any trash left on your porch or steps or in your yard and you will be charged the Trash Clean Up Fine in accordance with the Schedule of Charges.

- b. You are not allowed to have a personal garbage can on your porch, steps or walkway.
- c. Cardboard must be separated from household garbage. There is a cardboard designated dumpster in each housing area. Please see attached map for the exact location. Do NOT put regular trash in the cardboard only dumpsters. There will be a Cardboard Removal Fine in accordance with the Schedule of Charges if your trash is found in a cardboard dumpster.
- d. Do not allow children to take out the trash if they cannot reach the dumpster. Do not leave bags of trash on the ground.
- e. Please discard old televisions, washers, dryers, tires and furniture items by placing them next to the dumpster. Place televisions face down, so if they break, the glass is not accessible.

5. Holiday Decorations

- a. Christmas - Real Christmas trees are allowed, but cannot be put up more than two (2) weeks prior to Christmas and must be taken down within one (1) week after Christmas to prevent a fire hazard. Trees must be taken to the dumpster or designated local disposal site and cannot be left in the yard.

Real wreaths can only be used on the outside of exterior doors and cannot be put up more than two (2) weeks prior to Christmas and must be taken down within one (1) week after Christmas and be disposed of promptly to prevent a fire hazard. You cannot hang wreaths from the porch walls or railings, you must use an over the door hanger.

- b. Halloween - Do not attach decorations to the building.

You cannot use bales of hay or other materials because of fire safety issues and rodent infestations.

You cannot use actual candles in jack-o-lanterns. You can use light sticks or battery operated lights.

Pumpkins and other fall decorations can be left up for Thanksgiving, but Halloween orientated items must be taken down within one (1) week following the holiday.

- c. Light decorations or electric decorations of any kind are not permitted to be put up or installed outside unless they are battery operated.
- d. Decorations of any kind are not permitted to be attached to the buildings, porches, railings, steps or other parts of the structure.

6. Play Ground Rules and Regulations

- a. The playgrounds are open from 6:00 AM to 9:00 PM. please do not allow your children to play or hang out at the playground outside of these hours.
- b. The following rules must be observed at all times on the playground:

No swearing, vulgar or abusive language;

No defacing damaging or otherwise altering equipment or structures;

No violent, disrespectful or aggressive behavior toward other children, adults or staff;

No bullying; and

No littering.

After three (3) three written complaints, you or your child will be banned from the playground areas.

7. General Behavior

- a. You are responsible for your children's behavior in and out of your household. The lease states that residents are responsible to not act in a threatening or abusive manner toward other residents and that you should not interfere with the right to peaceful enjoyment of other's accommodations. This includes children.
- b. Do not allow your children to play in, on, around, near dumpsters or to play with trash. Do not allow them to move furniture, toys or other items to the playground or other areas of the yard.
- c. Do not allow your children to ride bikes in the street or around parked cars.
- d. Children are not allowed to play west of the office. They cannot play around the senior apartments, walkways or parking areas.
- e. All personal items must be kept in your assigned space. Toys, bikes, lawn chairs, clothes, shoes or other items that are left in common areas will be picked up and disposed of.

8. Howard Place

- a. Personal items are not allowed in the common areas of the buildings as follows: do not hang anything on the walls in the hallways or entrances / exits, do not place furniture, decorations, etc. in the laundry area, do not place personal chairs or other items permanently outside or on the decks. Any personal items that are used outside must be returned to your apartment after use. Items have been purchased by the

Housing Authority for resident use including hallway decorations and exterior chairs, tables, rocking chairs and planters. All personal items must be kept in your apartment.

9. Statement Regarding Renter's Insurance

- a. Presque Isle Housing Authority has Multi-Peril Package Insurance that covers fire, liability, etc. This coverage DOES NOT include the personal contents of the apartments. It is recommended that Residents secure a Renter's Insurance Policy to cover your personal property in case of fire, flood, power outage or other loss.