

HOUSE RULES – Scattered-Site Family Housing

Lease Addendum No. 3 Stevens Point Housing Authority

2017

The following general rules are compiled in this Lease Addendum for the benefit of all residents. Some rules or policies not discussed in detail in the Lease, are referred to in this document commonly called "House Rules."

DISCLAIMER

The Housing Authority reserves the right to rescind or change any rules in this addendum and to make such other rules and regulations as may be deemed for the safety, care and cleanliness of said premises, and for the securing of the comfort and convenience of all residents.

If a House Rule has been amended from what appears in this handbook, and you are no longer in compliance with the rules, you will be so notified and given the opportunity to correct the infraction before more serious action is taken.

The Lease and its attachments are a legally binding contract between you and the Housing Authority. If you have any questions about your Lease at any time please do not hesitate to contact the Management and we will be happy to answer your questions.

ADMINISTRATIVE OFFICE

The Stevens Point Housing Authority Administrative office is located in Hi-Rise Manor at 1300 Briggs Court. All of the properties owned and operated by the Housing Authority are managed from this office. These projects include: Hi-Rise Manor, Madison View Apartments, and Scattered-Site Family Housing. This totals 251 apartments.

Residents who need to conduct business with the Management should feel free to come to the office reception area during the posted office hours, Monday – Thursday, 8:00 a.m. to 4:00 p.m. and Friday, 8:00 a.m. to noon.

AIR CONDITIONERS

Service requests to have your air conditioner installed will be dealt with in the same way as any other service requests. We will not install air conditioners on-demand. Please plan ahead if you need your air conditioner installed sooner for health reasons.

Installation should be no earlier than May 1st and removal by October 1st; unless a doctor orders a longer time.

BB GUNS, SLING SHOTS AND FIREARMS

Your apartment is located within in the City of Stevens Point, which has an ordinance that forbids the shooting of any firearm or slingshot within City limits. Police will be called to investigate infractions of this law.

For the safety of your resident neighbors and Housing Authority staff any firearms kept in your apartment must be unloaded and locked in a gun cabinet; or with a trigger lock.

BARBEQUE GRILLS & PROPANE GAS TANKS

Grills may not be left unattended. Grills must be in good repair and operable. No grills larger than a Weber kettle grill are allowed.

Grill ashes must be left in the grill until they are cool to the touch and the ashes disposed of so they do not re-ignite.

Chimaeras, fire pits, outdoor fire places, and any other devises of this type are not allowed on Housing Authority property.

Propane gas tanks may not be stored in your apartment. Please store them in your outside storage shed.

BASEMENT

No one may allow any member of their household, guests, or visitors to sleep in the basement of their apartment. There is a City Ordinance against anyone sleeping in the basement of an apartment if there is only one entrance to the basement.

No clutter will be allowed in basements, and no combustibles shall be allowed within 2 (two) feet of furnaces and water heaters. No flammable products are ever allowed, including gasoline engines and propane tanks. Those items should be kept in your outside storage shed.

BICYCLES

Bicycles should be parked behind your apartment. They should not be allowed to lie out on the lawns, or sidewalks. Please do not ride bicycles or other wheeled riding toys on the lawns. If your lawn is damaged, you will be charged for re-seeding.

Bikes should be stored in your basement or in the storage shed during the winter. Excessive numbers of bicycles or broken bikes should be either stored in your shed if they are being repaired; or disguardred if no one wants them.

CAREGIVERS

During your tenancy, you may find yourself in the situation that you need someone to stay with you for an extended period as you recover from an illness, surgery, or other health situation. This is possible, if you have the written permission of Management. Only the Executive Director can give permission for an extended medical stay by a caregiver.

Residents must request permission for such a stay in writing stating who will be staying with you, submit a doctor's statement supporting the medical need for a caregiver to stay with you, and how long the stay will extend. In this situation the guest fee can be waved. If the caregiver has a vehicle, parking arrangements will be made once the request is approved.

