

*Are intended to create the best possible residential environment for you and your family

*Increase you family's enjoyment of your residence, community amenities and facilities

*Create community pride in where and how we live

*Suggest that it is the responsibility of all residents to participate with the staff to see that these policies set the tone for our community.

We request that you and your family observe these community policies on behalf of your neighbors, and we request that you neighbors observe these community policies on behalf of you and your family. From time to time these policies may need revision. When the situation arises, all residents will be notified in advance.

I. Your Apartment

A. Apartment Acceptance & Condition

We encourage you to inspect the apartment prior to move-in and note the presence of any conditions that may affect your security deposit at the time of move out. Any alterations of the leased premises must be approved in advance and noted on your lease agreement to avoid deductions from your security deposit. Your move-in condition form should be completed and returned to the management within 48 hours of occupancy to avoid any discrepancy at the time you vacate. If the form is not returned we will assume that everything was clean and in good, safe working order.

B. Countertops

Nothing hot should be placed on the countertops, nor should this surface be used for cutting without a cutting board. Resident will be responsible for repairs resulting from improper use.

C. Plumbing / Drains

Toilets, hot water heaters, sinks, drains, and other water apparatus shall not be used for any purpose other than that for which they are designed. Resident should not place improper articles, such as sanitary napkins or disposable diapers, into any of the aforementioned. Any damage or cost of repair resulting from misuse shall be the responsibility of the tenant by whom or in whose apartment the damage occurs or repairs is necessary.

D. Windows and Doors

*To preserve the aesthetic qualities of our community, we ask our residents not to hang any window covering between the glass and the property provided blinds, nor to apply plastic or aluminum foil directly to window glass.

*No article of any type shall be hung in the windows or on doors.

*Residents should remember to close and lock all doors and windows upon leaving the apartment. This should be done for security reasons as well as to prevent water damage.

E. Waterbeds

*Waterbeds will only be permitted in ground floor apartments.

*Residents must furnish proof of active "waterbed" insurance prior to placement in the apartment.

F. Garages

Your garage is to be used for parking, not storage.

*You may store a few things along the sides of your garage as long as your vehicle still fits. Also, your garage door must remain closed unless occupied by you. The garage must be neat and organized at all times. The resident is responsible for maintaining the condition of the inside of the garage.

Initials_____

G. Garage/Yard Sales

Sales of any kind are not permitted on the property.

H. Smoking

If residents smoke in their apartment, they are to be held responsible for any damages caused by smoke. If we have to do any additional cleaning to carpets/blinds/vents or additional painting due to smoke, the residents will be charged.

II. Grounds / Common areas

A. Motorized Vehicles

No vehicle shall be parked in driveways, entrances, blocking stairways, on walkways or off a paved surface. Washing, overhauling, or servicing cars on the property is prohibited. The following conditions may warrant your vehicle being towed:

*Flat tires or other conditions rendering the vehicle inoperable:

*An expired license or inspection sticker

*Improper parking including taking up more than one parking space, parking in a "no parking" area or fire zone, parking in a space allocated for handicapped:

* Abandoned by former tenant

*Blocking any vehicle from exiting

The project owner is not responsible for loss of, or damage to, any motorized vehicle parked on the property.

B. Commercial Vehicles, Boats or Trailers

Parking of any commercial vehicle, boat or trailer is not permitted.

C. Motorcycles

Are permitted for transportation on and off the property. They must be parked in the parking lot and are subject to the same criteria as automobiles.

D. Signage and Speed Limit

Please be aware of the signs posted throughout the property that will increase the safety and well being of all residents and their guests. The speed limit within the community is 10 mph and must be observed at all times.

E. Trash and Garbage

*All trash is to be securely tied and disposed of on a regular basis.

*Children should not be permitted to dispose of trash unless they are over 5 feet tall. *Parents should instruct their children to stay off the enclosure surrounding the dumpsters and to never climb over or enter this area at any time.

F. Sidewalks / Driveways

Residents should not block the passage of drives and sidewalks.

G. Radios / Televisions / Antennas

Outside antennas, of any type, will not be permitted.

H. Outdoor Cooking

Portable grills should not obstruct sidewalks, must be a minimum of 3 feet from the building, and must be attended by an adult at all times while in use. We urge residents to use extreme caution and to monitor all children in the vicinity to prevent accidents or injury.

I. Portable Fire Pits

The use of portable fire pits on the premises is prohibited. This is for the safety of you, your belongings and our property.

III. COMMUNITY FACILITIES

A. Fitness Center

Use of the fitness center is reserved for residents who are 18 years of age or older. Office personnel will be happy to assist any resident who is unfamiliar with the operation of the equipment in this room. Please wipe down equipment after your workout is completed. No loud music is permitted in this area. No food is permitted in this room. This room is for the exclusive use of our residents, therefore, no guests will be allowed.

B. Laundry Room

*To insure the equipment stays in best possible repair for your use, please observe the capacity specifications indicated on the equipment and refrain from using dye in the washing machines.

