THE PROPERTIES AT
WRIGHT FIELD

5924 Hickam Dr. Dayton, OH 45431 937.253.6009 WPAFBHomes.com

RESIDENT HANDBOOK

WELCOME CENTER
5924 Hickam Drive
Dayton, OH 45431
937.253.6009, Opt. 4
info@wpafbhomes.com

Mon-Fri: 9am-6pm*
Sat: By Appointment Only
**Closed weekdays 12pm-1pm*

MAINTENANCE OFFICE
6931 Chapel Lane
Dayton, OH 45431
937.253.3488, Opt. 3
maintenance@wpafbhomes.com
After-Hours Emergency:
937.253.3488, Opt. 0

Mon-Fri: 8am-5pm

SELF-HELP STORE
6931 Chapel Lane
Dayton, OH 45431
937.253.3488, Opt. 7
store@wpafbhomes.com

Tues-Fri: 12pm-6pm
Sat: 10am-4pm

INTRODUCTION & TABLE OF CONTENTS

Welcome to Wright-Patterson Air Force Base Privatized Housing by The Properties at Wright Field, LLC (PWF). We are pleased to have you with us and hope your stay is pleasant. While it is impossible to itemize every small detail of our responsibilities and yours, the following pages explain our responsibility toward your home as well as what we expect from you.

We hope your stay at The Properties at Wright Field will be pleasurable and memorable. Let us know how we can assist you. For your information and quick reference, we have included a list of frequently used phone numbers.

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SECTION A – "THE PROPERTIES AT WRIGHT FIELD" RESPONSIBILITIES

The following services are provided by The Properties at Wright Field, LLC and performed by Culmen Real Estate Services, Inc. ("PWF," the Managing Agent), or other contractors, in support of your home: maintenance and repair, refuse collection and disposal, snow removal from streets, and major pest control to protect the property. Wright-Patterson AFB provides police and fire protection along with any other emergency response.

APPLIANCES: Ranges, refrigerators, dishwashers, and garbage disposals are furnished and serviced by PWF. For service-related issues, contact PWF by telephone or through our website (See Useful Telephone Numbers). Do not attempt repairs. Privately owned washers, dryers, and refrigerators may be used if space allows, and installed hook-ups are compatible. At resident's request, a maintenance service technician may move any furnished appliances to the unit's garage to be stored until resident's move out. For scheduling appliance removal, contact PWF.

INITIAL HOME INSPECTION: At the time you receive your keys, PWF will provide an orientation on responsibilities for maintaining your home and perform an initial inspection with you to identify and document any flaws in the home (Housing Conditions Checklist). If numerous maintenance or cleaning items are noted, the Manager may require an inspection to remedy the noted items. You may complete a supplemental Housing Conditions Checklist and return to PWF within 15 days of move-in. Failure to return the supplemental Housing Conditions Checklist within 15 days will constitute your acceptance with no flaws.

LOCKOUTS/KEYS: An emergency key for each unit is retained at PWF. Emergency keys will not be issued to anyone without proper authorization. Additional unit keys or replacement of lost unit keys may be obtained without cost at the PWF Self-Help Store. There will be no charge for lockouts during normal business hours. Lockouts may be charged $75.00 each, if deemed excessive. Lock change may be requested from the Maintenance Department for a fee of $50.00.

MAINTENANCE AND REPAIRS: PWF has the primary responsibility for residential unit maintenance. This, and other work in Privatized Family Housing, is provided through civilian contracts. Routine service requests may be called into PWF between the hours of 0800 – 1700, Monday through Friday, e-mailed through the website or submitted online at any time. Emergency requests, including power outages, may be called in 24 hours a day, seven days a week. PLEASE DO NOT E-MAIL OR SUBMIT AN ONLINE REQUEST FOR EMERGENCY SERVICE. The service-call scheduler will ask for permission to enter your home to complete your request. If you do not grant permission to enter, please be present for the scheduled appointment as missed appointments are frustrating for everyone.

MAINTENANCE PRIORITIES: Service requests are prioritized to take care of the most important work first. When the maintenance service technician receives your call, they will assess the problem and assign a priority for response from predetermined guidelines. The three categories of service are:

- Emergency: Response time is within one hour. Completion time is within 24 hours. Emergency service calls are work requirements that constitute an immediate danger, a health hazard to residents, or a threat of damage to property. No heat during winter months is an example of an emergency service request.
- Urgent: Response time is within 24 hours. Completion time is within five working days. Urgent service requests consist of correcting failures or deficiencies that do not pose life or safety issues, or threaten to damage property, but may do so if not corrected promptly.
- Routine: Response time is within four days. Completion time is within 15 days. Routine service requests are for work requirements that do not qualify as an emergency. An example of a routine service request is a non-operating dishwasher.
- NOTE: Air conditioning is considered routine unless the daytime temperature is 85 degrees or above; however, service for air conditioning units may not be completed if weather or daylight do not support.

REFUSE COLLECTION AND RECYCLING DISPOSAL: Rumpke Waste and Recycling will handle Refuse and Recycling collection and disposal. Refuse must be secured in garbage bags and contained inside issued waste wheeler to prevent animals from breaking bags open or wind from blowing garbage onto surrounding areas. Additional refuse must be properly secured in heavy-duty, black garbage bags. For further information, contact PWF at 937.253.3488, option 3.

Trash and recycling may be **set out for pickup not more than 24 hours prior** to pickup with waste wheelers and recycle bins collected by the resident **within 24 hours of pickup**. Should waste wheelers and recycling bins be set out early or not picked up within the allotted time, they will be taken to the Self-Help store, and the **residents will be responsible for picking them up and taking them home.**

- Landscape Material: Landscape material includes fall leaves, shrubbery trimmings and plant debris
- Animal Disposal: Contact the Veterinarian Office at 937.257.6853 for instructions on proper disposal of animals. Dead pets may not be disposed of in dumpsters.
- Bulk Refuse Disposal: Large items, such as mattresses and furniture can be taken to Self Help/Maintenance Office during their business hours; Please contact PWF at 937.253.3488, option 3 with questions
- Mattresses and upholstered furniture must be wrapped in plastic before discarding in dumpsters at the Maintenance Office

RECYCLING: Residents can typically recycle the following:

- Glass: Bottles & Jars (all colors)
- Metal Cans: Aluminum cans, steel cans & lids, empty aerosol cans with the lids and tips removed
- Plastic Bottles (empty, crush, reattach lid): Bottles and jugs that have a small mouth and wider base, such as milk jugs, soda bottles, laundry detergent jugs, water bottles, shampoo bottles and contact solution bottles
- Plastic Tubs: Containers for butter, sour cream, cottage cheese, yogurt, Jello and fruit slices would fall into the Tub category. Lids should be reattached prior to recycling.
- Paper: newspaper, magazines, cardboard, mixed office paper and envelopes, junk-mail, paperboard (cereal boxes), pizza boxes free of food debris and grease, telephone books and catalogs
- Plastic Cups: Remove/discard straw, reattach lid (fast food beverage cups
- Paper Cups: Remove/discard lids, straws and stoppers (fast food beverage cups, coffee cups, Dixie cups)
- Cartons: Food and beverage cartons, such as milk, juice, soup, wine, broth and other cartons

Recycling Tips

- Keep recycling stored in a manner that prevents wind from blowing contents, creating litter
- Mix all items together – No separation required
- NEVER place medical sharps or needles in the recycling
- Empty all bottles, jugs and cans
- No need to remove labels
- For plastic bottles – empty, crush and reattach lids
- For cartons – remove plastic caps and straws
- NOT FOR RECYCLING: Plastic bags, cassette tapes, bed sheets, hangers, metal chains, garden hoses, batteries, needles, syringes, electronics, polystyrene foam, buckets, butter tubs, car parts, food, yard waste, light bulbs, drinking glasses, ceramics, pots, pans, and scrap metal

SELF-HELP STORE: PWF will maintain the Self-Help Store for use by Privatized Family Housing residents.

Numerous items for maintaining your home may be issued from the PWF Self-Help Store. Seasonal items, including topsoil, mulch, sidewalk salt, etc., are available on a limited, per household, basis. In addition to maintenance supplies, the Self-Help Store provides a list of equipment for loan only. These products are available at the Self-Help Store at no charge and must be returned to avoid fees. Contact the Self-Help Store for information at 937.253.3488, option 7.

