



HOUSING AUTHORITY OF THE CITY OF HARTFORD

LIPH Property Rules

Effective January 1, 2021

SECTION R1. GENERAL PROPERTY RULES1

R1.1 Resident and Guests1

R1.2 Smoking.....1

R1.3 Smoke Detectors.....1

R1.4 Open Flames2

R1.5 Hazardous Materials2

R1.6 Noise2

R1.7 Parking and Vehicles2

R1.8 Pets2

R1.9 Service and Support Animals3

R1.10 Property Maintenance3

R1.11 Extermination Services.....4

R1.12 Common Areas.....4

R1.13 Common Rooms.....4

R1.14 Trash.....5

R1.15 Laundry5

R1.16 Unit Use, Locks, Repairs, Painting & Remodeling ..5

R1.17 Appliances6

R1.18 Air Conditioners and Space Heaters6

R1.19 Phones, Cable, Internet, and Satellite Dishes6

R1.20 Trees and Shrubbery6

R1.21 Fences6

SECTION R2. SMITH TOWER AND BETTY KNOX APARTMENTS6

R2.1 Front Desk7

R2.2 Lobby.....7

R2.3 Resident Activities.....7

R2.4 Elevators.....7

R2.5 Moving Day7

SECTION R3. STOWE VILLAGE AND CHARTER OAK TERRACE (THE NEW COMMUNITIES)7

R3.1 Parking7

R3.2 Bulk Items7

R3.3 Common Areas.....7

R3.4 Ground Maintenance.....7

SECTION R1. GENERAL PROPERTY RULES

If you are not proficient in English and need help understanding your lease or these *Property Rules*, please contact the Housing Authority.

Si usted no es competente en inglés y necesita ayuda para entender su contrato de arrendamiento o estas Reglas de la propiedad, comuníquese con la Autoridad de Vivienda.

These *Property Rules* are incorporated into the tenant’s *Rental Agreement*. A violation of a property rule is a breach of the tenant’s *Rental Agreement*, which may result in fees or eviction.

These *Property Rules* are the common set of rules for all properties owned by the Housing Authority of the City of Hartford (HACH). HACH uses these *Property Rules* to promote the convenience, safety, and welfare of HACH’s Residents, to preserve HACH’s property from abusive use, and to make a fair distribution of services and facilities held out for all the tenants generally.

These *Property Rules* are incorporated into each tenant’s rental agreement. A violation of the *Property Rules* is a breach of the tenant’s rental agreement, which may result in fees or tenancy termination.

R1.1 RESIDENT AND GUESTS

(A) Definitions
Resident means tenant, tenant’s household, and tenant’s guests.

(B) Guests
Tenants are responsible for the actions of their guests. If a guest gets into trouble, violates a provision of the rental agreement, or violates these *Property Rules*, the tenant risks violating his or her rental agreement.

R1.2 SMOKING

(A) Definitions
To *smoke* means any inhaling, exhaling, burning, or carrying (lighted), any cigar, cigarette, pipe, water pipes, hookahs, or other prohibited tobacco product, including e-cigarettes, in any manner or any form.

- (B) No Smoking**
- Residents may not smoke anywhere on HACH’s property, including inside a unit.
 - HACH has not designated smoking areas on its property. Residents must leave HACH property to smoke.
 - A resident’s violation of the no-smoking policy constitutes a rental agreement violation, which may lead to termination of tenancy.

(C) Cannabis

- The federal government funds the public housing program and it considers cannabis (marijuana) a Schedule I drug, which is a drug with no currently accepted medical use and a high potential for abuse.

2. Residents may not possess, use, sell, or distribute cannabis (including medical marijuana) in any form in any unit or on the property.

R1.3 SMOKE DETECTORS

Residents may not tamper with, disable, or remove, a smoke detector, including removing the smoke detector’s batteries.

R1.4 OPEN FLAMES

HACH does not permit open flames in the resident's unit or at the property, including candles, incents, and torches.