CHILD CARE/BABYSITTERS

A babysitter cares for children while parent/primary guardian is not in the dwelling unit. When the parent/guardian is in the home the babysitter should not be. If it is reported to the Housing Authority that the babysitter is frequently in the home while the parent/guardian is there, without apparent reason, the resident may be contacted by management to explain the situation.

If it is found that this individual is living in the apartment in violation of the Guest Policy or Lease Agreement, the resident's lease can and will be terminated.

Because of the liability to the Housing Authority residents may not operate a day care business in their apartments.

CHILDREN

Children must be adequately supervised so as not to disturb other residents or neighbors. Visiting children are also the responsibility of the residents who invited them to their apartments and must be supervised.

Children may not play in the parking lots for any reason. This is for the protection of all children.

If children are caught destroying property, their parents will be held responsible and will be required to make restitution. It is your responsibility to supervise your children and any children you allow onto the premises as guests. It is not the responsibility of others to watch your children and correct their behavior.

CLOTHESLINE POLES

Clothesline poles are furnished with each unit. Residents must furnish their own clotheslines. Residents may not hang swings on the clotheslines poles.

CONFIDENTIALITY

All information about residents is considered privileged and confidential. Information will not be released without written permission from the resident or applicant to anyone other than the resident/applicant, individuals legally appointed by the court, other governmental agencies permitted to have access to the information, or law enforcement personnel conducting an official investigation.

CURFEWS AND TRUANCY

As stated in the Stevens Point Municipal Code Chapter 24, 24.25, "Curfew hours" means between the hours of 11:00 p.m. until 5:00 a.m. the following day, each day of the week.

No person under the age of 17 years may congregate in any public places in the city during curfew hours, unless they meet the stated exemptions listed in the Code. One of these is to be accompanied by a parent, guardian or other adult person having his/her custody or control.

No parent, guardian or other adult person having the care and custody of a person under the age of 17 years may knowingly permit or, by inefficient control, allow such person to congregate in any public places in the city during curfew hours.

City ordinance and State law prohibit a minor from being truant from school. The Housing Authority is bound to uphold the laws regarding curfew and truancy. Staff will report any minor suspected of curfew violation and truancy to the proper authorities.

DISTURBANCES

If the Police are called to your residence, you may be contacted by the management. If disturbances continue to happen on a serious or repeated basis; your lease can and will be terminated. The Housing Authority will request all pertinent police reports.

DOORS, WALLS, WINDOW COVERINGS, WOODWORK

Residents may not put tacks, nails, or any other hanging devices on any door or any woodwork of the apartment that would cause holes, scratches or any damage to the surface or edges of the doors.

Residents are not allowed to put any stickers, tape, glue or any other adhesive on any door or woodwork of the apartment.

Walls and woodwork should be washed with mild soap and water. You MAY NOT paint; OR put up wallpaper of any kind without first getting written permission from the Maintenance Supervisor.

If you have an unusually heavy mirror, picture or other item you wish to hang please call the Maintenance Supervisor for instructions and written permission to avoid being charged for damages later.

Residents are responsible for washing the windows in their apartments. Lock your windows for your safety and to conserve energy.

ELECTRICAL EQUIPMENT OWNED BY RESIDENTS

The Department of Housing & Urban Development requires that any electrically powered equipment such as an extra freezer, air conditioning units, fans, computers, etc. in use and owned by a resident in a Housing Authority apartment must be in good working order and in compliance with all building and safety codes.

Electrical cords, cable cords, etc. may not be laid down across the doorways or left lying on the floor so that they could cause a fire or tripping hazard.

Housing Authority Maintenance Staff are not allowed to repair or install resident owned equipment. Please do not ask them to do so.

EXTERIOR DOORS

Any dents or blemishes found in the exterior doors will be charged to the resident. If it is not possible for the door to be repaired, the full cost of replacement of the door will be charged to the resident. No holes are ever to be drilled in the doors.

FEEDING WILDLIFE

Residents may not put out old bread or other old food on the lawns to feed wildlife. This includes throwing food into surrounding neighbors' yards.

No bird feeders or containers for wildlife may be erected or hung on Housing Authority property without the advance written permission of Management.

Improper feeding of wildlife can spread disease in some species and call vermin to the building.

