

Waterford Acres

Resident/Tenant Handbook

Managed by:

Occupied Properties, Inc.
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207-781-2791
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Business Hours

Monday – Friday
9:00am until 4:00pm

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INTRODUCTION & HOUSE RULES

The purpose of this information booklet is:

1. A general, good neighbor guide for Residents/Tenants of Waterford Acres.
2. An informational introduction for Residents/Tenants and applicants.

The information contained here is general in nature and in many cases is also covered in the Resident(s)/Tenant(s)'s Lease Agreement. Should there be any conflict the Lease Agreement will prevail over this booklet.

The management of Waterford Acres conforms to the requirements and guidelines set forth by the Management Plan and Rural Development.

The following House Rules will apply to all Resident(s)/Tenant(s), their houseguests and any casual visitors to their homes:

- (a) The Project Management staff can be reached by calling 207-781-2791 from **9:00a.m. until 4:00p.m. Monday through Friday, excluding all major holidays.** Use this same number for after hours emergency calls.

Emergencies are defined as maintenance or repair work required preventing immediate danger or damage to persons, buildings or contents. (See Emergency Maintenance section of this handbook for additional information)

All regular maintenance requests are to be done in writing as outlined under "maintenance requests" in this booklet.

- (b) Snow Removal: The Project Manager will be responsible for removal of snow from walkways, driveways and parking areas. Resident(s)/Tenant(s) will assist the Project Manager by moving their own car when snow removal is underway in the parking lot. If vehicles are not moved, they will be towed at the vehicle owner's expense. It is your responsibility to make arrangements to move your vehicle if you are unable or away.
- (c) Trash and Recycling: The Project Manager will be responsible for removal of trash from Waterford Acres. Resident(s)/Tenant(s) will remove trash from their own apartment to the trashcans provided on the left-hand side of the outbuilding at the end of parking lot. Garbage **must** be sealed in trash bags and placed in available trashcans, so that it will not spill or cause smells and/or attract vermin and flies. The Resident(s)/Tenant(s) is responsible for removal of all large items that cannot fit in the trashcans or an item that cannot be thrown out with the regular trash (i.e. chairs, mattresses, furniture etc.). Call the property manager, if you are unsure about any item. If the Project Manager has to remove these items, the Resident(s)/Tenant(s) responsible will be charged.

- (d) Grounds: The Project Manager will maintain the lawns, bushes and trees and the Resident(s)/Tenant(s) will assist the Project Manager by keeping grounds and common areas free from their own personal belongings and litter.
- (e) Parking: The Project Manager will not assign parking spaces at Waterford Acres for Resident(s)/Tenant(s) and their visitors. Resident(s)/Tenant(s) are responsible for parking their car in a parking space and not in a manner which will impede traffic flow.

Resident(s)/Tenant(s) will not keep inoperative cars at Waterford Acres or maintain a second car without permission from the Project Manager. Parking of trailers, campers, etc. is strictly prohibited.