R1.5 HAZARDOUS MATERIALS

1. Residents may not store hazardous materials on HACH's property, including flammables and fuels such as gasoline and propane, poisons, corrosives, explosives, etc.

2. HACH may approve some common hazardous household cleaning products and pesticides for storage on the property. Please contact your Property Manager.

R1.6 NOISE

Residents must keep sound systems, televisions, radios, musical instruments, and other sound-making devices, at a reasonable volume during the day, so that they do not disturb other residents. In consideration of all residents, HACH maintains Quiet Hours from 10:00 p.m. to 8:00 a.m.

R1.7 PARKING AND VEHICLES

(A) General

1. Residents may only park their vehicles on HACH's property with prior written permission. *Vehicle* means anything considered a vehicle by the State of Connecticut, including motorcycles, school buses, boats, campers, commercial trucks, etc.

2. Any vehicle found without a HACH parking sticker in a HACH parking lot or driveway, including in a handicapped parking spot, is subject to tagging or towing at the vehicle owner's expense.

3. Any vehicle found improperly parked, is subject to tagging or towing at the vehicle owner's expense.

4. HACH may ask Residents to move their vehicles to facilitate snow and ice removal. Any resident that refuses to move his or her vehicle in a timely manner, preventing HACH from removing snow and ice, may subject resident's vehicle to tagging or towing at the vehicle owner's expense.

(B) Registration

1. A resident must register his or her vehicle with the Property Manager before parking it on HACH property.

2. HACH will issue parking stickers only to a resident:

- (i) for a vehicle registered in the resident's name and current address;
- (ii) with proof that the vehicle is insured; and
- (iii) with a licensed driver in the household who will be driving the vehicle regularly.

3. HACH will only issue a single parking sticker per unit.

4. Where parking is limited, HACH maintains a waiting list for residents interested in a parking spot, on a first-come, first-served basis.

5. HACH does not assign handicapped parking spots.

(C) Parking Stickers

1. Residents must affix HACH's parking sticker to the vehicle's window as indicated by HACH.

2. HACH may revoke resident's parking registration if he or she is not in compliance with the registration requirements above.

3. Residents may not tamper with a parking sticker. If HACH determines that a resident has tampered with a parking sticker, HACH may notify resident that it is rescinding its parking sticker, beginning the eviction process, or both.

(D) Visitor Parking

HACH has no visitor parking. A resident's visitor must park his or her vehicle on the street.

(E) Parking Spots

1. Parking is only permitted in designated areas only. Residents may not park vehicles in areas not designated for parking, including on grass, in front of dumpsters, on HACH-maintained streets, or on unpaved areas anywhere at a property.

2. For properties with assigned parking spaces, residents must park only in their assigned space.

(F) Park Spot Usage

1. HACH has a limited number of parking spots. HACH expects those residents that have been granted parking to use their vehicle regularly. HACH does not permit "storing" vehicles in its parking spots, including handicap spots.

2. If HACH believes that a parking spot is being used to *store* a vehicle, as evidenced by the vehicle not being moved for more than forty-eight (48) hours, HACH will notify the owner to move the vehicle by a specified date and time. If the vehicle is not moved by the date and time in the notice, the vehicle is subject to tagging or towing, at the vehicle owner's expense.

(G) Other Vehicles

1. Residents may not permit trucks or other vehicles on lawns when moving furniture in or out of buildings.

2. Residents may not leave inoperable or unregistered vehicles on HACH's property.

(H) Repairing and Servicing Vehicles

Residents may not repair or service vehicles, or change or discard motor oil, anywhere on HACH's property, including in driveways or garages.

R1.8 PETS

This is a summary of the HACH's *Pet Policy*. Please refer to the full policy in the *Admissions and Continued Occupancy Policy (ACOP)* for more details.

