



## COMMUNITY RULES

1. Resident agrees not to make excessive noise, or engage in activities, which will unduly disturb others. **LOUD PARTIES, LOUD GUESTS, LOUD STEREO/SUBWOOFERS, and LOUD SURROUND SOUND TELEVISIONS ARE NOT ALLOWED AT ANY TIME.** Resident agrees to be especially quiet during hours of 10:00 p.m. to 6:00 a.m. with running water, entering and exiting buildings, operating attached garage door openers, etc.
2. For Green Bay residents with shared laundry areas: Laundry is to be done between the hours of 8:30 am and 10:00 pm. Wipe up any spills, discard empty containers, and empty the lint filter after each use. Remove clothes promptly so that others may use this facility and make every effort to make this room pleasant for all.
3. Resident agrees to keep windows and doors closed during the heating season and to keep heat temperature between 68 and 73 degrees. Do not turn heat below 64 degrees if you are leaving the apartment for an extended period of time during the heating season.
4. **Hallways are to be kept clean and free of all personal property, including shoes. No loud noises are permitted in hallway. NO SMOKING or other odors that are offensive to others is permitted in halls. Resident will extinguish smoking materials before entering hallways.**

### 5. FIRE CODES FOR GRILLING

When using grills, resident must comply with the fire code ordinance. The use or placement of any propane or charcoal portable cooking device is strictly prohibited above the first floor occupancy. On the ground floor the use of any open or closed outdoor cooking device, propane or charcoal, or similar devices used for cooking, or any other purpose, is prohibited within fifteen (15) feet of the structure or any combustible materials, exterior window openings, and exits.

LP gas containers larger than 2.5 pounds cannot be stored in the apartment or garage. Charcoal must be disposed of properly.

Fire pits or outdoor fireplaces are not allowed at any Toonen Property. Fireworks are also strictly prohibited.

6. **The only items allowed on patios and balconies are plants, patio furniture and one grill (where allowed), and must be kept neat and uncluttered and shall not be used as a storage area. Items such as clothes lines, articles of clothing, rugs, blankets, towels, household furniture, brooms, shovels, coolers, toys, charcoal, lighter fluid, etc. should not be hung, placed, or stored on the patio or balcony. Planters and pots must be removed from patios and balconies when not in use over winter. Floatation devices and other water toys cannot be stored on patios or balconies and must be kept in your apartment or garage when not in use. Please do not put out any personal property that would obstruct the view or privacy of your neighbors or that would cause noise and affect the peaceful enjoyment of the property such as wind chimes.**
7. Feeding birds, wildlife, stray animals, etc in any manner on the property is strictly prohibited. Anything that attracts birds, wildlife, stray animals, etc to the property is also strictly prohibited, such as bird houses and bird baths.
8. Sidewalks, grounds, and all common areas are to be kept free of personal property. Resident will be liable for any injuries caused due to personal property being left on the sidewalk or common areas and any costs incurred to remove resident's property will be the resident's responsibility.
9. **Resident agrees to properly dispose of trash and recyclables. Climbing into dumpsters or removing items from the dumpster area is prohibited. Neither garbage nor recyclables shall be placed on the patio/balcony, common areas, grounds, or in garages. Garbage must not be kept in the apartment for extended periods. Resident agrees to keep the grounds presentable by not littering. Smokers must have an appropriate container available to dispose of cigarette butts.**

### 10. VEHICLE RULES AND REGULATIONS:

**One vehicle is allowed per person, or a maximum of two vehicles per unit with one vehicle parked in the garage at all times. Third vehicles must be approved by the landlord and parked in areas designated by landlord. Boats, trailers, campers, commercial vehicles, and any vehicles that are too large to fit in the garage cannot be parked on the premises without landlord's written permission. Motorcycles must be parked in the garage and loud motorcycles are prohibited. Operating snowmobiles, four-wheelers, off road vehicles, etc within the apartment community is prohibited. Resident agrees to move their vehicles for snow plowing purposes when snow removal equipment arrives and are responsible for costs associated with return services for failure to comply. No parking on the grass or sidewalks at any time.**

**Vehicles that are in need of repair, have visible rust or dents, or are of poor appearance will not be allowed.** All vehicles must be operational and must be properly licensed. Storing vehicles in parking lots is not permitted. Resident agrees to keep vehicles free of all fluid leaks, and to have any fluid leaks repaired within 24 hours. Resident is responsible for costs of repair or removal of oil spots or other fluid leaks from the parking lot or garage floor.

**Resident understands that they will be held responsible for the cost of ticketing and towing if they fail to comply with these rules.**

**GARAGE DOORS MUST BE CLOSED AND LOCKED AT ALL TIMES.** The use of heaters in the garage is prohibited. Vehicle repair work is not allowed on the property. Extensive woodworking or shop work is not allowed in the garage.

