

TENANT HANDBOOK

Brook School Apartments

**Town of Weston
Massachusetts**

**44 School Street
Weston, MA 02493
781-786-5190**

LEASE ATTACHMENT No. 3

TENANTS OF BROOK SCHOOL APARTMENTS

Welcomefrom the Elderly Housing Committee

The Weston Elderly Housing Committee extends a warm welcome to you.

Our Committee is comprised of five Weston residents appointed by the Town Moderator. We have two main functions. First, we assure that Brook School Apartments operates in a fiscally sound manner. We set a yearly budget which is reviewed and approved by the Town Manager and by the Town's Finance Committee. We also authorize all work done at the Brook School Apartments.

Our second function is to set policies and procedures that are implemented by the Property Manager for the Brook School Apartments.

The Elderly Housing Committee (EHC) is committed to providing equal housing opportunities for all prospective tenants regardless of race, color, religion, sex or sexual orientation, creed or national origin.

This Handbook is designed to explain some aspects of living at Brook School Apartments. It includes the House Rules and is considered a part of your Lease Agreement. Failure to comply with these House Rules may subject you to termination of your tenancy and possible eviction. On occasion, changes may be made to this Handbook and given to you as a Tenant. These changes will become effective 30 days after such notice of the proposed change. The Property Manager will be happy to answer any questions you may have.

We are pleased that you will be living with us and look forward to working with you in a comfortable and happy community.

About Weston...

Originally established in 1698 as The Farmers Precinct of Watertown, Weston was officially incorporated as a Town in 1713. An agricultural community during its first two centuries, the Town also served as a vacation spot for many Bostonians. It was not until after World War II that Weston rapidly evolved into today's residential suburb with a population of over 10,000 in a 17.34 square mile area.

About Brook School...

1896 – Building A opens as a high school.

1900 – Building B opens for administrative use.

1932 – Building C opens as the “new” high school.

The three buildings are used through the years variously as nursery, elementary, junior high, and high schools, and for administrative offices.

It is of note that in 1948 the very top floor of Building C was destroyed by fire. The peaked roof was replaced by a flat roof which is the current design.

1977 - Brook School closes as a school. Ownership is transferred to the Board of Selectmen under the aegis of the Elderly Housing Committee.

1980 – Brook School rehabilitation is completed with 52 apartments in what is now identified as Brook School Apartments, Buildings A, B, and C. The first residents move into Brook School Apartments. A contract with HUD for rental subsidy of 42 apartments under the Section 8 program is signed.

2004 – Construction is completed for the new Building D with 24 additional apartments and the first residents move in. Subsidy is provided by the Weston Community Preservation Act Fund with a deed restriction on thirteen (13) units.

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STAFF

The Brook School Apartments is owned and managed by the Town of Weston, acting through its Weston Elderly Housing Committee (“the EHC”). The EHC is made up of five volunteer citizens appointed by the Town Moderator. The Brook School Apartments are managed on a day-to-day basis by a Property Manager who reports to the EHC.

The Property Manager’s responsibilities include, but are not limited to: general oversight of the apartments and common areas, processing of maintenance requests and contracts, processing tenant certifications and subsidies, and acting as a liaison between Brook School Apartments, the Town and HUD. Office hours for the Property Manager are 9:00a.m. to 5:00p.m., Monday through Friday. The Property Manager is sometimes referred to in this Handbook as the Office or Management.

The Maintenance Specialist’s responsibilities include overall maintenance and custodial duties of the Brook School campus and buildings. All maintenance requests are directed to maintenance personnel through the Property Manager. Regular hours are 9:00a.m. to 5:00p.m. Monday through Friday.

There is also staff on-call 24 hours a day in the event of an emergency. The staff can always be reached by calling the office number as explained below.

We also have a part-time employee who handles the income re-certifications for the subsidy programs.

OUT OF OFFICE

When the office is closed (evenings, weekends and holidays) and you require assistance call (781) 786-1599. If the problem is an emergency (anything that needs immediate attention), a staff member will be called to respond. If the problem is not an emergency, your message will be conveyed to staff on the next business day.

For any medical emergency, call 911 to contact the Weston Fire Department. Brook School Apartments staff is not trained to respond to medical emergencies.

When the Property Manager is away from the Office during office hours, the phone is set to record messages. Please leave your name and phone number and your call will be returned as soon as possible.