(A) General

1. A Resident is permitted to have one (1) common household pet per unit, in accordance with HACH's *Pet Policy*.

2. All pets must be registered with the HACH.

3. Residents may not permit visitors to bring pets onto HACH's property.

(B) Permitted Animals

1. HACH will only approve a pet that weighs less than 25 lbs. at maturity.

2. HACH will not approve an animal that constitutes a danger to other residents.

(C) Licenses

All pets must be licensed and inoculated in accordance with State of Connecticut and the City of Hartford regulations.

(D) Pet Areas

1. Pets must not be left unattended anywhere on HACH's property other than within the Resident's unit.

2. Residents may not allow a pet out of their unit unless it is under the resident's physical control, i.e., on a leash, in a box, or in a cage. Resident must always cage pet birds.

3. Residents may not permit pets, under any circumstances, in the community rooms, in laundry facilities, on the playgrounds, or at recreational facilities.

(E) Disruptive Pets

If, in the judgment of HACH, a pet has become disruptive because of noises, barking, damage to the building or unit, or a danger to the health and safety of other residents, HACH may require the resident to remove the pet from the property.

(F) Damage

1. HACH requires a pet deposit. HACH may use the pet deposit to pay reasonable expenses directly attributed to the presence of the pet at the property, including the cost of repairs, replacement, fumigation of the unit, etc.

2. Residents are required to clean up after their pet. HACH charges a pet waste removal fee, per occurrence, against a resident pet owner who fails to remove pet waste.

3. Residents must pay for the cost of repairs and all damage to the building, grounds, flooring, trim, finish, tiles, carpeting, etc., caused by their pets.

4. If resident's pet stains the property and the damage cannot be restored to the original condition, residents shall pay the full cost of replacing the item.

(G) Assistance Animals

Disabled residents may request HACH to make a change to the *Pet Policy* as a reasonable accommodation of the resident's disability.

R1.9 SERVICE AND SUPPORT ANIMALS

(A) Overview

There are two types of assistive animals that help disabled individuals: (1) *service animals*, such as a seeing-eye dog, and (2) *support animals*, such as emotional support animal (ESA). The two classes of animals are different from each other and are covered by different laws. HACH does not consider a service animal or a support animal a pet, so many pet policy restrictions may not apply.

(B) Service Animals

1. A "service animal," is a dog that is formally and individually trained to do work or perform one or more specific tasks for a disabled individual. A service animal does not need to be professionally trained. An animal "in-training" to be a service animal is not a service animal.

2. Service animals do not require a certificate or vest. HACH does not accept a certificate or vest as proof an animal is a service animal.

3. If a disabled-individual's need for a service animal is not obvious (e.g., a seeing-eye dog for a blind resident would be obvious), HACH staff may ask the animal's handler two questions: (i) is the service animal required because of a disability? And, (ii) what work or task has the animal been trained to perform? If the animal's handler cannot answer these questions to HACH's satisfaction, HACH may deny the animal access to its property.

4. A service animal must be under the control of the handler at all times. A service dog must be on a leash, except when permitted by HACH.

5. Service animals must meet local ordinances, such as licensing, vaccinations, etc.

(C) Support Animals and ESAs

1. A "support animal" or "emotional support animal (ESA)," which may be any animal commonly kept in a household, may be trained or untrained, and must provide a disabled-individual support (including emotional support).

2. HACH does not accept a certificate or a vest as proof that an animal is a support animal.

3. *Before* bringing a support animal onto HACH's property, a disabled resident needing a support animal must request and wait for HACH to approve a waiver in HACH's pet policy.

4. Support animals must meet local ordinances, such as licensing and vaccinations, etc.

(D) Guests with Support or Service Animals

1. A disabled guest may bring a *service animal* onto HACH's property without permission. HACH may question the animal's handler concerning the need for the animal and its training.

2. A disabled guest may bring a *support animal* onto HACH's property only after providing written verification from a licensed healthcare provider (such as a doctor or therapist) that the guest's disability requires the animal to be with the guest during his or her visit to HACH's property. HACH may request a copy of the written verification and may verify its veracity.