Many items that are maintained in Parts Inventory are available to our residents, with the following exceptions:

- No hard-wired or electrical components will be issued
- No poisonous material will be issued
- No potentially explosive material or any item that could be used as explosive material will be issued
- Nothing that, by its nature, is hazardous, toxic or flammable will be issued

Available items include:

- Light bulbs – LED bulbs are the new standard for energy conservation that residents are encouraged to use. Self-help only has specialized light bulbs available. Due to the variety of specialized light bulbs used in housing, you will need to bring the old bulb with you for a replacement. Example specialized bulbs are:
    - T-Series Fluorescent
    - Fluorescent
    - Appliance
- Electrical Wall Outlets and Switch Plates
- Batteries – For Smoke Alarms and Garage Door Remote
- Blinds (you must return old blinds; a charge will be assessed if blind damage is caused by neglect or abuse)
- Toilet Seat
- Toilet Plunger
- Drain Stopper and Strainer
- Range Hood Filters (Please bring the old one for sizing)
- HVAC Filter (Please have filter size with you)
- House Keys (Maximum of four (4) keys per household without charge)
- Paint – Interior (1 Quart)
- Disposable Paint Brushes
- Spackling
- Carpet Cleaning Machine
- Appliance Dolly
- Lawn Care Equipment - Seasonal
- Mulch – Seasonal
- Topsoil – Seasonal
- Grass Seed – Seasonal
- Sidewalk Salt – Seasonal
- Outdoor Faucet Covers – Seasonal

This list of items offered is subject to change. Any request for additional items not included above must be submitted to the Self-Help Store. The feasibility of supplying the requested item will be reviewed and you will be notified if the product will be considered.

NOTE: If you are moving and have completed your preliminary inspection, you may only receive paint, painting supplies, spackle, grass seed and topsoil. Any post preliminary inspection repairs and materials are your responsibility.

SECTION B - RESIDENT RESPONSIBILITIES

The following information will assist you in maintaining your home in accordance with PWF's standards and ensure that your home and neighborhood remain a pleasant and desirable place to live.

CARE OF EXTERIOR:

As a resident, you are responsible for the yard area extending out to a point midway between adjoining units or, if fronting on a street, out to the street. Strips of grass between the street and sidewalks, bike paths intersecting yards and small landscaped areas also fall within your responsibility. The rule of thumb for determining the limit of **residents' responsibility is 50 feet from the permanent foundation of the structure**; however, this figure will vary depending on the housing area. When the boundary is not clear, PWF will establish a boundary line upon request. The following areas will require your attention:

Appearance:

- Residents must maintain yard areas within 50 feet of housing, in a clean and uncluttered condition
- Litter must be removed from yard areas immediately
- Toys, bicycles, and outdoor play equipment (swimming pools, trampolines, plastic playhouses, etc.) must be neatly stored when not in use
- Outdoor play equipment must be limited to three (3) pieces and must be maintained free of common areas as not to detract from community appearance and tranquility

Lawn Care: Mow as necessary to maintain a neat appearance. Grass should not exceed three inches in height or be cut to less than two inches. Cutting grass to less than two inches damages the grass, decreases its resistance to high heat and drought, and promotes weed growth. Trim grass/weeds around foundation of house, base of trees, and doorsteps as necessary. This includes volunteer plants and weeds. Weeding around fence lines is necessary to prevent pooling of water from rain and to maintain a neat appearance. Remove weeds from driveway and sidewalk cracks. Edge sidewalks, curbs, and driveways to maintain a pristine appearance. Do not dig a trench when edging.

Bushes: Trim bushes and low-hanging tree branches and remove volunteer plants/weeds. Notify PWF for removal of dead trees. New branches growing up from the base of trees must be cut back to permit tree growth and maintain a nice appearance. House numbers and utility meters must be visible and accessible.

Gardens: Vegetable and fruit gardens are not allowed in family housing areas, unless they are grown in pots. However, flowers and other decorative landscapes are permitted around your home.

Recycling Yard and Garden Waste: Recycle your yard and garden waste. Using a mulching lawn mower will recycle grass clippings back into the yard, keeping nutrients in the ground and helping to prevent weeds from taking root. Other plant materials may be turned into the soil to provide extra nutrients.

Debris Removal: Keep yards free of debris such as sticks, branches, paper, cans, candy wrappers, animal excrement, etc. Items such as tires, plywood, or other miscellaneous items must be stored in a personal garage or storage shed.

Leaves: In the fall, leaves are to be properly bagged and placed at the refuse pick-up areas for the waste contractor to pick-up (See Bulk Waste). Please rake leaves regularly to prevent damage to the grass.

Clothes Lines: Clotheslines are not permitted in family housing.

Doghouses/Fences: These must meet certain specifications and be pre-approved on a completed Service Request Form prior to installation and be maintained in good repair. Fences become property of PWF upon move-out. For specific details and guidance, contact PWF Maintenance at 937.253.3488, option 3.

Porches & Patios: Porches and patios must be neatly maintained. Although storage is limited, porches and patios must not be cluttered or otherwise detract from the home's appearance. Waste wheelers and recycle bins should be stored away from front porches and driveways.

Screens: Screens must be kept in good repair. Take screens to the Self-Help Store to repair rips and other damage.

Windows: Residents are responsible for cleaning all windows. DO NOT clean the exterior glass surface at temperatures below 32°F. Make every effort to clean windows safely.

Siding: House siding must be kept clean at all times. Do not allow children to bounce balls against siding or otherwise deface the sides of the buildings. Duct tape and other residue must be removed to avoid damage charges. Keep grills and fire pits away from siding as this is a fire hazard.

Faucets/Hoses: Make sure faucets and hoses are in good repair. Regularly check hose washers and replace them as needed. When not in use, hoses must be neatly stored on a hose hanger. Prior to the first hard freeze, remove and drain hoses thoroughly before storing them for the winter. During winter months, faucet covers must be used and are available from the Self-Help Store. These covers provide additional protection to help keep pipes from freezing.

Property Inspections: Weekly inspections are performed of all housing areas and **Violation Notices issued accordingly**. If corrections are not rectified in the time frame allowed a violation fee of $50.00 will be charged to the resident account. Copies of violations will be forwarded to respective First Sergeants and/or Commander if necessary.

Flower beds maintained

Lawn mowed & weeded

Landscape maintained

Lawn needs mowed & weeded

Needs weeded at fence line

Excessive violation

Recreation Areas: Maintaining clean and litter-free recreation areas is the responsibility of all residents. Do not allow children to remove or scatter the rubber mulch from the play equipment area. Do not leave trash or refuse in the recreation areas and do not throw away pet feces in common area trash cans. To minimize blowing trash, use trash bags at all times. PLEASE DO YOUR PART TO KEEP A CLEAN COMMUNITY.

Vehicles: Repairs or work that render vehicles inoperable for 24 hours or longer, are not authorized in driveways and parking spaces. Do not park boats, trailers, snow machines, or all-terrain vehicles in the Housing Area (See Recreational Vehicle Policy paragraph).

CARE OF INTERIOR:

Bathrooms: Walls in bathtub and shower areas tend to mildew and should be cleaned periodically with a product to combat this problem. Clean fiberglass tubs and showers with non-abrasive cleaners only, such as Scrubbing Bubbles or Soft Scrub. Avoid flushing feminine products, disposable diapers, or any sort of disposable wipe or other similar materials down the toilet. In case of a plumbing stop-up, try using a plumber's helper (plunger); and if this fails, contact PWF Maintenance for assistance. Clean toilets frequently to prevent calcium deposit buildup. (See Damage Cost List for charges associated with resident caused damages).

- Vanity/Sink Tops: Placing hot items, such as curling or flat irons on vanity/sink tops will cause permanent damage (See Damage Cost List for charges associated with resident caused damages).
- **Do not use suction cup bathmats or harsh abrasive cleaners on tubs and showers as this can damage the finish**

Carpets: Residents with partial or whole-house carpeting are expected to vacuum carpet and baseboard edging frequently and dry-clean or shampoo carpet as necessary to prevent excessive soil buildup or staining of the carpet. A limited number of portable carpet cleaners and cleaning solutions are provided through the Self-Help Store. For replacement process due to pets and/or permanent stains/abuse, see Carpet Inspections for MOVE OUT INSPECTIONS section starting at page 23.

Floors: Clean floors with cleaning products intended for such use. Avoid bleaches and other products that could damage the floor. Do not allow excessive water to soak into or between tiles or plank flooring. Keep bathroom floors clean at all times. Use quality wax removers in accordance with the manufacturer's instructions to prevent excessive wax buildup on tile floors. Use furniture pads to keep from scratching or damaging hard surface flooring.

Garages: Garage doors must be closed when the garage is not in use. This policy enhances the aesthetics of the housing areas, minimizes the potential for theft of personal property, and reduces energy consumption. Garage floors and driveways must be cleaned periodically to remove gas, oil, and grease. Immediate treatment and removal of gas, oil, and/or grease stains is essential to prevent permanent damage to concrete and asphalt. PWF reserves the right to assess and charge for damages upon final inspection.

