

## Apartment Alterations

Holes should not be drilled in your apartment without our prior written consent, nor should any nails, hooks, or screws be used on any floors, doors, windows, tub, shower, appliances, or fixtures in the apartment.

Nothing should be fastened to the floors, doors, windows, walls, appliances, or fixtures in the apartment, the exterior walls, or porches of the buildings.

Please refrain from hanging signs, advertisements, or notices on the outside or inside of any apartment or building.

Locks on the doors leading to the apartment should not be altered without our consent. We must have a key to every lock at all times, and every lock must be compatible with the master key system for the building.

## Balcony/Patio/Terrace

Please do not use the balcony, patio, or terrace of your apartment to store personal property.

Additionally, no towels, rags, rugs, laundry, or other items should be hung from any balcony or terrace, nor should anything be thrown or dropped from the windows, balcony or terrace.

Please refrain from cooking or barbecuing on a porch, patio, or balcony.

## Common Areas

Common areas, sidewalks, entrances, lobbies, hallways, elevators, or stairways of the community should not be used for any purpose other than entry and exit. Please do not place or store furniture, equipment, or personal articles in any common areas for any period of time. We may remove any such items at any time, at your expense, including any storage costs.

## Equipment Use

All equipment located in your apartment or community should be used in a reasonable and careful manner. Equipment includes such things as toilets, sinks, electrical, plumbing, heating, ventilating, air conditioning, building access system, elevators, appliances, or other facilities. If you or your family, guests, or visitors use any equipment in a manner that causes damage to the equipment, you could be held responsible for the costs of repairing or replacing it.

## Facilities

If your community has a pool, you must pay any required fees prior to usage. For your safety, please obey all pool rules and regulations.

Games, sports, and other recreational activities are permitted only in designated areas. All rules and regulations must be obeyed including the days and hours that recreational facilities may be used.

We may at any time discontinue any recreational services or close down facilities either temporarily or permanently.

## Heavy Items

Items which weigh more than we determine is reasonable for the floor loading of the apartment are not permitted. You must check with us before bringing heavy items (i.e., waterbeds, safes, etc.) into the apartment.

## Motor Vehicles

Please keep in mind we may remove any vehicle at the owner's expense if it appears abandoned, inoperable, does not display an inspection sticker and/or license plates, or the inspection and/or registration is expired.

We apologize, but due to local water restrictions and hazardous substance ordinances, we cannot allow residents or their guests to work on their vehicles in the community parking areas. Vehicles may be washed only in designated areas. If there is no designated area, then washing vehicles is not allowed.

## Peaceful Enjoyment

All residents, their family, and guests should conduct themselves in a manner that will not disturb their neighbors or community staff. Noise, odors, or any other actions that cause a disturbance are not permitted. Please do not interfere with the rights, comforts, or convenience of other residents or community staff.

Remember you are responsible for the conduct of your family, friends, guests, and anyone you invite into the community.

We will make reasonable efforts to stop neighbors from disturbing your peace, but we cannot be responsible for controlling their actions. If you are seriously disturbed by activities at your neighbor's apartment, please call the police.

## Pets

Pets are not allowed in the apartment without our prior written consent. If your community allows pets and we have permitted you to have one, please keep your pet on a leash at all times. Remember, you are responsible for cleaning up after your pet.

## Safety

Please do not bring anything into your apartment or the community that increases the risk of fire. Things that could cause an increased risk of fire include flammable oils, fluids, propane, benzene, gasoline, kerosene, or other hazardous materials.

Please refrain from cooking or barbecuing on a porch, patio, balcony, or within 15 feet of any building, except as expressly permitted by your community.

## Satellite Dishes

Satellite dishes one meter or less in size are permitted upon your signing a Lease Addendum – Satellite Antenna and Dishes.

## Trash

All trash should be placed in plastic bags and disposed of in the appropriate waste containers. Bulk items should never be disposed of outside of waste enclosures or left on community grounds. Please do not place any trash in halls, stairways, balconies, or laundry rooms.

## Recycling

In Montgomery County, recycling is required by law. We provide recycling bins at each dumpster area and each apartment has a small recycling bin to carry recyclable items.

Please recycle the following mixed paper items:

- Unwanted mail
- Catalogs
- Paperback books
- Magazines
- Cereal boxes (remove plastic)
- Computer & office paper
- Telephone books

### Unacceptable Items

- Packing material such as styrofoam or plastic.
- Food soiled paper such as plastic or waxed coated liners or pizza boxes.
- Wax paper, carbon paper, hard-backed books, or beverage containers such as milk or juice cartons.
- Paper or cardboard contaminated with paint, chemicals, waste, or anything else.
- Foiled gift wrap, paper towels, napkins, or tissues.

For more information, contact Montgomery County's Division of Solid Waste Services at (240) 777-6400.

## Parking

All resident vehicles **MUST** be registered with the Management Office to obtain a parking sticker/permit. The Parking Sticker **MUST** be displayed on either the front windshield or the back window of the vehicle. If you are a current resident at Woodleaf the sticker you have been issued is still valid.

Any vehicle not conforming to the above will be subject to towing at the owner's sole risk and expense.

Woodleaf Apartments also offers (3) areas for visitor parking. The parking lot area beside 1500, the back area in front of the Leasing Office, and on the side of 1528 building. All guests must use these areas to avoid towing. The parking space must have visitors displayed on the ground.

The following are additional reasons your vehicle will be towed.

- Expired tags
- Abandoned vehicles
- Vehicles parked in a fire lane or near a fire hydrant
- Flat tires
- Broken windows
- Vehicles parked in a handicapped space with no permit/tag
- Double parking (taking up two spaces)
- Blocking other vehicles

All commercial vehicles must park in one of the visitor parking areas, not in front of the buildings.

A change in vehicle ownership shall require the return of the old permit and a new one will be issued with your new registration.

Lost or stolen parking permits are the responsibility of the licensee who is subject to penalty for replacement.

## Community Guidelines

There will be a \$50.00 charge for replacement permits.

Please return all stickers to the Leasing Office upon vacating your apartment.

Guest/visitor parking passes can be obtained in the Leasing Office. They **MUST** be displayed on the rear view mirror of their vehicle.

No pass is required if your guest/visitor is parked in the designated areas marked for visitor parking. The towing company will be instructed of our **RULES AND REGULATIONS**.

The following is the name, address, and telephone number for A.T.T. Towing: 301-847-0200  
They are located at 8115 Fenton St. Silver Spring, MD 20910

Please obey all parking and traffic regulations posted on any private streets, roads, or drives.

Parking areas are to be used only to park, load, and unload motor vehicles.

Oversized vehicles, commercial vehicles, recreational vehicles, boats, or trailers may not be parked in the community without our consent.

### Lock-outs

If you are locked out after hours, please call our 24-hour service number 301-681-3870.  
Our on-call technician will be called. There is a \$35.00 fee after hours.

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