- (f) Laundry Room: The Project Manager has provided laundry areas within the building for use of Resident(s)/Tenant(s) **only**. Resident(s)/Tenant(s) will use these areas and other common areas at the times posted (8:00am – 8:00pm) and will observe the rights of other Resident(s)/Tenant(s) who also use the same facilities.
- (g) The Project Manager establishes and makes changes to the House Rules and other regulations pertaining to the use of common areas and the laundries when necessary. All Resident(s)/Tenant(s) must abide by these rules and regulations. Any changes to these rules and regulations will be made only after a 30 day notice is given to Resident(s)/Tenant(s) by placing notices on the bulletin boards and delivering a copy to each apartment. Exceptions to the 30 day notice will be changes that the Project Manager feel are of a nature that will prevent real danger or undue hazards to Resident(s)/Tenant(s) or property of the Project Manager. Exceptions will take effect immediately upon notice being placed on the bulletin boards. Copies will be delivered to the Resident(s)/Tenant(s) apartments as soon as possible.
- (h) Cable TV: The Project Manager will provide for cable TV wiring and outlets for each apartment. The Resident(s)/Tenant(s) must not use any out-of-set antenna without the written permission of the Project Manager. If the Resident(s)/Tenant(s) desires Cable TV, he/she must arrange with the local Cable Company for connection to the existing apartment wiring now in place. The Resident(s)/Tenant(s) will not install any wiring, aerials, antennas, and satellite dish without the written permission of the Project Manager.
- (i) Storage: There is no storage available to tenants outside of each apartment.
- (j) Repairs: The Project Manager will provide for maintenance of all buildings, the apartments and the equipment supplied therein. The Resident(s)/Tenant(s) will notify Project Manager in writing using a Maintenance Request Form of all problems or discrepancies within or about their apartment. The Project Manager will take the necessary steps for the repair of all problems and discrepancies within a reasonable timeframe and notify the Resident(s)/Tenant(s) of the schedule. Normally scheduled within 24 hours. Resident(s)/Tenant(s) are responsible for reporting any items in need of repair within/around their units as soon as they are detected.
- (k) The Project Manager will absorb the cost of normal wear and tear repairs to apartments and the furnished equipment. Items that are damaged or worn beyond normal wear and tear will be repaired and fee charged to the Resident(s)/Tenant(s) for repair or replacement of

parts/equipment. The Project Manager will make the determination of when an item is beyond normal wear and tear.

- (l) The Resident(s)/Tenant(s) will take good care of the apartment and the furnishings therein, practicing good housekeeping habits, which will maintain the apartment in a high state of sanitary condition.
- (m) Use Of Your Apartment: The Resident(s)/Tenant(s) agrees to use the apartment only as a full-time residence and to allow only those persons named on the Lease Agreement to reside in the apartment. No guest will stay more than 14 days within a 45-day period without the written permission of the Project Manager. Your apartment cannot be used as a place of business.
- (n) Locks: The Resident(s)/Tenant(s) will not alter the lock/keys or add any other locking device to the door which will prevent the door from operating as designed.
- (o) Resident(s)/Tenant(s) and their guests will maintain high standards of dress and language in the public and common areas of Waterford Acres and will use these areas and equipment in a manner consistent with the rights of other Resident(s)/Tenant(s) to use these areas and equipment.
- (p) Smoking: Resident(s)/Tenant(s) and their guests will observe Waterford Acre's Smoking Policy as stated on page 12 of this handbook and attached to the lease.
- (q) **Do Not Use In Apartment:** The following items are Prohibited - paint or stencil walls; wallpaper borders; additional locks; decals, stickers, etc. to doors windows, ceilings, bathtubs, or other surfaces; adhesive backed paper on shelves or cupboards; holes in any door or cabinet.
- (r) Resident(s)/Tenant(s) and their guests will be considerate of their neighbors as to loud noises and disturbances within and outside of their apartment and in the common areas and Community Room at Waterford Acres.
- (s) Resident(s)/Tenant(s) will not be abusive towards other Resident(s)/Tenant(s), Guests or Management personnel, including but not limited to threats to their health or safety.
- (t) Resident(s)/Tenant(s) will not place signs or displays in or about their apartments.
- (u) Resident(s)/Tenant(s) will not be wasteful with utilities, overload electrical circuits, nor use the toilet for disposal of garbage. Wasteful habits by Resident(s)/Tenant(s) will result in the Resident(s)/Tenant(s) being assessed for those costs above normal usage based on charges from the local supplier.
- (v) Resident(s)/Tenant(s) should keep the Project Manager advised whenever they are going to be absent from their apartment for more than 10 days so that security checks may be made. Resident(s)/Tenant(s) should keep their thermostats set at a minimum of 60 degrees to prevent freeze-ups of their apartment during their absence.