Kitchen: Your home's kitchen is the most demanding area to keep clean. The following should be frequently cleaned to minimize problems:

- Cooking Range: Clean the stove (oven and hood), broiler units, and top burners to prevent grease buildup. Do not use chemicals inside a self-cleaning oven. Do not leave items in the oven when utilizing the self-cleaning feature. It is useful to keep your hood fan on to prevent smoke detectors from sounding off. The broiler portion of the stove is not a storage area. Do not store anything on top of the range or in the oven or broiler due to potential damage or file.
- Counter tops: Placing hot utensils on counter tops or using counter tops as a cutting board will cause permanent damage.
- Refrigerator: Clean the interior with water and a baking soda solution. Clean the coils periodically to prevent the excessive buildup of dust and lint. Clean the door gasket and exterior frequently to remove oil and grease. Do not use sharp instruments or use other gritty cleaning solutions to remove ice when defrosting.
- Dishwasher: Keep the dishwasher free of food residue and clean the door gasket area frequently. An easy way to do this is to clear your dishes of debris into the trash before placing them in the dishwasher.

- Garbage Disposal: Avoid overloading the garbage disposal with cooked pasta or similar foods. Always run cold water while operating the disposal. Once a month, run the disposal while loading a tray of ice cubes in it to keep the cutting blades in top condition. FIBROUS MATERIAL, SUCH AS ONIONS AND CELERY, WILL CAUSE THE CUTTING MECHANISM TO JAM. MOST IMPORTANTLY, DO NOT PUT GREASE IN THE GARBAGE DISPOSAL. COOKING GREASE IN THE SEWER LINES IS THE MOST COMMON CAUSE OF SEWAGE BACKUPS.
- Shelf Paper: Use only regular shelf paper in drawers and cupboards. The use of rubber liners or adhesive-backed paper, such as contact paper, damages surface when removed and is not permitted.

Windows: Residents are responsible for cleaning all interior and exterior windows.

Walls: Use mild soap and warm water to keep your walls clean. Use small nails or picture-type hangers only. Do not apply adhesive-backed materials, wallpaper, or decals to walls as these cause damage during removal. Accent wall colors and pre-pasted wallpaper borders are permitted yet must be removed and walls restored to original condition prior to the final inspection.

Attics: Attics are not to be used for the storage of personal items.

NOTE: All damages will be assessed and charged for upon final inspection.

DAMAGE LIABILITY TO HOMES: As the resident, you are responsible for any loss or damage to your home. You will be held liable and accountable for loss or damage to equipment or furnishings caused by the abuse or negligence on the part of yourself, your family members, pets, or guests. You will be billed for assessed damage or loss.

DAMAGE TO HOMES: Repair of damage to homes, beyond reasonable wear and tear, is your responsibility. There are a few options for making repairs. You may elect to make a repair yourself, at your expense, or you may have PWF make repairs at your expense. All repairs and replacements are required to be of workman like standard and meet PWF and Air Force standards. PWF can fully explain your options to repair or replace damaged items and the method of payment.

REPAIR COSTS: Residents are also responsible for repairing damage to yards, damage caused by pets, damage resulting from water beds, damage resulting from open windows when temperatures are below freezing, improper usage of HVAC system, and damage to toilets or sewers resulting from attempting to flush inappropriate items down toilets or drains. See the Damage Cost List for a representative list of most damaged or destroyed items. The list is not all-inclusive but shows typical costs. Actual costs may vary and will apply.

ENVIRONMENTAL: Protection of our environment requires the cooperation of all housing residents. Special care must be taken to ensure hazardous products are properly disposed of and not allowed into sewer or street drainage systems. Example: paint, motor oil, etc.

PERSONAL PROTECTIVE EQUIPMENT: Persons who ride bicycles or rollerblade on Wright-Patterson AFB must wear a helmet approved by the American National Standards Institute.

ENERGY CONSERVATION: Military residents paying rent according to their BAH are provided with a utility allowance for gas and electric utilities. The allowance is based on the monthly actual average by floor plan style. The rental amount paid to The Properties at Wright Field (your monthly BAH) is reduced by the amount of the actual average use based upon the unit type you occupy. This amount will remain in your paycheck for you to pay the monthly bill directly as it comes due.

- Utilities Responsibilities: It is the resident's responsibility to pay your gas/electric utility bill directly to Guardian Water & Power no later than the due date every month. Utilities accounts must remain current. Following is the contact information for Guardian Water & Power:

  Guardian Water & Power
  Call: 800.444.9283
  8:30 AM to 8:00 PM (EST)
  http://www.guardianwp.com/
  Email: support@guardianwp.com

- Electricity: You can help by minimizing the use of electrical appliances and lights, especially during the peak demand periods of 0600 - 0800 and 1700 - 2100. Do not leave outside exterior lights on during daylight hours. When buying Christmas lights, buy only Underwriter Laboratories (UL)-approved, energy-efficient lights.
- HVAC: The standards for home temperature settings are 68°F to 72°F during the day and 65°F at night. Turning the thermostat up to the maximum temperature setting does not decrease the amount of time to warm up the room. Setting the thermostat to the desired temperature will warm the home up just as fast and save energy in the process. Tip: In order to evenly heat or cool a two-story home, residents should close or partially close some vents. Any vent within six feet of the thermostat control should be kept closed. When running the air conditioner, closing or partially closing some vents downstairs will force cooler air upstairs and balance the temperature between levels. Conversely, when heating, close or partially close some vents upstairs in order to avoid overheating the second level.
- Water heaters: Water heaters are normally set to a maximum of 140°F. If your water appears to be too hot or cold, call PWF Maintenance to adjust the setting. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. Remember, saving fuel saves you money.
- Water: Excessive water usage results in increased costs for everyone and depletion of the water table. Our policy is to reduce or eliminate unnecessary waste. Water should not be allowed to puddle in yards or run down streets when watering lawns.

HAZARDOUS WASTE: PWF requires residents to properly dispose of household hazardous waste. Products labeled WARNING, CAUTION, POISONOUS, TOXIC, FLAMMABLE, CORROSIVE, COMBUSTIBLE, REACTIVE, or EXPLOSIVE may be classified as hazardous waste. Common household hazardous materials include pesticides, herbicides, paints, fluorescent tubes, solvents, preservatives, household cleaners, photographic chemicals, automotive waste, i.e., oil, antifreeze, batteries, or fuels. Hazardous waste may be taken to the regional landfill. UNSERVICEABLE FLUORESCENT TUBES MAY BE EXCHANGED AT THE SELF-HELP STORE FOR NEW TUBES. HAZARDOUS WASTE MAY NOT BE PLACED IN DUMPSTERS. UNLAWFUL DISPOSAL OF HAZARDOUS WASTE ON BASE WILL BE REPORTED TO THE SECURITY FORCES AND MAY RESULT IN ADMINISTRATIVE ACTION OR CRIMINAL PROSECUTION.

INSURANCE: At all times from and after the execution of this Lease, Resident shall, at its sole cost and expense, carry and maintain an all-risks property and casualty insurance policy with a deductible that does not exceed $500.00 and providing coverage in an amount of not less than $40,000 (such amount of coverage to be adjusted from time to time to ensure coverage is in an amount not less than that afforded residents of Military Family Housing under the Military Personnel and Civilian Employees Claims Act, 31 U.S.C., §3721), including theft coverage, written at replacement cost value and with replacement cost endorsement, covering Resident's personal property in the Premises and all leasehold improvements installed in the Premises by or on behalf of Resident. Such policy shall also be required to provide not less than $300,000.00 in personal liability coverage for Resident and Resident's family, including liability arising in connection with Resident's liability for Resident caused damages.

Landlord will not maintain any such insurance on behalf of Resident and Landlord will not have any liability whatsoever to Resident for any loss or damage to the personal property or leasehold improvements of Resident or Landlord. Resident is required to secure liability insurance for all Tenant Caused Damages due to water, fire, or smoke damage to home due to Tenants personal property failing to function properly or Tenants actions which

cause damage to the property. Failure to maintain the foregoing insurance shall be default under this Lease, and Tenant shall provide upon execution of this Lease and from time-to-time as reasonably required by Landlord, proof of such insurance. In addition, residents will be charged for repair of drain blockages or stoppages caused by Tenant misuse.

ASBESTOS: Asbestos is a family of minerals that form harmful fibers when broken. Asbestos minerals were used for many years in fireproofing, acoustic, and thermal insulator processes. Asbestos is typically found on furnaces, ducts, boilers, hot water pipes, surfacing materials on ceilings and walls, resilient asphalt flooring, vinyl flooring, suspended ceiling tiles, fireproof drywall, siding, roofing tiles, and many other applications too numerous to count. Asbestos is not an inherent health hazard in facilities. It becomes a hazard only when fibers are released into the air, usually through destruction of the matrix holding the asbestos in place. Exposure potential is dependent on several factors, including location and degree of friability. A friable material is one that can be crumbled with hand pressure and is likely to emit fibers when disturbed. Once released into the environment, asbestos can be ingested or inhaled. Inhalation of asbestos fibers is the major exposure route of concern.