GARBAGE & RECYCLING

Garbage must be placed in the receptacles (dumpsters) furnished by the City of Stevens Point. The City has automated garbage and recycling pickup. Your duplex has been supplied with one garbage can (brown cover) and one recycling cart (green cover). Both apartments must share these carts and the responsibility to take them to and from the curb.

Garbage is collected weekly and recyclables every 2 weeks. Garbage that does not fit in your brown covered cart with the lid closed will not be collected. The same with recyclables.

Do not put large items by the curb. They will not be picked-up without a tag from the city. Tags are \$10 per item and can be purchased at the City Treasurers office in the Court House.

All garbage and recyclables must be at curb/street side by 7:00 a.m. The carts cannot be out earlier than 6:00 p.m. the day before collection and must be off curb/street side by 12:00 midnight the day of collection.

For a pick-up schedule, and information on where to place your carts for pick-up, Residents may look at the information in the pocket of the Resident Handbook; or check on-line at stevenspoint.com or should call the Streets Department at 715-346-1537.

GOING AWAY CHECKLIST

If you plan to be away from your apartment for more than a week, please notify the office and leave an address or telephone number where you may be reached in an emergency. This is for the protection of your apartment.

If you are going to be gone for several days during the winter months *do not* turn down your thermostat below 60 degrees to prevent damage to the pipes in the apartment.

1. Make arrangements directly with the Post Office to forward your mail or have it held there until your return.
2. Dispose of all garbage and trash from your apartment before you leave. Be sure to dispose of perishable items such as onions and potatoes. Even items of food in your refrigerator can spoil over extended periods of time.
3. Close and lock your windows. Turn off all lights and electrical appliances.
4. Make arrangements to have your lawn mowed or snow shoveled should this be necessary while you are gone.

HAVING YOUR LEASE TERMINATED

Having your lease terminated is a serious matter. No one wants this to happen to you. Careful thought will be given to any problems that may cause you to lose your home. Your problems will be discussed with you, and help will be offered. However, final solutions for your problems must come from you. The following are actions that can cause your lease to be terminated if not corrected:

1. Not paying rent or paying rent late three (3) times in a twelve (12) month period.
2. Becoming a danger to the health and safety of your neighbors or Housing Authority staff.
3. Disturbing the peace of your neighbors.
4. Causing damage to your apartment or any Stevens Point Housing Authority property.
5. Poor housekeeping.
6. Displays of public drunkenness on Housing Authority property or sale or use of prescription or illegal drugs.
7. Flagrant and continued violation of any portion of your lease or administrative policy of the Stevens Point Housing Authority.

Initially, informal private discussions will be held with you to discuss your problems and how they can be corrected. You will be given ample opportunity to answer any charges made against you. Your lease will not be terminated without your being given a valid reason in a final interview or written notice. Management will not make the reasons for your eviction known to the public unless it becomes part of the public record.

If a resident remains in possession of his or her unit after the lease is terminated, the Housing Authority will seek a court order to have the resident evicted. In such an instance the resident will have all the rights afforded to him or her by State Law.

IN CASE OF EMERGENCY

Please see that we have the name, address and phone number of your closest relative or friend to notify in case of an emergency.

INSURANCE

Residents are advised and encouraged to carry their own personal property and public liability insurance. The Housing Authority's insurance covers only Housing Authority property. You may purchase renter's insurance for your own property from an insurance company.

INTERNET INSTALLATION

Installation of internet service is optional and is at the expense of the resident. Residents must receive written permission from the Maintenance Supervisor to install additional outlets for internet service. **The Maintenance Supervisor must approve of the planned installation before setting an appointment with the installer.** No internet cords will be permitted to run across living spaces of any unit, especially stairs or hallways.

Under no circumstances may installation be completed without the advance written permission of the Maintenance Supervisor. Call 715/341-9627 for complete information.

KEYS

When you move in, you are given two (2) keys to your apartment. **THEY MUST BE RETURNED WHEN YOU LEAVE.** You will be charged \$2.50 each for missing keys. The locks on your doors have been changed from the past resident. Only you and the Housing Authority have keys.