R1.10 PROPERTY MAINTENANCE

(A) HACH Maintenance Staff

Residents are not to interfere with HACH's maintenance staff's work duties and responsibilities.

(B) Grass

HACH will cut grassy areas at each property, except for units in Stowe Village and Charter Oak Terrace (see below).

(C) Snow

HACH will remove snow, ice, etc., from the parking lots, walks, and driveways, except for unit in Stowe Village and Charter Oak Terrace (see below).

R1.11 EXTERMINATION SERVICES

(A) General

1. HACH provides regular extermination of all units and buildings at no cost to residents.

2. In addition to regularly scheduled treatment, residents may request extermination services as needed by calling HACH's Central Complaint office at (860) 723-8500.

3. HACH provides special extermination where heavy infestation is evident.

(B) Notice

HACH provides a resident 48-hours' notice so that the resident can properly prepare the unit for extermination.

(C) Refusal

No resident may refuse extermination services unless the Property Manager approves a medical exception. Refusal of extermination service constitutes a health and safety hazard that is a rental agreement violation.

(D) Self-service

Residents may not perform their own extermination. Resident's extermination diminishes the effectiveness of HACH's approved treatments.

R1.12 COMMON AREAS

(A) Food and Drink in Common Areas

1. No beverages or food of any kind are allowed in the common areas except the Community Room.

2. Residents may not consume alcoholic beverages on HACH property outside of their units.

(B) Creating a Nuisance

1. Residents may not use profanity, or loud or abusive language in common areas. If you are creating a nuisance, the front desk staff or management will direct you to leave the area immediately.

2. Residents' and visitors' affairs must always be kept private.

3. Residents must not fight or demonstrate abusive behavior of any kind while on HACH's property. If you are fighting or being abusive, HACH may call the police.

(C) Storage Space

1. HACH does not provide storage space outside a unit, except as permitted by prior written permission of the Property Manager.

2. HACH will remove and dispose of any items placed in common areas, such as basements, hallways, crawl spaces, etc., including motorbikes, mattresses, sofas, or other furniture. Resident will be charged for its removal.

(D) Personal Property

1. Residents are not permitted to place or leave personal property in the common areas, inside or outside of the building, without prior permission of a Property Manager, including personal notices, plants, swimming pools or inflated pools of any size, basketball hoops, hockey nets, trampolines, bouncy houses, rugs, furniture, etc.

2. HACH will remove and dispose of unapproved personal property left in the property's common areas without notice. If HACH can identify the owner, HACH will charge the resident for its removal.

(E) Flammable Materials and Fire Hazards

1. Residents are not permitted to place or leave flammable materials in the common areas or to create fire hazards in the common areas, including in hallways and on doors, in stairwells, and in and on elevators, if those materials or hazards, in HACH's or the City Fire Marshal's opinion, may interfere with a resident's ability to respond to firefighter's instructions in the event of a fire, including posters or papers in the hallways or on doors, rugs or mats, chairs or other furniture, etc.

2. HACH will remove and dispose of all flammable materials and fire hazards in the property's common areas without notice. If HACH can identify the owner, HACH will charge the resident for its removal.

(F) Grills and Fire Pits

Residents may not use grills and fire pits on HACH property.

(G) Charges

HACH will charge residents the Labor Rate as defined on the *Resident Services Fee Schedule* for removal of any object left on HACH's property outside a unit.

R1.13 COMMON ROOMS

(A) Community Room

Some properties have a room designated as the Community Room. For those that do:

1. Community Room hours are from 8:00 a.m. to 9:30 p.m., seven days a week.

2. Residents may not remove chairs from the Community Room at any time.

3. Resident may not take food and drink from the Community Room.

4. Residents must dispose of all trash, in a trash receptacle, before leaving the Community Room.

5. Residents may not use the Community Room or any other common area inside the building or on the grounds for legal personal gain. An example would be the selling of products or merchandise in the Community Room in which the proceeds go to an individual resident. The Community Room and common areas are intended to benefit all, not just a single individual.