- (w) Resident(s)/Tenant(s) will not hang, place attach, or alter any item in or on any common area, grounds or building. This includes but is not limited to lawn ornaments, pictures, plants, satellite dishes, or antennas, on any building, grounds, parking lot or common area.
- (x) Resident(s)/Tenant(s)'s are responsible for the making sure the smoke detectors are connected and in working order at all times. Removing batteries or disconnecting power to the smoke detector is considered a substantial Lease violation and will be grounds for eviction.
- (y) The Resident(s)/Tenant(s) will be held strictly responsible for any loss or damage to his/her/their and other units resulting from overflow from sinks, bath tubs toilets or spills in his dwelling unit if due to Resident(s)/Tenant(s)'s negligence.
- (z) The Project Manager, in all cases, will retain the right to control and prevent access into the building and grounds to all persons whom it considers undesirable with sufficient cause.

ABSENTEEISM

Tenants should keep the Manager advised whenever they are going to be absent from their apartment for more than 10 days so that checks may be made. Tenants are not allowed to be away from their units for a period exceeding sixty (60) days except in case of emergency or for health reasons. While away, Tenants should keep their thermostats set at a minimum of 60 degrees to prevent freeze—ups of the apartment during their absence.

AIR CONDITIONERS

Rural Development regulations clearly state that any and all damage incidental to the installation, use, or removal of an air conditioner is the responsibility of the Resident(s)/Tenant(s).

Air conditioner installation, use, and removal are the responsibility of the Resident(s)/Tenant(s). The staff does not aid or recommend installation, use, and or removal.

Air conditioners may be in place from May 15th through October 30th.

APARTMENT INSPECTIONS

As per Rural Development regulations, each apartment will be inspected at least annually.

APARTMENT SHOW POLICY

The Waterford Acres staff makes every effort to reoccupy each vacant apartment as soon as possible. This policy was applied when you were the next applicant waiting to move-in and facilitated your residency with us. So while we understand that the apartment is your home until your tenancy expires and you are due every respect of your privacy, in order to minimize apartment vacancy time, we must retain the option of showing the apartment before you actually vacate.

We will work closely with you or your family or designated representative on the scheduling of the apartment visits to ensure you are comfortable with the timing, and in order to allow you to be present if you desire. We will give you at least 24 hours notice before showing the apartment.

APPLIANCES

Tenants are expected to treat their range, refrigerator and range hood with care. Repairs, other than damage done by misuse, will be the responsibility of the maintenance staff. Repairs or damage caused by misuse or negligence will be performed by the maintenance staff and the Resident(s)/Tenant(s) will be billed.

BATHTUB AND SINK(S)

Tenants are cautioned about using harsh abrasive cleanser products on the tub and sinks in your bathroom. The fiberglass scratches easily. Use a cleanser such as Soft Scrub or cleanser safe for fiberglass. No adhesive mats or stickers are to be attached to the bathtubs and sinks.

CABINETS (KITCHEN & BATHROOM)

No holes, adhesives, or fixtures may be put on or in any cabinet. Do not use any adhesive contact paper.

CEILING FANS

Ceiling fans may **NOT** be installed in any unit at Waterford Acres.

CIRCUIT BREAKERS

Each apartment is equipped with an electrical panel of circuit breakers, which protect each electrical outlet. Example: if a room of lights or outlets does not work., the circuit breaker has probably tripped. To reset, turn to the OFF position first then to the ON position. GFI outlets are located in the Kitchen and Bathroom: To reset, push the reset button on the GFI outlet.

CLOTHELINES

Clotheslines are not to be hung on Waterford Acres property.

COMPLAINTS

Resident(s)/Tenant(s) complaints, comments, suggestions, etc. should always be reported to the Project Manager in writing. If a satisfactory solution cannot be reached with the Project Manager or the Resident(s)/Tenant(s) feels they have been treated unfairly, please follow the Tenant Grievance & Appeals procedures in the Rural Development Regulations. A copy of these regulations is located on the bulletin board in the Community Building Office.