If a key is lost, a charge of \$2.50 for a duplicate key will be made. Only the resident(s) who signed the Lease may request duplicate keys made. Keys will not be made for minor children or friends or relatives unless with the written permission of the Leaseholder.

LAUNDRY APPLIANCES (RESIDENT OWNED)

If a resident wishes to install a washer or dryer or both, hookups have been provided. All dryers must be properly vented. Unvented dryers will damage furnaces and residents will be responsible for any repairs needed because of excessive lint that has blown into the basement area.

LAWN AND YARD

Your yard and lawn help make the property beautiful. Lawns are to be kept free of any debris. No tents, bikes, toys, furniture, etc. are permanently permitted on the lawns. These items are also not to be stored up against the sides of your apartment. Outside storage sheds have been provided for these items. No riding of any vehicles, especially cars or bikes, is permitted on the lawns. Pick up paper, toys and other debris.

Residents may plant flowers and have small gardens outside their units. You must ask the Maintenance Supervisor for permission before you begin to dig. Be aware that there may be additional charges to restore the yard to original condition.

As with any citizen in Stevens Point, residents are responsible for mowing their own lawns and raking and disposing of yard waste. Yard waste including brush, grass clippings, and leaves that accumulate in the yard must be raked and bagged. You may call the City Garage at 715/346-1537 for current information on disposal.

The Housing Authority makes periodic checks on the general appearance of the outside of all units. If a resident does not mow their lawn it is a violation of the Lease Agreement and the resident will be cited for that and non-compliance with City regulations. At that point a

maintenance worker or private contractor will mow the lawn and the resident will be charged cost and a service fee.

Hoses must be removed from outside faucets before freezing weather to prevent damage to the faucet.

LIGHT BULBS

We replace light bulbs in all light fixtures and appliances owned by the Housing Authority. Request for light bulbs should be called-in to Maintenance at 715/341-9627.

LOCKS

You are not permitted to change your apartment lock, common door locks or install any additional locks or deadbolts.

MAIL

Mail will be left in the mailbox designated for each apartment by the mail carrier.

Please pick-up your mail on a weekly basis. Management sends all notices and forms to you my mail.

MOISTURE PROBLEMS IN APARTMENTS

Black spots on your walls or ceilings are an indication of a moisture problem in your apartment. Call maintenance as soon as possible, so that they can make a determination of what is causing the problem and advise you how to solve it. Moisture build-up in the walls and ceiling can cause them to rot. If it is determined that the resident caused the problem, they will be charged for the repairs.

The biggest cause of moisture problems is poor ventilation in the apartment. Run your bathroom and range hood fans during and after you shower or cook. On warm days open your windows to let some of the moisture escape. Keep in mind that plants also cause a lot of moisture to build up in the apartment.

Be sure your shower curtain is completely closed while you shower. Water left on the floor after a shower can cause excessive moisture to build up in the apartment. This will eventually cause damage to the floor as well as to the ceilings below.

PROBLEMS WITH NEIGHBORS

Noise disturbances, parking disputes, unsupervised children, damage to property, and other problems are situations that may occur between neighbors in any neighborhood. We hope that they will not happen to you, but should a problem occur, we ask that you take the following steps to solve them.

- 1) Talk to your neighbor. Attempt to work out the problem together.
- 2) If an agreement cannot be reached, or you are unsure of Housing Authority policy on the issue feel free to contact the Resident Services Coordinator for assistance.
- 3) Any illegal activities should be reported immediately to the Police. The Housing Authority can only enforce rules and regulations set forth in the Lease Agreement.

QUIET HOURS

Quiet hours are observed from 10 p.m. to 7 a.m. Television, radios and other sound equipment must be kept to a minimum in respect to your neighbors. Be thoughtful when coming and going from your apartment during late and early morning hours.

RUMORS

If you hear "talk" from your resident neighbors about regulations that affect you, go straight to the Management office and get the correct information. Do not put your faith in rumors.

Bullying and gossip is not acceptable in Public Housing and will be dealt with as a Lease violation.