(B) Game Room

Some properties have a room designated as the Game Room. For those that do:

1. Game Room hours are from 8:00 a.m. to 9:30 p.m., seven days a week.

2. A resident must accompany any guest using the Game Room.

3. An adult resident must accompany and supervise anyone under the age of 16 in the Game Room.

4. Residents must sign in and out for the billiard equipment (pool balls & sticks) at the Front Desk. If not returned the last person that signed out the equipment will be charged a replacement fee.

(C) Sun Room

Some properties have a room designated as the Sunroom. For those that do:

1. Sunroom hours are 8:00 a.m. to 9:30 p.m., seven days a week.
2. Resident may only use the Sun Room as a quiet area, reading area, and meeting room.
3. Residents, staff, and resident leaders, may use the Sun Room for private confidential meetings, as needed.

R1.14 TRASH

(A) General

1. Residents must not litter on HACH’s property with refuse or waste of any kind. HACH does not tolerate littering. Please do your part to keep your property clean and use all accessible trash and recycling containers.
2. Residents are responsible for putting garbage and trash properly inside HACH dumpsters, trash receptacles, or trash chutes, where available.

(B) Receptacles

1. HACH will provide each household a City trash receptacle at move in.
2. HACH will provide a single replacement if resident’s City trash receptacle is stolen or damaged.
3. If the resident requests a third City trash receptacle from HACH, HACH will charge the resident its cost of the receptacle.

(C) Bulk Waste

Residents must place large trash items, such as mattresses, furniture, or other large household items, next to dumpsters for removal on the regularly scheduled trash removal day. Residents may call the Property Manager if assistance is needed.

(D) Recycling

Residents must follow the prescribed procedures for recycling as established at their property. Check with your Property Manager regarding receptacles and procedures.

(E) Trash Rooms and Chutes

1. Trash rooms with waste disposal chutes are provided in some buildings.
2. Residents must place all trash in 13-gallon or smaller plastic bags and closed it securely before putting it in the chute. Residents must bring all other items to the dumpster for disposal.
3. Residents may not leave trash bags or any other trash, including large household items, in the trash room.
4. HACH will charge a resident the Labor Rate if HACH must remove trash.
5. Residents may not dispose of anything that might clog the trash chute, including: brooms or mops, or anything with

a long handle; umbrellas; wood; televisions, stereo equipment, or any electronic; equipment that isn’t hand-held; clothes, pillows, or blankets; stuffed animals; cardboard boxes; suitcases; furniture; car parts; etc.

(F) Bulk Items

1. Residents may not leave furniture and bulk items in the common areas, including hallways.
2. HACH charges a resident the Labor Rate for any bulk items left in common areas (activities are monitored by security cameras).

R1.15 LAUNDRY

(A) Laundry Room

1. Common laundry facilities are provided at some properties.
2. Laundry Room hours are from 8:00 a.m. to 9:30 p.m., seven days a week.
3. Only residents may use the washers and dryers, not guests.
4. Residents may not use more than two washing machines or dryers at the same time.
5. Residents using these areas are asked to be courteous to others by removing laundry immediately when a cycle is finished and cleaning filters after each use.
6. Residents must clean dryer vents after each use – failure to do so can create a fire hazard!
7. Residents must dispose of trash and empty detergent bottles properly.

(B) Washer & Dryer Hookups

1. If resident’s property has a community laundry room with washer and dryer service, resident is prohibited from having a washer or dryer in their unit.
2. HACH provides washing machine hookups in the units at some properties. Where available, residents must provide their own machines.
3. Residents may install washing machines and clothes dryers only with prior written approval of the Property Manager.
4. Residents’ washing machines and dryers must meet HACH’s specifications.
5. Residents may not install clothes dryers unless a 220-volt service is present. Clothes dryer must be properly ventilated.

(C) Clotheslines

Residents may not hang clothing from windows or any place outside their units, except for HACH-designated clothesline areas.