COMMUNITY ROOM

The Community Room is available to all Resident(s)/Tenant(s), schedule permitting. Anyone wishing to use the Community Building for a private special event must submit a Community Room Reservation Request Form and have permission prior to hosting the event. If you use the room, you are responsible for cleaning the room and arranging it back to the set-up in which you found it. Failure to return to the condition you found it would result in charges for any clean up costs and costs for arranging or rearranging furniture. Community Building Request form is located in the back of this handbook.

DOORS

Fixtures, adhesives, mounting brackets are not permitted on any interior or exterior door.

DOOR LOCKS

Tenants may not alter any lock or install any new lock or security device to any door on the premises.

EMERGENCY MAINTENANCE

Emergency Maintenance is defined as maintenance or repair work required preventing immediate danger or damage to persons, building or contents.

Call 207-781-2791 during normal business hours (9:00am – 4:00pm Monday through Friday).
After business hours and for emergency purposes only call 207-781-2889.

Examples of emergencies include, but are not limited to:

NO HEAT
SERIOUS WATER LEAK
LIFE THREATENING SITUATION **(CALL 911)**
SEWER/ WATER LINE PROBLEM

Examples that are **NOT** emergencies include, but are not limited to:

LIGHT(S) OUT
GARBAGE DISPOSAL CLOGGED
TOILET CLOGGED
SINK CLOGGED
LOCKED OUT
LEAKY FAUCET

A maintenance request form is required for all non-emergency requests.

FIRE SAFETY

When the smoke detector sounds:

- Assume there is a real fire.
- Call the fire department (911)
- Feel doors before opening them. If the door is hot, do not open the door.
- 1st floor tenants, if you are unable to exit through the front door, exit through the sliding glass door
- 2nd floor tenants proceed with caution down the stairs. If you cannot make it down the stairs, wait on the landing for assistance. Make yourself known by shouting or banging on something.
- If the apartment is filled with smoke, keep as close to the floor as possible.
- Never re-enter a smoke-filled or burning building.
- Once outside, check to make sure everyone else has left the building. If someone is missing, let the firemen know.

DO'S

DO use your range hood fan when cooking

DO stay in the kitchen when cooking
DO keep an extinguisher or baking soda by the stove
DO keep all papers, potholders, dishtowels and loose clothing away from burners
DO have a flashlight near the bed
DO keep furniture, drapes, and other flammable items away from heaters

DON'TS

DON'T reenter a burning building
DON'T forget to turn off your stove when done cooking
DON'T forget to turn off and unplug heating pads, iron, bathroom heaters, toaster ovens, electric frying pans, etc.
DON'T store flammable items in your apartment
DON'T use your oven to heat the kitchen

FLOWER GARDENS & SHRUBS

All flower gardens and shrubs are maintained by the Property Manager. Resident(s)/Tenant(s) are not to plant any additional items on Waterford Acres Property. The exception to this rule is tenants may have plantings in the community garden located in the back of the building. For the specific location, please ask the property manager. The plantings must be maintained by the tenant who plants them and the area must be staked to ensure it is not inadvertently mowed.

HALLWAYS (Common)

Because of fire regulations, Resident(s)/Tenant(s) are not allowed to store any items in the hallways. No items may be placed in any hallway or common area without written permission of the management. The maintenance staff will maintain the hallway rugs and lights.

HEATING

One central forced hot water baseboard system. The most efficient and comfortable way to keep your thermostats during the winter months is to leave them on the same setting throughout the winter. Find a comfortable setting and keep it there.

HOME HEATING ENERGY SAVING TIPS

- Use flat-bottomed pans and match size of pan to heating element.
- Close doors quickly when entering or leaving apartment.
- Keep areas around heater clear for better air circulation.
- Report all faucet leaks immediately.
- Do not leave freezer or refrigerator door open longer than necessary. A full freezer will save electricity.
- Cover pots and pans whenever possible and use a lower heat setting.
- Try to plan use of your oven for more than one baking job.
- Using a microwave or pressure cooker can cut cooking costs by 2/3.
- Turn off all lights that are not being used unless needed for security.