Wright-Patterson AFB housing, with exception of the contemporary homes, was constructed in an era when asbestos-containing materials were routinely used. As used, asbestos does not present a significant health concern to housing residents; however, to facilitate maintenance such as repairing heating systems or replacing flooring, the asbestos-containing materials will normally be removed or encapsulated. Asbestos removal is an important part of base-wide renovation projects. If you are a resident of an older home, chances are it contains asbestos materials. Some simple precautions to observe are not to hang plants from insulated pipes or insulation, not to drill holes in walls or ceilings, and not to scrape floor tiles, walls, or ductwork when moving furniture. If you suspect you are being exposed to asbestos-containing materials, please contact the PWF Management Office immediately.

LEAD-BASED PAINT: Prior to 1978, lead was used in many types of paint and then was outlawed in 1978. Exposure to paint chips or dust may cause lead poisoning in young children. Because of the potential for young children to ingest paint chips or dust, their lower body weight and developing nervous systems, they are at greater risk than adults for developing lead poisoning.

Lead-based paint has been found in family housing units in window trim and similar areas. In most cases, the old lead paint is well covered, and the potential hazard is very small. There are several things you can do to reduce exposure to lead. A major route of exposure to children is dust from deteriorating paint. Keep paint in good repair and avoid abrasive activities to areas not known to be lead free. Painted surfaces that are not chipped or peeling should be checked and cleaned regularly to maintain serviceability. Wash or paint as needed, but only with a mild detergent and water solution. DO NOT use solvents or industrial strength cleaners as they may harm the paint. For further information contact PWF maintenance at 937.253.3488, option 3.

LEAVE OR EXTENDED TDY: When you are going to be absent from your home for more than five days, you must make arrangements for security, prudent care, and periodic inspection of your home. This is most important in the winter when a heat failure and broken water pipe can cause catastrophic damage to the home and personal belongings. Submit written notification to PWF of your intended absence and the contact information of the person you have designated to have access to and perform normal resident maintenance. Also, notify Security Forces at the Law Enforcement Desk, or call them at 937.257.6516.

Unattended vehicles must be removed from the street or parking lot and moved to your garage or private driveway. This is necessary to facilitate snow removal or street cleaning. Vehicles or conveyances obstructing the cleaning or snow removal from housing areas will be reported to the Law Enforcement Desk and towed at the owner's expense.

PEST CONTROL: It is the resident's responsibility to perform pest control in their home for minor pest problems. The resident is expected to take measures to prevent and control insects and other household pests by using over the counter pest control products. This includes, but is not limited to mice, cockroaches, ants, flies, spiders, bees, and silverfish. In the event of major infestations or issues with bed bugs, please contact PWF at 937.253.3488, option 3.

SEWAGE BACKUPS: Sewage backups can be minimized by taking precautions against flushing foreign objects down toilets. DO NOT flush feminine hygiene products or "flushable" wipes as they will clog the line, and you may be liable for repairs. When they do happen, however, there are some health precautions to observe when handling sewage-damaged items. PWF is not responsible or liable for personal property loss. The following suggestions will help prevent the spread of any potential bacteria:

Wear rubber gloves, rubber boots, and clothing that can be washed immediately. Immediately after handling contaminated materials, clean gloves and boots with a cloth or towel saturated in a liquid bleach and water solution (two capfuls per gallon of water). Wash contaminated clothing separately from other items. Wash hands with soap and water immediately after handling contaminated items and again before eating or drinking. Bath before going to bed. Keep children and pets away from the contaminated area. Call PWF Maintenance for assistance in sanitizing the contaminated area.

SECTION C - FIRE PROTECTION AND SAFETY

BARBECUE GRILLS/ SMOKERS/FIRE PITS: WHEN IN USE, BARBECUE GRILLS, SMOKERS AND FIRE PITS MUST BE SUPERVISED BY ADULTS ONLY. Do not use them under building overhangs or on porches or decks. They must be always kept at a minimum distance of ten feet from combustible structures. Contact WPAFB Fire Protection Section at 937.257.4075 for more information.

CARBON MONOXIDE: Carbon monoxide (CO) is the most common cause of unintentional poisoning death in the United States. A colorless, odorless, and tasteless gas, it is slightly lighter than air. Insufficient air circulation in a home can allow toxic amounts to accumulate. It is lethal in minutes and will asphyxiate long before it poses an explosion danger. A mild exposure to carbon monoxide may mimic the flu, causing a slight headache, nausea, vomiting, and fatigue. Extreme exposure can result in death. All combustion devices in the home can generate carbon monoxide. Malfunctioning appliances, furnaces, fireplaces, and automobile exhaust are the most common sources of carbon monoxide. A way to distinguish between the symptoms of carbon monoxide poisoning and the flu is to determine whether all the family members or residents of a building are experiencing the symptoms at the same time. Suspect carbon monoxide poisoning if everyone has the symptoms, as the flu usually does not affect all residents at the same time. If carbon monoxide is suspected, immediately leave the house, and call 937.257.9111 or 911 for assistance.

All units are equipped with a CO detector. If the detector activates with an alarm, call 937.257.9111 or 911 and evacuate the facility. Do not open windows or attempt to air out the quarters. Doing so prevents the appropriate agency from measuring levels of carbon monoxide.

CLOTHES DRYERS: Clean the lint trap after each load. Periodically, remove the 4-inch hose from the back of the dryer and remove any accumulated lint or residue. Never place plastic articles in dryer. If you need further assistance with clearing the dryer vent, please call PWF Maintenance at 937.253.3488 option 3.

COOKING FIRES: Never leave cooking food unattended on the stove, especially when using grease or anything that produces its own grease. Should a grease fire occur, cover the burning pan with a lid, turn off the burner, and use a fire extinguisher if necessary. Immediately call 937.257.9111 or 911. NEVER USE WATER TO EXTINGUISH A GREASE FIRE. MOST IMPORTANTLY, DO NOT ATTEMPT TO MOVE THE PAN.

EXTENSION CORD - ELECTRICAL: Extension cords may be used in certain situations. When used, they must be rated for the capacity of the equipment being served and UL approved. Cords may not be hooked in series to extend the length, nor may multiple loads be served by one cord with more than one outlet. Do not nail or staple cords to interior building surfaces, run cords through doorways, windows, and holes in walls, under rugs, or carpets. Cords used for the exterior installation of items such as Christmas lights or vehicle plug-in heaters must be weatherproof and attached, using devices specifically designed for that purpose. Do not run cords across driveways or across sidewalks where damage to the cords or trip hazards could occur.

FIRE HYDRANTS: Fire hydrants servicing family housing areas must be free from snow at all times. It is the residents' responsibility to ensure their children do not play on or around fire hydrants.

FIRE EVACUATION PLAN: Establish a home fire evacuation plan with primary and alternate routes of escape for use in the event of a fire. Practicing your established escape plan as a family activity can save the life of your loved ones. During your initial fire briefing, make sure the Fire Protection Section is notified of any handicapped family members in the home. Always keep fire escape routes free of trip hazards such as debris, litter, snow, ice, and other obstructions.

FIRE PREVENTION: Fire prevention is one of the most important topics affecting you and your family during your stay in family housing. The way you enforce good fire prevention procedures will determine the extent to which your family will learn and enforce these same procedures.

The following topics are specific areas of concern for the base. While not all-inclusive, they represent a cross section of the many items affecting the safety of your home and your neighbors.

- FIRE REPORTING: IF A FIRE OCCURS IN YOUR HOME, GET EVERYONE OUT AND IMMEDIATELY CALL 911 (OR FROM A CELL PHONE IMMEDIATELY CALL 937.257.9111). GIVE THE OPERATOR YOUR NAME, HOUSE NUMBER, AND STREET ADDRESS. DO NOT HANG UP UNTIL YOU ARE SURE THE INFORMATION HAS BEEN RECEIVED CORRECTLY. REPORT ALL FIRES REGARDLESS OF SIZE. MAKE SURE EVERYONE IN YOUR HOUSEHOLD IS FAMILIAR WITH THESE PROCEDURES. THE DAYTON OPERATOR ANSWERS EMERGENCY CALLS MADE WITH A CELL PHONE. GIVE ALL INFORMATION MENTIONED ABOVE, PLUS MAKE SURE YOU TELL THE OPERATOR YOU ARE CALLING FROM WRIGHT-PATTERSON AFB.
- GASOLINE STORAGE: Gasoline and other flammable liquids must be stored in approved containers and are limited to **three** gallons per dwelling. Flammables may not be stored within living areas or in areas frequented by playing children.
- GUNPOWDER/PRIMERS: Before you store gunpowder and primers in family housing, contact the Fire Protection Section at 937.257.4075 for specific instructions. A maximum of seven pounds of smokeless propellant gunpowder and 1,000 primers may be kept in family quarters. Store the powder and primers in their original Department of Transportation-approved containers. When not in use, containers must be stored in a locked box or cabinet to prevent access by unauthorized personnel. The storage location shall be as far as possible from furnaces, water heaters, heat outlet ducts, flammable liquids, and other heat-producing equipment. Factory and hand-loaded ammunition must be stored separately from powder and primers to minimize the damage and danger should a fire occur. Smoking is not permitted in the immediate area of the powder. Place a dry-chemical fire extinguisher (minimum 2 ½ pounds) close to the powder storage area.
- HOODS AND EXHAUST FANS: At a minimum, clean every six months or as needed to remove grease. Excessive grease buildup must be kept to a minimum to decrease the potential for cooking fires.
- HOUSE KEEPING: Keep trash from accumulating in closets, storage areas, near wall heaters, and water heaters. Do not discard cigarette butts in waste containers unless they have been soaked thoroughly in water.
- MECHANICAL ROOMS: The use of mechanical rooms for any type of storage is prohibited. Keep access areas and storage rooms always clear.
- POWER EQUIPMENT: Do not refuel lawn mowers, edgers, snow blowers, and other motor driven types of equipment while the motor is running. Turn motor off and allow sufficient time to cool before refueling.
- SMOKE DETECTORS: The resident is responsible for performing a serviceability check at least monthly on each detector in the residence. Report any malfunction to PWF.
- SPACE HEATERS: The use of space heaters in housing units or garages at PWF and on Wright-Patterson AFB is prohibited.
- **NOTE:** Garages in Legacy homes are not authorized nor equipped for use of tools and appliances or for charging/maintaining batteries.