R1.16 UNIT USE, LOCKS, REPAIRS, PAINTING & REMODELING

(A) Use

1. Residents must use all electrical, plumbing, sanitary, heating, ventilating, air-conditioning, and other facilities and

appurtenances, including elevators, in reasonable and non-abusive manner.

2. Residents may not use waterbeds in their units.

(B) Locks

1. Resident shall not change, remove, or replace the locks on doors, gates, or windows. Resident may request HACH to change the locks, for a fee.

2. Resident shall not install any additional locks.

(C) Repairs

1. Residents in need of unit repairs must call Central Complaint at 860-723-8500, to schedule the repair.

2. HACH charges residents for the costs of maintenance and repairs beyond normal wear and tear. A copy of the *Resident Services Fee Schedule* is posted and available at local Property Management offices.

3. Residents that disagree with a charge may request a Grievance Hearing in accordance with their rental agreement.

(D) Paint and Wall Coverings

Residents may not use contact paper, wallpaper, or unauthorized paint.

(E) Remodeling

1. Residents may not make any repairs, alterations, or changes to the Unit, or install permanently affixed carpet, wall coverings, or equipment, without HACH’s prior written consent.

2. Residents may not make structural changes to the unit. Resident must get prior written approval from a Property Manager before any alterations to a unit, including painting.

3. Residents may not add, remove, or replace exterior doors or gates.

4. Residents may not install plumbing and electrical fixtures without prior written permission of the Property Manager. Resident may not alter plumbing and electrical systems.

R1.17 APPLIANCES

1. Residents must maintain all appliances in a clean, safe, and sanitary condition, whether they are provided by HACH or by Resident.

2. Residents must obtain HACH’s written permission prior to installing or using Resident’s own appliances.

3. Residents must ensure that all Resident’s appliances are:

- (i) suitable for use in a residential dwelling; and
- (ii) installed and used in accordance with state, city, and manufacturer’s requirements.

R1.18 AIR CONDITIONERS AND SPACE HEATERS

(A) Use of A/C

1. Residents must get prior written permission from the Property Manager before installing an air conditioner.

2. HACH charges for the use of an air conditioner.

3. HACH requires the use of its built-in air conditioner sleeves, where they exist, for safety reasons. If a resident’s unit has an air conditioner sleeve built in to a wall of the unit, residents:

(i) may, when permitted, place an air conditioner in the sleeve;

(ii) may not place an air conditioner in any a window in the unit, even if there is no sleeve in the room; and

(iii) may not install an air conditioning sleeve in a window.

(B) A/C Seasonal Limits

Residents must remove air conditioners from windows and air conditioner sleeves before November 1st. HACH requires air conditioners removed to conserve heat during the winter months.

(C) Space Heaters

1. Residents must notify HACH of any resident-purchased heating equipment prior to its installation and use, so that HACH can determine if the equipment meets code and safety requirements.

2. Residents must abide by any local ordinance restricting or prohibiting the use of space heaters.

R1.19 PHONES, CABLE, INTERNET, AND SATELLITE DISHES

(A) Phones, Cable, and Internet

Residents must call Central Complaint at 860-723-8500, or a HACH Property Manager, at least 24-hours in advance of installation of phone, cable, or internet services. Residents must schedule installations between 9:00 a.m. and 3:00 p.m., only.

(B) Satellite Dishes

Residents must receive prior written approval of a Property Manager to install a satellite dish or other exterior reception device. A resident may only install a satellite dish in accordance with HACH’s installation guidelines.

R1.20 TREES AND SHRUBBERY

1. Residents are not permitted to plant trees or shrubbery on HACH’s property without HACH’s written authorization.

2. HACH will charge the Resident the Labor Rate for the removal of unauthorized plantings.

R1.21 FENCES

1. Residents are not permitted to erect fences on HACH’s property without HACH’s written authorization.

2. HACH will charge the Resident the Labor Rate for the removal of unauthorized construction.

SECTION R2. SMITH TOWER AND BETTY KNOX APARTMENTS

The following additional *Property Rules* for Smith Tower and Betty Knox Apartments modify or extend the *General Property Rules* above.