- Do not leave 3—way bulb on high when not needed for reading.
- Use lowest wattage bulb in each fixture to produce adequate light.
- Report any drafts or cold spots in your apartment.

INSECT AND RODENT CONTROL

The most important part of insect control and pest control is preventing food wastes from lying around. Common household ants/roaches are the responsibility of the Resident(s)/Tenant(s). If you have black carpenter ants, call the office.

INTERIOR LIGHTS

Ceiling fixture bulbs can be changed by the maintenance staff. However, Resident(s)/Tenant(s) must supply the bulbs. Use a 75-watt bulb maximum in most applications.

LAUNDRY ROOMS

Coin operated Washers and Dryers are available for the benefit of Resident(s)/Tenant(s) **only**. Machines are located in the building.

The hours are 8:00am – 8:00pm daily. Please observe these hours out of respect for your neighbors!

LAWN DECORATIONS AND ORNAMENTS

Lawn Ornaments, Bird Feeders & Houses, Flower Gardens and Decorations are not allowed on the premises without written permission from the property manager.

LAWN FURNITURE AND GRILLS

All lawn furniture must remain on the back patio. They are to be kept neat and clean at all times. **These items may come out of storage on May 1st and must be removed and placed in storage by December 1st.** Grills are not allowed on the property.

LOCKED OUT

IF YOU LOCK YOURSELF OUT AND THE PROJECT MANAGER IS ON-SITE, HE/SHE WILL LET YOU IN AS LONG AS THE SERVICE IS NOT ABUSED. If you lock yourself out and the Project Manager is not on-site, you need to call a locksmith of your choice. **(This is not a maintenance emergency; do not call the Project Manager.)** The cost of a locksmith is the responsibility of the tenant, not Waterford Acres.

It is important that you get a key to a friend, relative, neighbor etc. so if you lock yourself out you will not be waiting for the locksmith and paying to be let in.

MAINTENANCE REQUESTS

All maintenance requests are to be made in writing on a Maintenance Request Form and dropped in the house mailbox. Maintenance request forms are located next to the house mailbox and in the back of this handbook. Any maintenance required that is due to tenant cause, will be repaired and billed to the tenant. For example, if screens are torn and need repair due to pet damage the tenant is responsible for the screen repair. If a toilet is clogged and the plumber verifies it's due to over stuffing or flushing items other than toilet tissue, the tenant is responsible for that plumbing charge. These are only examples of many repairs that may be the tenants responsibility.

OUTSIDE LIGHTING

Walkway lights and parking area lights are controlled by photoelectric cells which turn the lights on at dusk and off at dawn. If you see a light out, please report it to the office via a maintenance request form.

PAINTING

Complete a Maintenance Request Form if you feel your apartment needs to be painted. Before we arrange for painting all walls must be completely free of dirt, stains, grease, smoke, and dust. All pictures and decorations must be removed.

PARKING

Resident(s)/Tenant(s) will not have assigned parking spaces. Resident(s)/Tenant(s) are responsible for parking their car in a parking space and assuring that their visitors do the same. Resident(s)/Tenant(s) will not keep inoperative or unregistered cars at Waterford Acres or maintain a second car without permission.

Parking on the lawn is strictly prohibited. Parking in a place which blocks a walkway is a safety issue and may result in the vehicle being towed. Do not park with the front end of your vehicle overhanging the lawn or walkway as it makes maintenance and emergency assistance impossible.

PET POLICY (ALSO SEE PET POLICY ATTACHED TO YOUR LEASE)

Pets are legally permitted in Federal Housing for the elderly or handicapped. Each Resident(s)/Tenant(s) requesting a pet is required to complete a pet registration form and pay a pet deposit.