MAINTENANCE

Maintenance requests should be made by phoning or visiting the Property Manager's office located in Building C. A record will be made of the request and the work will be commenced and completed as soon as possible. So that repairs can be monitored and records maintained, you are requested to make repair requests to the Property Manager's office, not directly to the maintenance staff.

It is your responsibility to let the Property Manager know of any problems before they become big ones. The sooner we know about any problem, the better.

If outside repair people need to enter your apartment when you are not there, they will be accompanied by our staff and will enter if you have given us prior permission, except in the event of an emergency.

Annual inspections of apartments will take place so that routine repairs can be made in a timely manner and prior to the annual HUD inspections. Prior notice to the tenant will be given for any apartment inspection.

Management is responsible for all maintenance due to normal use. Each tenant is responsible for the cost of any repairs caused by other than normal use such as: broken windows, flooding, burned or stained carpets; toilet clogged by careless disposal procedures, etc.

FIRE SAFETY

BEFORE THE FIRE ALARM SOUNDS

Study Fire Exit directions posted in the hall outside your apartment. This is your easiest way out. However, think of another route out of the building in case the suggested way is blocked.

WHEN THE ALARM SOUNDS

1. Feel the door before you open it. If the door is hot, do NOT open it.
2. If you cannot exit from your apartment, open your window and signal to the Fire Department for help.

3. If your door is NOT hot, leave the building and don't return for any reason until the firefighters give you permission. It is a good idea to bring your keys and outdoor clothing to suit the season.
4. Gather away from the building with your neighbors and check to see if everyone is accounted for.
5. Do NOT use the elevator.
6. Generally it is best NOT to attempt to use the fire extinguisher. It is better to leave your apartment and let the experts fight the fire.
7. If your smoke detector trips the alarm, a small red light will be visible on the detector itself. You may help the arriving firefighters by letting them know that your apartment has a problem.
8. Pull boxes may be used to summon help in any sort of emergency. If at all possible, use the red-handled pull boxes rather than the phone to call the Fire Department. Using the pull boxes contributes to your neighbor's safety by alerting them of possible danger.

OTHER EMERGENCIES

FALLS

If someone falls in an apartment, common area, or on the grounds, please DO NOT ask any member of the Brook School Apartments staff or a tenant to pick them up – CALL 911. Continued good health may depend on the skill of a trained EMT who can lift a fallen person correctly and assess any possible injury. Therefore, call the Fire Department (911) if you fall or witness a fall.

ILL & UNRESPONSIVE

The Fire Department should be called (911) if a tenant is found unresponsive or acutely ill. The Property Manager should be informed as soon as possible.

POWER FAILURES

The Brook School Apartments has two generators. They are designed to provide the following in the event of a loss of electrical power:

- power sufficient to support the heating system for all buildings;
- power to operate all septic system pumps;
- power to maintain the domestic hot water supply;

- emergency lights in varying locations in buildings;
- elevators in Buildings A, B, C, and D;
- all lighting and kitchen appliances in the Forbes Room in Building A.
- all lighting and kitchen appliances in the Palmer Room in Building C
- power to the sitting room of Building B

Please keep a couple of flashlights and a supply of batteries on hand for use in your apartment during a power outage. At the Fire Chief's request, please do NOT use candles during a power outage.

YOUR APARTMENT

RENT

Your rent is due the first day of each month. Please make your check payable to the Town of Weston and bring the check or mail it to the Manager's Office or place it in the "Rent Drop Off" box in Building C & D. The amount of your rent is a matter of strict confidence between you and the Management and the EHC, and other legal entities that may be entitled to the information.

RECERTIFICATION FOR SUBSIDIES

Annual income/asset re-certification is required to continue Section 8 or Community Preservation Act subsidies. Your rent will be adjusted to reflect any substantial increase or decrease in your income or assets that occurs before your regular re-certification date. You are responsible for reporting any changes in your income or assets to Management within 7 days of receipt of the funds. If you have any questions as to whether the income change may affect your subsidy, please contact Management.

UTILITIES

Your rent includes heat and hot water. You are responsible for contacting the electric, phone, and cable companies to initiate service and for keeping your account payments current.