R2.1 FRONT DESK

(A) Front Desk

1. Front Desk Personnel are employees of HACH. Residents must always respect their authority. Residents may bring a problem regarding any Front Desk Personnel or staff member to the Property Manager's attention.

2. Residents may not loiter in front of the glass surrounding the front desk because it impedes the view of the Front Desk Personnel, making it harder for them to do their job.

3. Please be respectful and quiet when Front Desk personnel are on the phone or communicating with individuals who are signing in and out.

(B) Front Desk Phones

Residents may not use the front desk phones. Front desk phones are for staff business purposes or emergencies; they are not to be used by residents for personal use.

R2.2 LOBBY

(A) Entry/Exit Doors

1. Residents may not open the front doors for anyone. For your own security, the only the Front Desk staff on duty must do so.

2. Residents must not stand in front of the double doors in the lobby. Excessive opening of the doors causes a loss of heat in the winter and loss of cooling in the summer.

(B) Lobby Seats

Lobby seats are reserved for residents waiting for transportation. Residents not waiting for transportation may sit in the lobby if they are not creating a disturbance and are complying with the Property Rules. If a resident chooses to sit in the lobby, the resident should please be respectful of other residents that need the seating to wait for transportation.

R2.3 RESIDENT ACTIVITIES

Residents may not participate in Resident activities wearing pajamas or sleeping attire. HACH will not permit residents not dressed appropriately to participate in activities.

R2.4 ELEVATORS

(A) Service

1. HACH may remove one elevator from service to conduct special activities that may change over time. Currently HACH removes one elevator from service for:

(i) Trash Duty, Monday through Friday from 8:00 a.m. to 9:00 a.m.

(ii) Food Share, every other Friday, 10:00 a.m. to 11:00 a.m.

(iii) Lunch Program, every day, 11:45 p.m. to 12:45 p.m.

(B) Resident Use

1. If a resident needs an elevator to remove a bulk item from her or her unit, please contact the Front Desk or HACH staff for permission to use the elevator to bring the bulk

items into the basement and out back to the dumpsters for disposal.

2. With permission, residents may move furniture and other bulk items in and out of the building from 9:00 a.m. to 4:00 p.m., Monday through Friday.

R2.5 MOVING DAY

1. Residents may not move furniture and large items through the front entrance of the building.

2. Resident access to the rear of the building will be available from 9:00 a.m. to 4:00 p.m., Monday thru Friday.

3. Residents may not move in or out of their units on weekends or holidays without prior written permission of a Property Manager.

SECTION R3. STOWE VILLAGE AND CHARTER OAK TERRACE (THE NEW COMMUNITIES)

The following additional Property Rules Stowe Village and Charter Oak Terrace modify or extend the *General Property Rules* above.

R3.1 PARKING

(A) General

1. Residents need not apply for permission to park at Stowe Village or Charter Oak Terrace. HACH will not issue parking stickers.

2. Each Resident may have up to two vehicles parked in the Resident's unit's portion of the driveway.

(B) Visitors

1. Visitors may park in the Resident's unit's portion of the driveway.

R3.2 BULK ITEMS

When a resident puts bulk item, such as old furniture, out for disposal, resident must call City of Hartford Public Works and schedule an appointment for pickup.

R3.3 COMMON AREAS

1. Areas outside of the unit are common areas.

2. Residents are not permitted to place and leave personal property on the areas outside the unit without HACH's prior permission.

R3.4 GROUND MAINTENANCE

(A) Grass

Resident is responsible for cutting the property's grassy areas. Resident's failure to keep the property's grass below four inches will result in HACH performing the work for a fee.

(B) Snow

Resident is responsible for removing snow and ice from the sidewalk and egress. Resident's failure to clear snow and ice in a timely manner will result in HACH performing the work for a fee.