In order to ensure the safety and comfort of residents, Waterford Acres has developed the following Pet Policy:

Residents agree to abide by the following rules:

1. Pets are limited to dogs, cats, fish, caged birds, hamsters or gerbils and not more than 25 pounds in size.
2. The Resident will take necessary steps to avoid such nuisances as dirt, noise complaints and property damage.
3. Dogs and cats will not be allowed to roam freely outside their apartments, nor will they be tied up out-of-doors.
4. All dogs and cats must have a current veterinarian's statement/shot record indicating that they are up to date on vaccinations and if applicable, that they have been spayed or neutered. This includes all dogs and cats regardless of whether they are inside or outside pets.
5. Any resident who owns a pet must be capable of providing the care necessary for that pet. Any difference in opinion on care of the pet is to be settled by a veterinarian.
6. Only one pet allowed per apartment without written permission of the project manager.
7. A copy of the 'Pet Rules' is attached to your lease.
8. All dogs and cats must be leashed at all times when outside of the Resident(s)/Tenant(s) unit.
9. Pet exercise area: The lawn behind the outbuilding at the end of the parking lot is a designated exercise area for dogs and cats. The Resident is responsible for cleaning up after their pet in the exercise area or on any project property. Failure to clean up after a pet will constitute a violation of these Pet Rules and a violation of the lease.

10. Resident will be financially responsible for pest extermination including, but not limited to, fleas and ticks, in their apartment. Resident may also be held responsible for controlling these pests in other areas if their pet is determined to be the cause.
11. Absolutely no pets will be allowed on a visiting or temporary basis, whether daily or overnight without permission. This will be strictly monitored and enforced because such animals could not be subject to these rules. Any such occurrence is violation of these Rules, and of the Lease, and shall make the Resident subject to eviction proceedings as provided for in the Lease.

Pet Complaint Procedures:

- Any Resident(s)/Tenant(s) having a complaint about an animal shall register the complaint with the Project Manager in writing, citing a specific instance, date, time and reason for the complaint. Complaining Resident(s)/Tenant(s) will be required to sign and date the complaint before Project Manager will consider it for validity.
- The Project Manager shall notify the Owner of the offending animal as to the nature of the complaint, without revealing the name of the complaining Resident(s)/Tenant(s). The Project Manager shall determine whether or not the complaint is valid as a disruption of the complaining Resident(s)/Tenant(s)'s rights, or presents a health, safety or sanitation problem.
- If the complaint is determined to be valid, the Project Manager may, at its discretion, do one or more of the following:
 - Issue a verbal warning to the Resident(s)/Tenant(s)/Owner while documenting the appropriate file.
 - Issue a written warning to the Resident(s)/Tenant(s)/Owner; or
 - Require immediate and permanent removal of the animal from the apartment and project grounds.
 - Repeated warning for the same or a variety of complaints shall be grounds for removal of the animal.

PICTURES AND MIRROR

Pictures and mirrors may be hung on the walls with picture hangers, not nails and tacks. No holes or adhesives may be put in/on any door or cabinets.

REQUEST FOR REASONABLE ACCOMODATION

If you have an Accommodation Request, (i.e. request to install grab bars, etc.) the Resident(s)/Tenant(s) must submit a Request for Reasonable Accommodation form to the property manager. A copy of this form is enclosed in this handbook.

RECYCLING

There are signs clearly in the outbuilding at the end of the parking lot that clearly outlines how to handle recycling.

RENTERS INSURANCE

It is recommended that each Resident(s)/Tenant(s)/tenant have a Renter's Insurance policy in effect. Waterford Acre's insurance policy does not cover the belongings of the Resident(s)/Tenant(s) in case of fire, accident, storm damage or theft. There are circumstances in which the Resident(s)/Tenant(s) will be held financially accountable for damage to other Resident(s)/Tenant(s) property and/or the buildings and grounds. See House Rules Section (y) for example.