LITHIUM-ION BATTERIES: DO NOT leave lithium-ion batteries unattended when charging. Lithium-ion batteries can overheat and catch fire, especially if they are damaged, improperly or over-charged, used, or stored. When a lithium-ion battery cell becomes unstable, it can trigger a chain of chemical reactions that cause the battery to rapidly heat up and potentially start a fire. These fires can be very hot and difficult to extinguish.

ELECTRIC VEHICLE (EV) CHARGING: DO NOT charge electric vehicles at home. It will strain the home's electrical circuit and increase the possibility of fire and other issues.

SECTION D - SECURITY POLICY

The Commander, 88th ABW, is responsible for the control and safeguard of base property. The Security Forces routinely patrol housing areas on a recurring 24-hour basis. The policies provided here are extracted from pertinent directives for the benefit of housing residents. When notified, Security Forces will investigate incidents occurring in family housing. Inquiries regarding Security Forces' policies may be directed to the Law Enforcement Desk at 937.257.6516. To report a crime in progress, call 937.257.9111, 911 or 937.257.6516.

PROHIBITED ACTIONS: PWF expressly prohibits the growing of cannabis at home and the burning of cannabis on the premises.

FIREARMS AND FIREWORKS: Fireworks on Wright Patterson AFB, including PWF housing areas, are prohibited. Firearms must be registered with WPAFB Pass and ID by completing an AF1314. For information on firearms in family housing, contact the 88th Security Forces Squadron at 937.257.6264.

DRONES: Drones are not permitted to be used/flown on Federal Property, including PWF housing areas.

MOTOR VEHICLE TRAFFIC POLICY: The following traffic policies are extracted from WPAFB Traffic Code and apply at PWF:

- Abandoned/non-operational vehicles: Any vehicle partially dismantled, non-operational, wrecked, junked, or in a derelict condition, parked on a public street or public parking lot, will be impounded at the owner's expense. Vehicles parked in housing areas that do not belong to any current resident will be impounded at the owner's expense.
- Maintenance In-Parking/Family Housing Areas: Changing engine oil, transmission oil, antifreeze, etc., are prohibited in driveways or parking lots of family housing. Major overhaul or major maintenance such as removal/ disassembly of the transmission, rear end, motor, or body repair of any vehicle is not authorized. Please consult with the WPAFB auto-hobby shop or a local repair facility.
- Parking: Privately owned vehicles must be in authorized parking areas only. You must remain aware of snow removal during and after snowfall. In the event of your absence, you must arrange to have your vehicle(s) moved from normal parking areas to facilitate snow removal operations. Vehicles parked in active snow removal areas may be removed at the owner's expense.
  Specific "no parking" areas are:
  - Within fire lanes
  - Within 15 feet of a crosswalk or fire hydrant
  - In front of a common garage, this prevents access/use, and it impedes traffic flow
  - Common driveways/entrances, where it impedes traffic flow
  - On grass, seeded, or dirt areas
  - Within 10 feet of any building or structure except in designated parking spaces
  - Within 15 feet of trash containers (dumpsters) except in designated parking spaces
  - In drive-through areas where the traveled road surface is less than 15 feet
  - On sidewalks

- Prohibited Areas: The driver of a motor vehicle will not drive through an area that is posted, marked, or barricaded by means of barriers or cones. Vehicles may not be driven through or parked in any area that is not expressly designated for motor vehicles including common areas and residential yards.

RECREATIONAL VEHICLE (RV) POLICY: RVs are vehicles designed for recreational purposes to include motor homes, travel trailers, tent campers, boats, canoes, and trailers. RVs may not be parked in the housing areas. WPAFB maintains an RV lot for the storage of RVs. PWF has a first come-first-serve location for storage of RVs. Please call 937.253.3488 for the current point of contact and other details. RV parking is at the RV owner's risk. The Properties at Wright Field, LLC, MV Communities, and the Air Force assume no liability for theft or damage to vehicles.

- Boats are not permitted in the housing areas except for loading and unloading before or after a trip. All repair work on boats, except for canoes, is prohibited in family housing areas. Canoes stored on storage racks are permitted.
- All-Terrain Vehicles (ATV): ATVs may be kept in the housing areas provided they are parked in the residents designated parking spot and are not kept on any unpaved areas or patio areas. No more than two ATVs per household are permitted. ATVs may not be ridden in family housing areas, as they are not street legal.
- Pickup Shells: Shells for pickups may not be left unmounted in housing areas at any time.
- Camper Units, Slide-In: Slide-in pickup camper units may not be left unmounted in housing areas at any time.
- Motor Homes: The designated area for motor-home parking is the RV storage lot in Area B. When parked in housing areas, motor homes may not block driveways or other egress areas where emergency vehicles must pass.
- Trailers: Trailers may not be parked in family housing areas. Active loading and unloading is limited to no more than 24 hours.

UNATTENDED VEHICLES: Vehicles left parked or standing must have the engine stopped, the ignition locked, and the key removed. Vehicles may not be left unattended on jacks, regardless of the time involved.

Secure vehicles, garages, home and personal belongings by locking vehicle doors, garages, and exterior doors. Do not leave personal belongings and valuables unsecure.

NOTE: Garages must be utilized for vehicle parking. Parking in common driveways or in front of resident garages is prohibited and impedes traffic flow and neighbors' access to their garages. Violators will be referred to Security Forces. Additionally, use of these garages is not authorized for temporary use with recreational vehicles (see RV policy).

BACKGROUND CHECKS: All non-active-duty leaseholders are required to have an approved background check by PWF in conjunction with WPAFB Pass and ID, prior to moving in, renewal and/or annually (a fee is associated with the background check).

SECTION E - GOOD NEIGHBORS

Family housing and close neighbors are synonymous. Full support and cooperation in the following areas are necessary by all occupants and guests:

PETS: The following are pet owners' responsibilities:

- All pet owners must follow Wright-Patterson Instruction 48-101.
- Pet Deposit/Fee: Active-duty military residents paying rent based on BAH may possess or maintain two pets without paying a deposit. A third pet may be approved by management with a deposit equal to one-half of one month's rent paid to the Leasing/Management Office. Residents paying market rent may possess only two pets with a fee. Excesses caused by pets giving birth must be removed from the home within eight weeks. Residents are responsible for any damage resulting from pets. Refer to WPAFB AFI 48-101 for further details regarding pet policies.
- Dog Breed Restrictions: Effective 1 December 2022 – Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow and wolf hybrids are prohibited. Residents that have one of the above listed breeds registered and listed in their leasing file, prior to 1 December 2022, have been grandfathered.
- Nuisance/Vicious Pets: Pets that cause a public nuisance or are vicious will not be allowed to remain on Wright-Patterson AFB. Continued howling, barking, and other nuisance behavior will result in the pet's removal from Wright-Patterson AFB.
- Prohibited Pets: The following animals as pets are specifically prohibited: farm, ranch, or wild animals, rodents, primates (monkeys and apes), skunks, reptiles, snakes, raccoons, exotic felines, marsupials, spiders, ferrets (no longer acceptable in housing per AFI 32-6001), and any animal requiring a permit from the Fish and Wildlife Service. Excluded are guinea pigs, hamsters, gerbils, rabbits, pet birds, and fish (see Pet Deposit/Fee paragraph above).
- Registration: Prior to being kept on Wright-Patterson AFB, all privately owned pets over four months of age must be micro-chipped, registered with the Veterinarian and have certificates showing they have received the required vaccinations. Registered animals are required to wear a registration tag showing they have had a rabies vaccination. You must provide copies of all such registration to PWF.
- Cleanliness/Sanitation: If you own a pet, you must clean pet areas **at least daily**, and more often, if necessary, to prevent the areas from becoming a public nuisance. This must be done year-round. If outside the animal's domicile, you must immediately clean up feces left by the pet.
- Control: Effective control of pets by a responsible and capable person must be maintained when they are indoors and outdoors to prevent excessive barking or biting of visitors. Security Forces may remove unattended pets that create a public nuisance, such as barking and whining. **DO NOT LET PETS URINATE ON THE OUTSIDE AIR CONDITIONING CONDENSOR UNIT AS IT DAMAGES THE UNIT AND CAUSES A/C OUTAGE. RESIDENT WILL BE RESPONSIBLE FOR DAMAGES CAUSED BY PETS.**
- Restraints: Pets must be on a leash when outside the animal's domicile and under control of a responsible person capable of controlling the pet under any circumstances. Pets may not be walked in other residents' yards. Pet restraining devices may not be connected to any fixtures such as trees, downspouts, porches, or buildings.
- Doghouses: Doghouses are permitted in family housing. Doghouses must be maintained in good condition and be located five feet from any structure. Portable containers used for transporting pets may not be used. Use of bright contrasting colors must be avoided. Doghouses should be moved periodically to avoid damaging the yard.
- Kennels: Kennels and dog runs are not permitted in housing areas.