SERVICE REQUESTS

Call **715/341-9627** to make your Service Request any time of the day, 7 days a week. Follow the instructions on the answering machine. All calls are recorded and handled on a priority basis. All service requests must be made by calling 715/341-9627. No repairs will be made unless the resident has called them in to the maintenance number. Office staff is available to help you during regular office hours if you are unable to call in the request.

Making a service request gives us permission to enter and complete the work whether you are home or not.

Please do not approach maintenance staff to make service requests. They do not have time to write them down and your requests are easily forgotten during a busy day.

It is not necessary, or permitted that residents make their own repairs to their apartment. Unless the repairs are necessary because of intentional neglect or damage it is our job to make repairs at no cost to you.

Maintenance personnel are not required to work in filthy or unsafe conditions. If maintenance personnel encounter these conditions, you will be required to correct them before work is performed.

Emergency Service Requests:

Any emergency service requests should be made by calling the 24-hour emergency maintenance number. It is **715/204-9707**. The on-call Maintenance Person will respond to these calls.

- **Water overflowing in a sink, tub or toilet that you cannot turn off.**
- **The smell of gas in the building.**
- **No heat in the winter.**
- **BOTH elevators being inoperable at Hi-Rise Manor.**
- **A plugged toilet that you tried plunging first, (if you are physically able).**

If you call the emergency number and get an answering machine, PLEASE leave the following information: your name, address, type of problem, and the phone number where we can reach you. The on-call person is required to check these machines regularly.

Do not call the Emergency number to make general service requests THAT CAN WAIT UNTIL THE FOLLOWING DAY. Non-emergency calls placed to 715/204-9707 will usually result in charges to the resident.

For Ambulance, Fire Department, Police Department or any non-maintenance EMERGENCY you have to call 911.

SMOKE & CARBON MONOXIDE DETECTORS

Hard wired and battery operated smoke & carbon monoxide detectors have been installed in your apartment for your safety.

Under no circumstances may residents cover, disconnect or otherwise tamper with them to prevent them from operating. This is a serious violation of your Lease and safety codes. Residents who disable their detectors will face termination of their Lease Agreement.

High humidity from cooking or the weather can make the alarm ring on your detector. If you have tried to fan the detector and it does not stop ringing, you may call in a service request so Maintenance can check it.

SMOKING

Smoking is prohibited in all apartments. No one may smoke closer than 25 feet away from any building door or window, or air intake vents.

SNOW REMOVAL

It is the resident's responsibility to keep sidewalks and driveways shoveled. The Housing Authority provides no equipment, and under no circumstances will this service be provided. If for any reason you are absent from your dwelling; this still remains your responsibility.

If your sidewalks are not shoveled within twenty-four (24) hours after a snowstorm the City will order that it be shoveled and charges will be sent to the resident.

SPEED LIMITS

Due to the number of small children playing around the apartments, the driveways and parking areas should be used with great caution. Please be sure to check behind your vehicle before backing out of your driveway. Do not allow children to play in the parking areas, or in or around parked cars. **PROTECT YOUR CHILDREN!**

STORAGE SHEDS

Maintaining the condition of the interior and exterior of the assigned portion of the shed is the resident's responsibility, including mowing, trimming and snow shoveling.

No planting of gardens, flowers, shrubs, or any other vegetation is allowed along the outside of the shed **without the written permission of Management.**

No additional nails, hooks, etc. other than those placed by Housing Authority staff are to be installed by resident on inside or outside of buildings. Nothing is to be attached to the exterior of the storage shed including satellite dishes, antenna, basketball hoops, plant hangers, decorations, etc.

Doors are to be closed whenever the shed is not in use. Any damage to interior caused by exposure to weather will be resident's responsibility.

All obstacles, including snow, shall be removed before doors are opened. Do not use the doors to push snow aside as it will damage the hinges.

Inspection of the storage shed assigned to the resident will be made at the time of move-in, at the annual inspection as well as move-out. Resident may lock their portion of the shed with their own lock, which is to be removed upon vacating the apartment.

Do not store any organic material or garbage inside the shed **for long periods of time.** Rodents, flies, bees will quickly move-in if these items are placed inside.