KEYS

You will be given keys to your apartment and to your mailbox. If you should lose your keys, you must notify the Property Manager immediately. If you are locked out of your apartment, call the office phone number (781) 786-5190 and the on-call staff person will be notified to let you in. The on-call staff person is expected to respond to lock-outs within 2 hours as it is not considered a strict emergency

unless there is a danger of items left on the stove. You are encouraged to make arrangements to leave a key with a neighbor to prevent undue paging of the on-call person. If you are assigned an entry card/FOB, a fee may be assessed for replacement if the card is lost or stolen.

INTERCOM SYSTEM

Apartments in Buildings A, B, and C feature an Intercom system connected to the main entry of the building. When a visitor rings your bell, it will buzz in your apartment. Press the ON button to listen and hold it down as you press TALK and DOOR (opening the outside door of the building to your visitor). Please do NOT open the door to anyone you do NOT know or you do not want to let in!

ENTRY SYSTEM

A phone entry system is installed in Building D and at the Building C “circle” entrance. A visitor will highlight a particular name, press “CALL”, and the phone of the tenant being visited will ring. That tenant will be able to converse with the person at the door on the phone and will then be able to release the door by pressing the number “9” on the phone.

SMOKE AND HEAT DETECTORS

In the event of extreme heat or smoke, this system will activate the building’s fire alarm system which is directly connected to the Weston Fire Department. To avoid unnecessary alarms, we urge you to use your kitchen exhaust fan while cooking. In the event you do create some smoke while cooking but there is not a fire danger, please open a window as well as using your exhaust fan. Do **not** open the door to the hall because that would serve to spread the smoke and/or cooking aromas throughout the building.

The detectors in Building D are installed under current code which allows the smoke detector within the apartment to only sound in the originating apartment in the event of minor cooking smoke. The heat detectors within the apartments of Building D **will** call the Fire Department. However, if you should open the door to your apartment so that smoke goes into the hallway, the hall smoke detector will contact the Fire Department if it goes off. Please note that an abundance of steam will set off smoke detectors by shorting them out, so you are also urged to use your bathroom and kitchen fans when steam is present.

Once a year, the fire alarm maintenance company will inspect the detectors in each apartment. Prior notice will be given for the inspection.

SPRINKLER SYSTEM

Building D is equipped with a full sprinkler system in the common areas and in the apartments. There is a sprinkler system in the trash chute areas and laundry rooms of Buildings A, B, and C.

CABLE

Each apartment is wired for cable. You may subscribe by contacting the local cable providers.

SATELLITE DISHES

Satellite dishes are not allowed to be installed inside or outside of any apartment.

CIRCUIT BREAKERS

Before reporting an electrical problem in your apartment, please check the circuit breaker box. All switches should be in the ON position.

HEAT AND AIR CONDITIONING

Each apartment has a thermostat control. In Buildings A, B, and C, the higher the number the warmer the temperature with the maximum temperature obtained by moving the dial as far as it will go. Each apartment has a built-in air conditioner unit. In Building D, the heat is on when the indicator on the right side of the thermostat is pointing to "HEAT". The air conditioner is on when the indicator is moved to "COOL". The indicator on the left side of the thermostat controls the fan. The energy efficient setting for the fan is in the "auto" position.

WINDOW AIR CONDITIONERS

Window air conditioners may be installed in a window **ONLY** if it is **not** the only window in that room as provided for in fire and building code regulations. Window air conditioners may be installed only with prior written permission from the Property Manager.

INTERIOR DECORATING AND ALTERATIONS

NO painting of apartments, repairs or alterations are allowed without prior written permission from the Property Manager. Any change in the supplied window shades is not allowed without prior written permission from the Property Manager. Use of "contact paper" is not permitted. Shelf paper or the newer "cling" type of product is recommended on shelves. Drapes and rods may be installed as desired by the tenant. You may hang pictures and mirrors on any walls. Appropriate hangars must be used for heavy items.

RUGS

You are cautioned about putting area rugs on top of the wall-to-wall carpet installed in your apartment as such rugs can be tripping hazards.

WINDOWS

The outside of all windows are washed regularly. Tenants may arrange to have the inside of their windows washed at the same time at their own expense.

DRAPES

Drapes in the common areas are professionally cleaned. Tenants may arrange to have their own drapes cleaned at the same time at their own expense.

PORTABLE MACHINES/APPLIANCES

No machine or appliance not provided with the apartment, such as a washing machine, dryer, freezer, large microwave, dishwasher or similar appliance is allowed.