- Shelter: Leaving pets outside for unreasonable periods of time or without proper food or sufficient water is considered inhumane and cruel. Pets left outside are required to have adequate shelter from the elements. Animals may only be contained in private patio area and/or back yard. Do not leave pets unattended in vehicles.
- Abuse/Abandonment: Abuse and abandonment of pets is inhumane and cruel. Any person known to be involved with either the abuse or abandonment of an animal will be referred to Security Forces. Should you need to find your pet a new home, please contact local rescue organizations.
- **NOTE**: Residents are prohibited from feeding stray animals as it creates a nuisance within the community.

NOISE: Excessive noise is typically the greatest source of complaints received by property managers. Many Air Force personnel work shifts and sleep during the day. Please be considerate. Make direct complaints of excessive noise to Security Forces at 937.257.6516.

- Excessive stereo and television volumes: Do not assume your neighbors enjoy the same type of music or television programs you do. Please keep the volume down.
- Parties: Many complaints can be avoided by informing your neighbors before having a party
- Barking Dogs: Barking dogs can be very annoying to other residents. Be considerate of neighbors by keeping dogs under control and control excessive barking even during non-quiet hours.
- Quiet hours are:

  10:00pm to 6:00am Sunday through Thursday
  11:00pm to 6:00am Friday and Saturday
- Pet quiet hours are:

  10:00pm to 8:00am Daily

PARKING: Parking within the family housing areas can be limited. There are no assigned parking spaces with the exception of unit-specified garages and private driveways. Residents and guests must park only in approved parking spaces. Be reasonable and considerate. Talk to your neighbor when problems or misunderstandings occur. If necessary, contact PWF to assist with the resolution.

PLAYGROUNDS/COMMUNITY POND: There are more than 40 playgrounds at PWF. Do not use your neighbor's yard or the streets as your child's playground.

- PLAYGROUNDS: The following are guidelines for playground equipment use:
  - Adult supervision is required
  - Use of playground equipment is at your own risk
  - No littering: Use trash receptables
  - No smoking
  - No fire or flame
  - No alcoholic beverages
  - No glass containers
  - Remove personal items when leaving the play area
  - In case of emergency call WPAFB Dispatch: 937.257.9111
- COMMUNITY POND: The following are guidelines for the community pond:
  - Fishing pond located behind the Community Center is for residents' use only
  - Residents do not need a fishing license
  - Fishing is catch and release only
  - Do not throw rocks in the pond. The rocks are to prevent erosion.
  - No swimming
  - No boating
  - No standing, playing, or skating on the ice during winter months

CANNABIS: The Properties at Wright Field is located on a **federally owned Air Force Installation**, where everyone on the property is subject to **federal law**. Under federal law, the possession, cultivation, and use of cannabis are governed by the Controlled Substances Act (CSA), 21 U.S.C. § 801 et seq. Under this law, cannabis is classified as a Schedule I controlled substance, making its **possession, cultivation, or use illegal** regardless of Ohio's laws allowing it. Furthermore, it is a violation of your lease agreement to possess, cultivate, or use cannabis on this property. Compliance with this policy is mandatory to avoid legal and contractual consequences.

SECTION F - COMMUNITY/RESIDENTIAL ACTIVITIES

ANTENNAS/SATELLITE DISHES: Exterior television antennas and satellite dishes are permitted in family housing. Subject to approval, requests for citizen band antennas may be submitted on a completed Service Request Form to PWF. Antennas/Satellites may not be attached to any structure, nor can any holes be drilled for access. Connectors that work through glass or pre-approved special wiring must be reviewed by PWF. Contact the Maintenance/ Management Office for written approval before installation of your antenna/satellite. See pages 26, 27 & 29.

CABLE INSTALLATION: Requests to run new cable or to add outlets must be submitted on a completed Service Request Form, to PWF prior to performing modifications. Modification to pre-wired housing units is not permitted. For units without existing wired systems, PWF and the performing contractor may perform limited modifications subject to approval. Drilling through floors, walls, and other areas with potential for lead-based paint or asbestos is not permitted in un-renovated housing areas. A Service Request Form is not required to activate a cable outlet.

CARPET INSTALLATION: If you wish to install additional carpeting, you may use only loose-laid carpeting. No additional permanent carpeting installations are allowed without prior written approval by PWF. Loose-laid carpeting does not require an approved Service Request Form. It is the resident's responsibility to remove loose-laid carpeting from the home for the final inspection.

HOLIDAY DECORATIONS: Holiday decorations may be displayed; however, they must be timely with the holiday and removed within fourteen (14) days of the respective holiday.

DOGHOUSES: An approved Service Request Form is required prior to the installation or conveyance of a doghouse in the housing area.

- Doghouses must be constructed of wood or of a pre-manufactured igloo style. They will be painted tan or dark brown and clearly display the house number.
- Wooden doghouses must be square or rectangular in shape with either sloping or gable roof
- No kennels or dug runs are permitted in PWF housing areas

HOME ENTERPRISES: PWF's policy promotes and encourages limited commercial activities, which may be properly carried out from family housing. Activities may involve direct sales of products, small-item repair service, limited manufacture of items, and tutoring services. In-home day care is permitted with approval by WPAFB. The policy allows enterprises that do not compromise community tranquility, safety of the base mission, or compete with name brands in the military exchange. For purposes of in-home day care, all WPAFB regulations must be followed.

LAWN/YARD/GARAGE SALES: Two sales per family housing residence are permitted per year. Signs advertising the sale are limited to two per yard sale, one for your yard and one at the street. The signs are authorized to be posted for periods up to 72 hours and may be posted between 7:00AM – 8:00PM only. Use only commonly acceptable or retail-purchased signs. Questions may be directed to PWF.

TRAMPOLINES: Trampolines are authorized in family housing areas; however, compliance with the following rules is required:

- Adult supervision is required
- Trampolines must be located a minimum of 3 feet away from any structure or appurtenance, i.e., fences or sheds
- Trampolines must be secured by using trampoline anchors or tent stakes to attach the trampoline's legs to the ground. Winds as low as 40-50mph can cause a trampoline to lift off the ground. Using an anchor kit can help keep you and your trampoline safe.
- Placement of trampoline must be in back yard area and may not impede common area or neighbors' yards
- The tops of all trampolines must be fully caged with safety netting and encased in protective padding, including the springs

SWIMMING POOLS: Swimming pools are permitted in family housing provided the following guidelines are followed:

- Swimming pools must be designed for children; with the size not to exceed 7' in diameter
- Pool must be properly covered or drained when not in use
- Pools with filtration systems and/or pumps are permitted; however, must be kept within fenced areas and covered when not in use
- Pools must be moved periodically, so as not to damage the grass. Damaged grass must be restored by the resident at the end of the pool season.
- Pools are restricted to privately enclosed patio area or back yard. Pools may not be used in common areas, driveways, or garages.

BASKETBALL HOOPS: Portable basketball hoops may be used in family housing areas subject to the following controls: The name and address of the owner must appear legibly on the frame; the hoop must be located a minimum of 15 feet from any structure or vehicle parking space; and it must not be placed in any street or driveway where moving vehicles may pose a danger to the users.

PERSONAL PLAY EQUIPMENT:

- Swing sets and other play equipment may only be utilized in private patios and back yard areas
- For safety purposes, swings and play equipment must not be attached to trees in family housing. This includes tire swings and baby swings.
- No more than three (3) pieces of outdoor play equipment may be used at any time. Play equipment must not be placed in common areas. Excess play equipment must be stored in enclosed patios or garages when not in use.

WATERBEDS: Waterbeds are authorized for use in family housing. Underwriters Laboratories (UL) must approve waterbed heaters, and the owner is liable for damage to property in the event the bed leaks.