All combustible products such as gasoline, oils, propane tanks, etc. are to be stored inside the locked shed. Do not smoke or light any fire of any kind inside, even if you do not have any flammable products inside ...your neighbor may.

SWIMMING POOLS

The following policy is in effect regarding swimming pools:

- 1) Residents may not set up a pool larger than 5 feet in diameter with sides higher than 12 inches.
- 2) Pools are to be empty when not in use, meaning when unattended by an adult for any length of time.
- 3) Once emptied be sure the pool is placed in a position that will prevent rainwater from collecting in it.
- 4) Pools must be moved every couple of days so as not to kill the grass.

As we regard pools that are too large and/or left filled and unattended, as a direct threat to the safety of our residents, their guests, or other children in the neighborhood, we will remove them immediately, notifying the owner (if known) that we have done so. We will also inform the resident that their failure to comply with this policy is a violation of the Lease Agreement that can and will result in the termination of the lease if continued.

TELEPHONE

If you desire a telephone, you should make your own arrangements for installation and maintenance with a local phone company. Your telephone bill is your own responsibility.

We only provide one phone jack in every apartment. If you wish to have other outlets installed you must get written permission from the Maintenance Supervisor before the outlet is installed, and it will be your responsibility to maintain them.

TELEPHONE NUMBERS

Please notify the Housing Authority of your current phone number. In order to protect your privacy, the Management Staff **WILL NOT** give out your telephone number.

TELEVISION (CABLE SERVICE AND SATELLITE DISHES)

Installation of cable TV is optional and is at the expense of the resident. Residents must receive written permission from the Maintenance Supervisor to install additional cable outlets. **The Maintenance Supervisor must approve of the planned installation before setting an appointment with the installer.**

No TV or any other cords will be permitted to run across living spaces of any unit, especially stairs or hallways.

Under no circumstances may satellite dishes be installed without the advance written permission of the Maintenance Supervisor. Call **715/341-9627** for complete information.

THERMOSTATS

Broken thermostats should be reported immediately as this can affect the control of heating in your apartment. Under no circumstances are you allowed to tamper with or hang any wet rags, etc. on thermostats in an attempt to override normal settings. Residents will be charged for any damage caused by these actions.

If you block your registers with furniture and other personal items you may find that you have blocked out your heat. Keeping your registers clear of personal items will improve the level of heating and allow Maintenance access to the registers for needed repairs.

TOILETS

Every resident should have a plunger as one is provided when you move in. If emergency maintenance is called to plunge a toilet and the resident still has a second working toilet the resident will be charged for the call. In that case, a normal service call should be made to repair the non-working toilet.

Toilets are not designed to dispose of cat litter, sanitary napkins, diapers, garbage, etc. If maintenance is called upon to remove any of the above; or toys, combs, bottles, brushes, hair clips or any foreign item, you will be charged for the repair or replacement of the toilet.

If your toilet does not shut off after use (you continue to hear water running), call Maintenance at **715/341-9627** for service. There will be no charge for this service (if you have not caused any damages to the plumbing), and it will save on water costs.

UTILITIES

Residents in Scattered-Site Family apartments pay their own utilities except for water & sewer which is paid by the Management.

To keep your energy costs affordable you may want to contact your utility company for suggestions on simple conservation methods that do not alter the unit.

You will also want to be aware of your family's water usage. Since the Management pays for water and sewer we do monitor water usage for each apartment. If your bill is excessively high you will be charged for the extra use.

If you notice dripping faucets, running toilets or leaks around the plumbing call in right away for repairs as this running water will add to the cost of your water bill.

WATER AND SEWAGE SYSTEMS

Maintenance has found that every so often we have a problem with toilets, sinks, and basement floor drains being stopped-up by items that should never be put down them. These blockages are very costly and time consuming to clear out. A large percentage of basement backups are caused by grease being deposited in kitchen sinks or basement drains.

Garbage and thick or greasy liquids must be drained into old cans, wrapped and placed in bags and placed in the trash bins. If you are unsure how to dispose of some of your garbage, please feel free to call maintenance at **715/341-9627**.