DECENT, SAFE & SANITARY PREMISES

In keeping with HUD requirements, tenants must keep their apartments “decent, safe and sanitary.” The Property Manager may request assistance from family members, the Board of Health, the Fire Department, and/or social service agencies if it appears there is consistent non-compliance with these lease conditions.

APARTMENT INSPECTIONS AND MAINTENANCE

Absent emergency circumstances, the Property Manager and other staff or persons authorized by the Property Manager or staff may enter an apartment for the following reasons:

- to inspect the apartment;
- to make repairs;
- to show the apartment to a prospective tenant after the current tenant has given notice that the current tenant is vacating the apartment;
- in accordance with a court order;
- if the apartment appears to be abandoned; or
- to inspect the apartment within the last 30 days of the tenancy in order to determine if any damage is to be deducted from the security deposit.

For any of the reasons listed above, the Property Manager shall give reasonable notice of intent to enter the apartment during reasonable hours. Tenants may not

unreasonably withhold permission and shall cooperate in establishing a mutually agreeable time. If a mutually agreeable arrangement cannot be made with the tenant within 5 days of notice of intent to enter, upon provision of further notice of intent to enter the apartment, the Property Manager, staff or other authorized persons may enter the apartment without the tenant's permission or presence for one of the reasons listed above.

INSURANCE

The Brook School Apartments carries insurance on the buildings and common areas. This insurance **does not** cover tenants' personal property. We urge you to purchase a renter's policy that will protect your belongings against fire, theft, and other loss.

AROUND THE BUILDINGS AND GROUNDS

TRASH AND GARBAGE DISPOSAL

A dumpster is located in the parking lot for large items and for the use of tenants in Buildings A and B, which are not equipped with a trash chute.

Building C – A trash chute is located on the first floor near Apt.C-38 and on the second floor near apartment C-52. Please place your garbage in a plastic bag before you put it in the chute. Corrugated cardboard cartons will jam the trash compactor and should be broken down and left in the dumpster in the parking lot. Do not attempt to put these boxes down the trash chute.

Building D – A trash chute is located on each floor. Please place your garbage in plastic bags before dropping it in the chute. Corrugated cardboard boxes will jam the chute and must be broken down and left in the dumpster in the lower parking area. Do not attempt to put these boxes down the trash chute.

RECYCLING – There is a recycling area in each building with clearly marked barrels. Recycling is voluntary, so if you don't recycle please throw your items in the trash chutes or the outside dumpster.

LAUNDRY

Laundry is free, however you must use four (4) quarters to operate the machines. Each building has a laundry room. The machines are for use by tenants ONLY between 8:00a.m. - 10:00p.m.

- Please report any machines that are out of order to the office immediately at (781)786-5190.
- If you have multiple machines in your building, do not use all washing machines and dryers at the same time. Please keep one washer or dryer available for others to use.
- Please remove your laundry promptly after the cycle ends. Be aware of the time it takes your laundry cycle to complete and empty the machine promptly.
- Do not interrupt a cycle of the washer or dryer and do not remove another tenant's clothing in the middle of a cycle.
- Do not use Canadian quarters as they jam the coin slots.
- Do not put too much detergent in the front loader machines (only ¼ cup) is sufficient, otherwise this will stop the machine from working.

PARKING

A tenant with a registered car is assigned one numbered parking space. VISITOR spaces are for guests. Please do not park in another tenant's parking location. Please instruct your visitors to use only the VISITOR spaces or to park along School Street. The handicapped spaces are also assigned to tenants and are not for guest use.

EXTERIOR DOORS

For security reasons, exterior doors must not be propped open unless you are at the door supervising, such as during a move-in.

QUIET

For many of you, living in an apartment building is a new experience. We ask you to monitor noise level in your apartment so your neighbors are not disturbed. Noise from stereos, TV, radios, etc., should be kept at a minimum especially between 11 P.M. - 8 A.M.

STORAGE

A limited number of storage cubicles are available for tenants. A waiting list exists for a storage unit. You may put your name on the wait list and one will be assigned as they become available. No flammable items or hazardous materials may be kept in any apartment or storage cubicle or elsewhere on the Brooks School property.

HALLS & COMMUNITY AREAS

The common areas of the buildings, including the halls, are shared by all of your neighbors. You may not place trash, debris, waste or any other material or decorations in the halls or common areas nor store any personal property in the corridors.