C. Playground

*Rules and regulations are posted in this area. We urge our residents to closely observe these rules and we reserve the right to prohibit usage of these facilities for improper conduct.

*Playground equipment is used AT YOUR OWN RISK, there is no attendant on duty.

*We accept no responsibility for injury sustained in this area.

*Children under the age of 10 should be supervised by a responsible party.

*We will not allow running, spitting, swearing, throwing, rough, loud or offensive behavior.

*Residents using the playground are responsible for disposal of all trash in waste receptacles provided.

*No glass containers are permitted in the playground area.

*Consumption of alcohol is prohibited.

*The management accepts no responsibility for personal property left in the area.

Playground is for exclusive use of residents, therefore, no guests will be allowed

IV. General

A. Office Hours

Office hours are posted. Any changes in our hours due to holidays or seasonal requirements will be posted and /or circulated to our residents in a memorandum.

B. Emergencies

For fire, ambulance and police, dial 911. In the event that you should require emergency maintenance after hours, please call the after hours pager (810) 599-2946 and we will promptly return the message. For lockouts or noise disturbances, or other emergencies, please call the office.

C. Rent

Rent is due on or before the first of each month. If a receipt is needed, please request one at the time you submit your payment. Any checks drawn on insufficient funds or closed accounts must be replaced immediately by cashier's check or money order. If a resident submits two insufficient checks within a twelve-month period, all future payments must be made by money orders or cashier's checks.

D. Rental Payments

Can be made at the office during regular business hours, after hours through our drop slot, or mailed to the address noted on your lease agreement.

E. Children

Parents have direct responsibility for their children in all areas of the property. Children under the age of 12 will not be permitted in the laundry room unless accompanied by an adult. Children should play only in the non-paved or designated areas of the community, and should be instructed on the types of behavior that are not acceptable. Damage to the property, landscape, or possessions of another resident caused by your child will be your financial responsibility. Toys should not be left on the grounds and bikes/riding toys should be stored inside the apartment after use.

F. Curfew

Children under the age of 18 not permitted on the grounds, in common areas, and should not congregate in groups without adult supervision after 10:00 p.m. on weeknights, and 11:00 p.m. on weekends.

G. Noise

Residents should respect the rights of their neighbors at all times. Loud automobiles, stereos, televisions, voices, etc. that will disturb others will not be permitted. In addition, "quiet hours" should be observed after 10:00 p.m. on weeknights, and 11:00 p.m. on weekends.

H. Keys / Lockouts

Extra keys are available during regular office hours. In the event of a lock-out after office hours, residents should call the office number for assistance. Residents should notify the manager or

agent in advance to allow entry into their apartment by guests or service persons. We will not furnish a key or unlock your apartment without permission.

I. Insurance

We strongly recommend that our residents carry renters' insurance on personal belongings stored in their apartment or automobile. Our property insurance coverage does not cover clothing, furniture or other personal property of our residents.

J. Resident Safety and Property Loss

All apartments are furnished with smoke detectors. Residents should test these units periodically and report any malfunctions to the office immediately. We are not responsible for any damage to personal property or injury sustained due to fire, smoke, rain, flood, water leaks, hail, ice, snow, lightning, wind, explosions, or interruption of utilities, etc., unless that damage or injury was caused by our negligence. During freezing temperatures we require: a) the apartment to be kept at a minimum of 50 degrees, and b) that the hot and cold water faucets be left open and allowed to drip. If these requirements are not met and damage is caused by broken water pipes, to ours and other's property, the resident will be liable.

K. Pets

Pets are permitted only with a signed pet agreement. There will be fines of \$10.00 per day assessed against you for each illegal pet if this rule is violated. This rule pertains to all mammals, reptiles, birds, fish, rodents, and insects.

L. Guests

Any guest staying in an apartment for a period in excess of 5 days should be reported to the office. We will also require the license plate number and make of any guest vehicles parked on the premises.

Residents are responsible for their guests' actions.

M. Soliciting

To preserve your privacy, please report any soliciting to the office.

N. Parties

Gatherings in your apartment, or anywhere on the property, which consist of more than your family members, require prior approval from management.

V. MAINTENANCE

A. Requests for Repairs or Service

Routine maintenance request should be submitted to the office during regular business hours. Every attempt will be made to complete these requests on the same day they are received, but service will be performed on a priority basis. Our maintenance personnel are not permitted to complete service requests without a completed work-order generated from our office. They have been instructed to refer all verbal requests to office personnel. In the event that you should require emergency maintenance after hours, please call the office telephone number and the answering service will relay the message

B. Exterminating

This service is provided on a regular basis. Please notify the office if you experience any problems. We will advise our residents in advance of any exterminating services to be performed in their apartments.

I HAVE READ THE POLICIES OF The Preserve at Mallard Pond APARTMENTS.

AND AGREE TO OBSERVE THESE POLICIES THROUGHOUT MY RESIDENCY.

_____ / ____ / _____

Resident

Address

Date

Resident