RUGS

Resident(s)/Tenant(s) is responsible for the cleaning of the carpeting and flooring in their apartment.

SHELVING

Any permanent additional shelving is prohibited in all apartments.

SEPTIC SYSTEM

Only toilet paper should be flushed down the toilets. Some household and sanitary wipes state they are flushable, however **THEY ARE NOT AND SHOULD NEVER BE FLUSHED!** We have experienced problems with the system due to these products being flushed.

SMOKE DETECTORS

Smoke alarms are located in each apartment. Intermittent beeping is the sign of a weak battery.

SMOKING POLICY

- I. Definition. 'Smoking' means to have in ones possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off tobacco smoke.
- II. Prohibition. Smoking is prohibited in all enclosed areas of Waterford Acres. This includes all Apartments, Rest Rooms, hallways, the Community Room, Laundry Room and in the outbuilding at the end of the parking lot.
- III. Limitations for current Resident(s)/Tenant(s) as of **August 1, 2003**. Current Resident(s)/Tenant(s) will not be prohibited from smoking in their current apartment. Should he/she/they transfer to another apartment, smoking will be prohibited as per Section II of this policy.
- IV. Violations. Failure to follow this policy will be a violation of your lease.

SNOW REMOVAL

The staff at Waterford Acres works very hard and expends a lot of money to keep the development as safe as possible during the winter. Most of the Resident(s)/Tenant(s) with cars and guest' vehicles are very cooperative and helpful and it is greatly appreciated. This notice is for the few that contribute to making it harder and more costly for the staff during snow removal and contribute to an unsafe environment for their neighbors.

PLEASE OBSERVE THE FOLLOWING GUIDELINES:

Please, wait to clean off and move your car until after the precipitation has ended and the walkways, middle of parking lot and entrance are cleared of snow. Vehicles must be moved to the parking lot entrance and circle once it is cleared, to allow snow removal equipment to operate. The snow removal operator will sound the horn when the parking lot entrance is clear for Residents/tenants you to clean off and move your vehicle.

If you can't move your car you need to make alternative arrangements for someone to move it or not have it on the premises. Cars not moved for snow removal causes an unsafe environment for others will be towed at the vehicle owner's expense.

Resident(s)/Tenant(s) are responsible for making sure their guests are parked appropriately and move their vehicles for snow removal. Any vehicles parked in an unauthorized area or not moved for snow removal will be towed at the vehicle owner's expense.

STORAGE

There is no storage on Waterford Acres property outside of each unit.

TRASH

It is the Resident(s)/Tenant(s) responsibility to place their trash in the outbuilding at the end of the parking lot. All trash must be securely sealed in a trash bag and placed in trashcans provided. For shellfish, seafood, cat litter, etc. please double bag and make sure both bags are securely sealed. Trash not properly sealed or not placed in a trashcan, will be returned to you. **Items not accepted as trash: Furniture-Tables, chairs, tables, beds, TV's, Appliances, Microwaves, toaster ovens, etc.**

TV

Cable TV can be hooked up at the Resident(s)/Tenant(s) expense. No additional outlets, cables or lines can be run without permission from the Management Company. The local Cable Company is Time Warner. Satellite TV systems must be approved in writing before installation. Dishes may not be mounted on any part of the building, or roof. No holes may be placed in any exterior wall. Outside television antennas are strictly prohibited.

VEHICLES

Vehicles may **NOT** be washed on Waterford Acres Property without permission from the property manager.

WINDOW WASHING

The exterior of the building will be power washed by the property management annually. The Resident(s)/Tenant(s) is responsible for maintaining the window interior on a regular basis.

POLICE, FIRE & AMBULANCE
Dial 911

Central Maine Power
1-800-750-4000

Fairpoint Communications
Residential Service 1-800-585-4466

Time Warner Cable
253-2222

Waterford Town Office
583-4403