SEPTIC SYSTEM

To protect the good health of our septic system and to avoid future problems, we ask you to note the following:

1. Please use:
 - biodegradable soaps in kitchen and laundry
 - small amount of detergent in front-loading washing machines as indicated on instructions
 - only dishwasher soap in dishwashers
2. Please DO NOT put “items” in your toilet, kitchen or bathroom drains:

“Disposable Wipes”, Coffee Grinds, Grease, Garbage, Paper towels, Plastic bags, Napkins, Cloth materials (gauze, bandages, etc.), Diapers or Incontinence Pads, Hair Curlers, Combs, or other such objects, hair from brushes and combs, floor wax and other chemicals, or kitty litter.
3. Excess water use limits the life of the system - please conserve water.
4. Notify Manager if your toilet “runs” or if you have any persistent leak or drip.

COMMUNITY LIFE

PALMER & FORBES ROOMS

The Palmer Room in Building C and the Forbes Room in Building A are designed for the use and enjoyment of all tenants. Many activities are planned for these areas. Tenants also may reserve them for family and other gatherings. Please contact the Property Manager to reserve the rooms. If a tenant uses one of these rooms, the tenant is responsible for leaving room in the same condition in which it was found, unless prior written arrangements are made with the Property Manager. No tenant may leave any debris, trash, waste or other materials nor store any personal property in these rooms. Tenants are responsible for leaving the rooms in a clean and sanitary condition.

RESIDENT ASSOCIATION

Every tenant of the Brook School is automatically a member of the Resident Association. The Resident Council consists of elected representatives from each building and is responsible for planning many activities. The Association is an independent organization governed by its own By-Laws.

COUNCIL ON AGING

The Council on Aging (“COA”) is located in the Senior Center in the lower level of the Community Center on Alphabet Lane. The COA’s purpose is to develop programs designed to meet the challenges and problems of aging for Weston residents 60 years of age and over and to provide information and referrals to all residents of Weston. One of the social workers has office hours once a week at the Brook School Apartments. The COA also sponsors a transportation program for seniors. You are encouraged to drop in and meet the staff or call (781)786-6280 weekdays from 9:00a.m.to 4:00p.m.

ADDITIONAL POLICIES

INDEPENDENT LIVING

A requirement of the Brook School Apartments is the ability to live independently. Often living independently is possible with the introduction of various home health aides and homemakers on a part-time basis. When continuous full-time services are needed for a tenant to safely live independently or a tenant is a hazard to themselves, other tenants and/or the Brook School Apartments property, the tenant must move to an appropriate facility. Determination of loss of independence is made by the Property Manager in conjunction with the tenant, his/her family, physicians, and other qualified persons.

OCCUPANCY

A qualified household of not more than two persons may occupy a one-bedroom apartment.

FIREARMS

All firearms must be registered with the Weston Chief of Police.

EXTENDED ABSENCE

All tenants in a subsidized apartment must claim the apartment as their primary residence and must reside in their apartment a minimum of 183 days each year as provided for by HUD. Any tenant absent from their apartment for more than 60

consecutive days is subject to losing their subsidy or terminate tenancy. A written request to the EHC (Elderly Housing Committee) for an exception to the 60 day rule for extenuating circumstances may be requested in writing.

PET(S)

The Brook School Apartments' Pet Policy reflects the EHC's understanding of the importance of a pet to certain individuals. It also reflects our appreciation of the feelings and rights of those who do not care for animals or who have allergies to animals. Pets are permitted in federally subsidized housing and to the disabled as service animals subject to the rules and regulations of the housing complex. The following rules apply to pet ownership at Brook School Apartments:

Pets may be permitted at the Brook School Apartments only with prior written consent of the Property Manager. If the Property Manager decides that a tenant may bring a pet to the apartment, the tenant is granted a privilege. This privilege may be revoked at any time when the Property Manager, in his/her sole discretion, determines that the pet interferes with the well-being of the Brook School community. In addition, a special Pet Rider will be executed between the tenant/pet owner and the EHC and will become part of the Lease Agreement. Violation of the rules in the Pet Rider may be grounds for losing the privileges of keeping a pet and may result in termination of the tenant's tenancy.

Basic conditions for keeping a pet are as follows: the tenant's ability to properly care for the pet and to keep his/her apartment clean and free of odor; the tenant's ability to comply with all of the conditions in the Pet Rider; the pet must not pose a health or safety risk or be a nuisance to other persons.