For the safety of all residents, resident agrees to adhere to a speed limit of **10 MPH** when driving within the apartment community.

11. Solicitors are prohibited. Do not open the door for solicitors; report them to the office immediately. Resident agrees to refrain from allowing anyone they do not know into the hallway and accepts responsibility for any damages done by a stranger that was allowed into the building. For the safety of all residents, do not prop open entry doors.

12. Resident must have landlord's approval to install a satellite dish. Landlord will determine proper installation for the satellite dish to prevent damage to the building and to maintain the aesthetics of the property. Residents must have a patio or balcony facing southwest to properly install a satellite dish. Landlord reserves the right to remove a satellite dish that has been improperly installed or installed without permission.
13. **Guest policy: Residents are allowed up to two guests for up to 7 consecutive days not to exceed 21 days in any 12 month period. If guests choose to stay longer they must go through the application process and be added to the lease. This option is available only if the number of residents in the apartment does not exceed occupancy standards. Resident is responsible for the acts of their guests.**
14. Resident agrees to return the following mandatory items to the office **within 7 days** after occupying the apartment:
  - a. **Move-in inspection form.** Resident understands that he/she assumes all responsibility for the condition of the apartment, including damages, if the inspection form is not returned within seven days after taking occupancy.
  - b. **Smoke alarm/carbon monoxide test form.** Resident agrees to test smoke detector and carbon monoxide detectors to ensure proper operation.
  - c. **Current phone number.** Resident agrees to update the office with changes of employment, vehicle information, and any phone number changes.
15. **Resident agrees to provide proof of renter's insurance prior to occupying the apartment and further agrees to maintain this renter's insurance throughout their residency. This renters insurance must cover the contents of the apartment and liability for accidental damage done.** If a declaration page is not available on the day of move in, proof of payment will suffice however a **declaration page is required to be submitted within 7 days** after occupying the apartment.

**16. SWIMMING RULES FOR LAKES AND PONDS**

**Cedar Lake, Swan Ridge, Quarry Park, Mc Carthy Creek, Scheuring Heights, Canterbury Creek, North Shore, Sand Lake:** Resident understands there is NO SWIMMING after dark; no swimming alone or without someone watching. Children MUST BE ACCOMPANIED BY AN ADULT when on the patio, lawn or beach. A LIFE JACKET IS REQUIRED FOR THOSE WHO CANNOT SWIM AND FOR ALL CHILDREN. Resident must accompany their guests and will take full responsibility for their actions. There is no swimming in the pond areas at Fountain Park and Silver Springs due to the electrical current for the fountains.

**17. FISHING RULES**

**Cedar Lake, Swan Ridge, Quarry Park, Mc Carthy Creek, Scheuring Heights, Canterbury Creek, North Shore, Sand Lake:** Resident agrees to follow fishing rules:  
 - A catch and release method of fishing is mandatory, use of barbless hooks is recommended.  
 - Resident must accompany their guests.  
 - Ice Fishing is strictly prohibited.  
 - Fishing with leaches for bait is strictly prohibited.

18. Ice-skating is strictly prohibited on all ponds and lakes Residents must not skate or walk on frozen ponds or lakes.
19. Paddleboats are allowed at the Cedar Lake, Swan Ridge, Quarry Park, Scheuring Heights, Canterbury Creek, North Shore, and Sand Lake properties only. At Cedar Lake paddleboats may be kept on the sandy areas but may not be parked on the grass. Paddle boats must be removed and stored out-of-season. At Swan Ridge, Quarry Park, Scheuring Heights, Canterbury Creek, North Shore, and Sand Lake paddleboats cannot be placed on the rocky edge, grass, or patios, and must be kept in the garage when not in use.
20. For safety reasons, water trampolines, floating docks or slides are not allowed on lakes or ponds. Landlord reserves the right to restrict water activities if activities are deemed unsafe.
21. Resident agrees to treat Landlord, Landlord Agents, neighbors, guests, and those around them in a friendly manner and agrees to inform their guests of the same. No foul, abusive, or threatening actions or language toward others is permitted.

Lessor shall have the right to make such other reasonable Community Policies & Guidelines as needful for the safety, care, proper operation and cleanliness of the premises and the preservation of good order therein, which when so made and notice thereof given the Lessee, shall have the same force and effect as if originally made a part of this agreement.

**We carefully read and fully understand the provisions as stated above and we agree to abide by them for the duration of our tenancy.**

Resident  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Resident  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Resident  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Leasing  
Agent \_\_\_\_\_ Date \_\_\_\_\_

Address of Apartment:  
\_\_\_\_\_  
\_\_\_\_\_