SECTION G - SELF-HELP WORK

Self-help work in family housing may be authorized if the proposed work is relatively simple and is primarily for resident benefit. Normally, a self-help project is to improve living conditions for the resident. Self-help work must not generate additional maintenance costs or increase the size of the living area of the home. Drilling holes, installing nails, bolts, or other similar devices into the siding of your home for your self-help project is not allowed. Your point of contact for self-help projects is PWF Self-Help Inventory Manager at 937.253.3488, option 7.

REQUESTING SELF-HELP WORK: Family housing self-help work, whether personally funded or through the Self-Help Store, requires prior approval of a completed Service Request Form. If approved, a work order number will be assigned and additional guidance for accomplishing your project will be provided. Self-help projects constructed with PWF's materials are the property of PWF when completed.

BORDER PROTECTORS: Small border protectors, which are designed to be decorative in nature and do not exceed 20 inches in height, may be installed around flowerbeds, but must be neat and properly maintained. The decorative protectors cannot penetrate the ground more than four inches. Under no circumstances will they be made with pointed pickets. A completed Service Request Form is not required for border protectors. Protective boarders may not be used to create a fence line.

CONVEYANCE OF PERSONAL PROPERTY: Certain types of occupant-owned property might be conveyed during change of occupancy to new residents. Contact PWF to obtain a conveyance authorization letter.

ELECTRICAL WORK: Performance of electrical work in family housing by residents is prohibited. Only licensed/authorized persons may perform electrical work. Disturbing possible lead-based paint, the potential for asbestos, and condition of existing electrical wiring will be considered prior to approval of a completed Service Request Form for electrical projects. Contact PWF at 937.253.3488, option 3 for further information.

PLUMBING WORK: Performance of self-help plumbing work in family housing is prohibited. Only licensed/authorized persons may perform plumbing work. The potential for disturbing lead-based paint and asbestos will be considered prior to approval of the Service Request Form for plumbing projects.

PORTABLE STORAGE SHEDS: Portable storage sheds may be permitted in The Woods and the contemporary homes in The Prairies with prior written approval by PWF. Required guidelines and specifications regarding approved model types and locations must be followed. Please contact 937.253.3488, option 3 for details.

FENCES: Residents of The Woods and the contemporary homes in The Prairies may be authorized to construct chain-link fencing, provided a request is submitted on a Service Request Form prior to installation and pre-approved guidelines and specifications are followed. Please contact PWF maintenance office at 937.253.3488, option 3 for specifics. Attached Following forms (Page 31 & 32) must be signed by all parties prior to installation.

SECTION H - TERMINATION OF FAMILY HOUSING

GIVING NOTICE: A notice, in writing, of at least 30 days prior to vacating (short notice PCS accepted on a case-by-case basis, with proper documentation) is required when terminating family housing with military orders (Retirement, Separation, PCS, Deployment). At the time you notify us, we will schedule your preliminary and final inspections. In preparing for your preliminary and final inspections, it is the resident's financial responsibility to repair and/or replace items resulting from abuse and/or neglect. PWF can be of great assistance in your upcoming move. Contact PWF with questions and to give notice.

LEASE TERMINATION: Should the Resident terminate the Lease prior to the lease expiration other than prescribed in Section 3 of the lease, the Resident will pay an early termination fee equal to two months' rental amount and repay any/all concessions received at the time the written notice is given. Residents must give written or electronic (email) notice of at least thirty (30) days prior to move-out.

IMPROVEMENTS: Self-help work must be removed before final inspection, unless accepted in writing, by the incoming resident or PWF. When removing self-help work, your home or area must be restored to its original condition. During your preliminary inspection, the Quality Control Specialist can answer many of your questions.

MOVE OUT INSPECTIONS: The Properties at Wright Field will perform two (2) inspections of your home prior to your move out. It is required that a leaseholder be present for both inspections.

- Preliminary Inspection: The preliminary inspection will assist you in preparing for your final inspection and includes an inspection-procedure review designed to answer your questions. The quality control specialist also identifies normal maintenance to be accomplished and damages above normal wear and tear, if known. The quality control specialist will discuss your individual cleaning needs.

- Final Inspection: THE RESPONSIBILITY FOR FINAL CLEARANCE OF FAMILY HOUSING RESTS SOLELY WITH YOU, THE RESIDENT. The final inspection ensures that the standards of cleanliness are met and identifies additional maintenance needs. If you fail your final inspection, contact PWF and schedule a re-inspection for the next working day or as soon as the housing inspection schedule permits. Being properly prepared for your inspection is very important. A timeline has already been prepared for your house to undergo so it will be ready for a new resident on time. For your information, we have provided cleaning standards and an estimated cost sheet. These will also be provided to you at the time you give written notice to vacate the home.
- Inspection Procedures at Move-Out: All carpet will be inspected using black light and by pulling back carpet to check for staining on the top and underside of carpet. Carpet that has staining on the top will be assessed as damaged and charged accordingly.
    - Carpet that has staining on the top or underside, from organic matter such as urine, or has foul odors with or without staining, will be assessed as damaged and charged to the resident utilizing the seven-year proration from the date of carpet installation. Carpet that is assessed as damaged and charged for replacement will be replaced.
    - Staining on the underside of carpet that is determined to be non-organic matter and does not have an odor or affects the wearability of the carpet, will be noted on the inspection form, and not charged to the resident. In such cases, the carpet will be stretched and professionally cleaned during the change of occupancy maintenance process.
    - Carpet that has foul odor, regardless of any staining, will be assessed as damaged and charged to the resident utilizing the seven-year prorate from the date of carpet installation.
    - There may be additional charges if hard surfaces (wall, floor, trim, etc.) must be treated and/or mitigated.

CLEANING AND DAMAGE PRICE LIST FOR COMMON ITEMS

THIS LIST IS NOT INCLUSIVE AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION.

ADDITIONAL CHARGES MAY BE ASSESSED AS NECESSARY.

	LINE	DESCRIPTION	COST
INTERIOR CLEANING	1	BASEBOARDS	$10 PER WALL
	2	BATHTUBS (INCLUDES TILE & FAUCET)	$50.00 EACH
	3	CABINETS	$36.00 EACH
	4	CARPET CLEANING	$150.00
	5	CARPORT / PATIO / WALKWAYS / GARAGE FLOOR	$75.00 EACH
	6	CEILING FAN	$25.00 EACH
	7	CLEANING WALLS (GENERAL WIPE DOWN)	$100.00 ROOM
	8	DISHWASHER	$30.00
	9	DOORS	$10.00 EACH
	10	DRAWERS	$36.00 EACH
	11	GENERAL CLEANING (EXCLUDING APPLIANCES & CARPET)/DEEP	STARTING AT $200.00
	12	LIGHT COVERS (REMOVE & CLEAN)	$10.00 EACH
	13	MINI BLINDS	$20.00 EACH
	14	RANGE HOOD/MICROWAVE (range hood filters)	$50.00 ($10.00 EACH)
	15	REFRIGERATOR	$100.00
	16	REMOVAL OF SHELF PAPER (CABINETS & DRAWERS)	$20.00 EACH
	17	SINKS (KITCHEN & BATH)	$10.00 EACH
	18	STOVE / OVEN	$100.00
	19	TOILETS	$45.00 EACH
	20	VENTS	$10.00 EACH
	21	VINYL/LAMINATE FLOOR CLEANING (MINIMUM OF 1 SQ. FT)	$1.00 PER SQ FT
	22	WINDOW SCREEN / PATIO SCREEN	$10.00 EACH
	23	WINDOWS	$20.00 EACH
EXTERIOR CARE	24	DOG FECES CLEANUP	STARTING AT $150.00
	25	FLOWERS/SHRUBS AND PLANTS REPLACEMENT	$40.00 EACH
	26	HOLES IN TOP-SOIL (FILL IN)	$40.00 PER SQ YD
	27	MOWING OF GRASS (FRONT & BACK)	$50.00
	28	RAKING LEAVES	STARTING AT $50.00
	29	REMOVE SATELLITE DISH	$25.00
	30	REPAIRING/REPLACING LAWN (SOD REPLACEMENT)	$5.00 PER SQ FT
	31	SIDING (DEPENDING ON AMOUNT NEEDED)	$80.00/PIECE
	32	SNOW REMOVAL (DRIVEWAY, WALKWAY, ETC.)	$125.00
	33	TOP-SOIL FOR FLOWER BEDS	$30.00 PER AREA
	34	TRASH TOTE / TOTE CLEANING	$75.00 / $25.00
	35	TRIMMING & EDGING	$50.00 PER AREA
	36	TRIMMING & SHAPING BUSHES & SHRUBS	$25.00 EACH
	37	WEED REMOVAL (FLOWER BEDS, ETC.)	$30.00 PER AREA
SMOKE DAMAGE/	38	CLEANING WALLS INTERIOR PER ROOM	$125.00
	39	DUCT CLEANING	$500.00
	40	OZONE TREATMENT	COST MAY VARY
	41	REPAINTING PER ROOM	$350.00 - $425.00 PER ROOM
	42	SEALING / KILZ PER ROOM	$175.00

CLEANING AND DAMAGE PRICE LIST FOR COMMON ITEMS

THIS LIST IS NOT INCLUSIVE AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION.