The Pet Rider includes but is not limited to the following:

- The pet must be on a lead and under control of the tenant or keeper at all times when outside of the apartment;
- The pet may enter the community rooms and may enter the elevator to gain access to the outside;
- Pets are to be exercised away from general walkways and not on the soccer field;
- Pet owners/keepers must clean up all animal waste and properly dispose of the animal waste;
- Written certification of neutered or spayed condition is required for any pet over 6 months of age;

- All pets must be restrained from barking, yowling, fighting or any other behavior that annoys neighbors or poses a health or safety threat.

Certain conditions may be waived for service dogs. Further information on pets is available from the Property Manager.

REASONABLE ACCOMMODATION

Brook School Apartments shall make a “reasonable accommodation” (as defined by applicable law) for people with disabilities when such an accommodation is necessary to insure equal access to Brook School Apartments, its amenities, services and programs.

For a Reasonable Accommodation Request Form or for further information please contact the Property Manager.

Reasonable accommodation requests will be processed in the order in which the necessary documentation is received.

INTERNAL MOVES

Internal moves will be permitted for the following reasons only:

1. Due to a request for reasonable accommodation which cannot be reasonably addressed by Management in the tenant’s apartment, such as increased handicap accessibility features, or;
2. Due to a medical reason that is verified by a qualified professional and which cannot be reasonably addressed by the Management in the tenant’s apartment, or;
3. Due to the necessity of a move to an appropriately sized unit in order to comply with Occupancy Standards, or;
4. To make an ACC (accessible) unit available for a qualified person requiring the accessible features.

All other internal move requests may only be granted if the tenant has resided at the Brook School Apartments for a minimum of three (3) years and upon written request. In these cases, the Management’s only responsibility for the unit into which the tenant is moving is to clean it and to make necessary repairs. Management is not responsible for painting or re-carpeting. Internal move requests are processed in order of receipt of such written transfer request.

A tenant living in a market rent apartment may request to be put on an internal waiting list for a subsidized unit after one (1) year of residency, if the tenant is income qualified. Please contact the Property Manager for additional information in this regard.

TENANT SELECTION PLAN

The entire policy is available in the Office. Eligibility Requirements are:

- Age 62 or over OR handicapped/disabled with preference for elderly
- Declaration of citizenship or legal immigration
- For HUD and CPA subsidized units: Gross income cannot exceed HUD guidelines for LOW Income (80% of median income) as adjusted annually for one person and for two person applicants.
- For Market Units: Gross income exceeding LOW income limit (80% of median income).

RESPECTING PROPERTY AND PERSONS

No tenant or guest of a tenant, including commercial guests, may destroy, deface, damage or remove any part of the unit, common areas, or Brook School Apartments grounds. Any activity by a tenant or a guest of a tenant that disturbs the right of any person to the quiet enjoyment of the Brook School Apartments may constitute a breach of the lease and may subject the tenant to termination of their tenancy and both the tenant and the guest to other available legal remedies. Any activity by a tenant or a guest of a tenant who interferes with the management of the Brook School Apartments, may constitute a breach of the lease and may subject the tenant to termination of their tenancy and both the tenant and the guest to other available legal remedies.

VISITORS

Tenants must request and obtain prior written permission for any visitor who will be staying overnight at the apartment for more than five (5) consecutive days, or who has a pattern of staying more than five days in any 30 day period.

Tenants are responsible for the behavior of all of their guests, so that all such persons comply with all Lease and the provisions of this Handbook, including, but not limited to, parking locations, noise levels and the non-smoking policy. All visitors must be supervised by the tenant in the use of the common areas at Brook School Apartments, including, but not limited to, the televisions, pool table and

outside recreation areas. Failure to comply with these requirements may constitute a breach of the lease and may subject the tenant to termination of the tenancy.

NON-SMOKING POLICY

Brook School Apartments is a non-smoking facility. Smoking is prohibited within every apartment and in all common areas in all buildings. This prohibition applies to all guests and visitors, including commercial visitors. Smoking outside of the buildings is limited to designated smoking areas and all persons who smoke are responsible for proper and safe disposal of all butts and matches and any other related materials. Failure to comply with these requirements shall constitute a breach of the lease and may subject the tenant to termination of their tenancy.