ADDITIONAL CHARGES MAY BE ASSESSED AS NECESSARY.

	LINE	DESCRIPTION	COST
REPLACEMENT COSTS	43	LABOR CHARGES	$75.00 PER HOUR
	44	MEDICINE CABINET - EACH	$62.00 / PLUS LABOR
	45	BATHROOM FAUCET	$107.00 / PLUS LABOR
	46	RESURFACE BATHTUB/ W SURROUND	$375.00 / $500.00
	47	ROUND TOILET / ELONGATED TOILET / TOILET TANK LID	$107.00 / $208.00 / $63.00 / PLUS LABOR
	48	SHOWER HEAD	$5.00
	49	SHOWER ROD CURVED (ASSEMBLY)	$52.00
	50	SHOWER ROD STRAIGHT	$7.00
	51	TOILET PAPER HOLDER	$18.00 PLUS LABOR
	52	TOWEL BARS / STRAIGHT SHOWER RODS / BRACKETS	$5.00 / $7.00 / $7.00 / PLUS LABOR
	53	TOWEL RING	$24.00 / PLUS LABOR
	54	VANITY TOP - PRICE VARIES BY SIZE	$104.00 - $412.00 / PLUS LABOR
	55	15 LIGHT BACK DOOR (CONTEMPORARY HOUSE)	$429.00
	56	36X80 ENTRY DOOR (GARAGE TO HOME)	$275.00
	57	BACK DOOR GLASS (CONTEMPORARY, WOODS)	$237.00 / PLUS LABOR
	58	CHANGE LOCKS FOR HOUSE (RECORE)	$50.00
	59	DEADBOLT / CORE - EACH	$36.00 / $20.00
	60	DOOR TRIM CASING (FRAME AROUND DOOR)	$95.00 / PLUS LABOR
	61	DRYWALL REPLACEMENT/SMALL HOLE UP TO FULL SHEET	$40.00 TO $260.00
	62	EXTERIOR DOOR BRICK MOLD DOOR KITS	$64.00 / PLUS LABOR
	63	FRONT DOOR WITH SIDE LIGHT (CONTEMPORARY HOUSE)	$1,192.00
	64	FULL VIEW STORM DOOR	$263.00 / PLUS LABOR
	65	FULL VIEW STORM DOOR HANDLE	$47.00
	66	HALF VIEW STORM DOOR	$155.00 / PLUS LABOR
	67	INTERIOR DOOR HANDLE (BRASS)	$11.00
	68	INTERIOR DOOR HANDLE (BRUSHED NICKLE)	$20.00
	69	PATIO DOOR SCREEN	$106.00 / PLUS LABOR
	70	SLIDING SCREEN DOOR (PATIO)	$112.00
	71	WEATHER STRIP	$11.00 PER DOOR / PLUS LABOR
	72	3/4" ROUND TRIM	$1.09 PER FT
	73	BASEBOARDS	$1.55 PER FT. / PLUS LABOR
	74	OPEN	OPEN
	75	CARPET REPLACEMENT	$14.00/SQ YD PRORATED ON 7 YRS
	76	HARD SURFACE FLOORING	$45.00 / SQ YD
	77	OPEN	OPEN
	78	SEALING FLOOR DUE TO PET SMELL DAMAGE	$.39/SQ FT
	79	VCT TILE (SQUARE TILE) - PER PIECE	$1.89 PER TILE
	80	GARAGE DOOR COMPLETE	$533.00 - $753.00 / PLUS PAINT AND LABOR
	81	GARAGE DOOR PANELS	$181.00 - $354.00 / PLUS PAINT AND LABOR
	82	GARAGE DOOR REMOTE	$45.00 / PLUS LABOR
	83	GARAGE DOOR SENSORS	$70.00 / PLUS LABOR

CLEANING AND DAMAGE PRICE LIST FOR COMMON ITEMS

THIS LIST IS NOT INCLUSIVE AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION.

ADDITIONAL CHARGES MAY BE ASSESSED AS NECESSARY.

	LINE	DESCRIPTION	COST
REPLACEMENT COSTS	84	GARAGE DOOR TRIM	$13.00 PER PIECE / PLUS LABOR
	85	COLD AIR RETURN VENT DAMAGE	$35.00 (AVERAGE COST, EACH) / PLUS LABOR
	86	THERMOSTAT / INSTALLATION	$39.00 / PLUS LABOR
	87	GARBAGE DISPOSAL	$70.00 / PLUS LABOR
	88	COUNTERTOP DAMAGE	$33.00 PER FT. / PLUS LABOR
	89	KITCHEN CABINET DOOR	$120.00 (EACH) / PLUS LABOR
	90	RESURFACE KITCHEN CONTERTOP	$620.00
	91	MICROWAVE - OVER THE RANGE	$390.00 / PLUS LABOR
	92	MICROWAVE FILTER	$37.00 EACH
	93	FAUCET AERATOR	$2.00 EACH
	94	KITCHEN FAUCET	$116.00 / PLUS LABOR
	95	BAR CLIP (EACH) / BUTTER LID / CRISPER DRAWER	$16.00 / $40.00 / $80.00
	96	REFRIGERATOR - 18 CU FT	$667.00 / PLUS LABOR
	97	REFRIGERATOR - SIDE BY SIDE, WHITE OR BLACK	$1277.00 / PLUS LABOR
	98	REFRIGERATOR BAR/ HANDLE / DOOR	$25.00 / $125.00 / $300.00 / PLUS LABOR
	99	RANGE - ADA	$953.00 / PLUS LABOR
	100	RANGE - ELECTRIC	$618.00 / PLUS LABOR
	101	RANGE - GAS	$718.00 / PLUS LABOR
	102	RANGE DRIP PAN REPLACEMENT - EACH	6" - $4.00 / 8" - $5.00
	103	RANGE ELEMENT - 6" / 8", EACH	$7.00 / $11.00
	104	RANGE EXHAUST HOOD - WHITE	$54.00 / PLUS LABOR
	105	RANGE FILTER/RANGE KNOB (each)	$19.00 / $11.00
	106	RANGE TOP GRILL / BURNER CAP	$60.00 / $15.00
	107	CEILING FAN	$80.00 EACH / PLUS LABOR
	108	LED BULB (small) / LED BULB (long tube 4x8) - EACH	$4.00 / $12.00
	109	OUTLET / SWITCH / PLATES - EACH	$7.00 / $7.00 / $1.00 / PLUS LABOR
	110	SMOKE DETECTOR	$12.00
	111	SMOKE DETECTOR/CO COMBO	$39.00
	112	BANISTER SPINDLES (EACH)	$6.00 EACH / PLUS LABOR
	113	STAIR TREAD	$27.00 EACH / PLUS LABOR
	114	DRYWALL ANCHOR HOLES/ TV MOUNT HOLES	$10.00 EACH
	115	INTERIOR PAINT (1 GALLON)	$25.00
	116	INTERIOR PAINT (5 GALLON)	$100.00
	117	PAINT INTERIOR (PER ROOM)	$175.00 - $250.00 PER ROOM
	118	REMOVAL OF NAILS, HOOKS, ETC.	$2.00 EACH
	119	WIRE SHELVING (PER FT)	$4.00 PER FOOT / PLUS LABOR
	120	AVERAGE REPLACEMENT WINDOW COST	$165.00 / PLUS LABOR
	121	CHILD SAFETY LOCK	$3.00
	122	FAUX BLINDS UP TO 35" WIDE / MORE THAN 35" - EACH	$39.00 / $78.00 / PLUS LABOR
	123	MINI BLINDS UP TO 35" WIDE / MORE THAN 35" - EACH	$13.00 / $27.00 / PLUS LABOR
	124	RESCREENING	$30.00 EACH / $65.00 REBUILD

USEFUL TELEPHONE NUMBERS

PWF – Leasing and Management Office	937.253.6009, option 4
PWF – Maintenance Service Request line	937.253.3488, option 3
PWF – After Hours Emergency Maintenance Service Request	937.253.3488, option 0
PWF – Self Help Store	937.253.3488, option 7
PWF – Maintenance General Email	maintenance@wpafbhomes.com
PWF – Leasing General Email	info@wpafbhomes.com
PWF – Website	http://www.wpafbhomes.com
Airman's Attic/Family Services Bldg. 1044	937.257.6934
Ambulance	**911 (937.257.9111 from cell phone)**
Base Exchange, Customer Service	937.879.5730, ext. 115
Childcare Centers	937.257.2644
Commissary	937.257.7474
Crime in Progress	**911 (937.257.9111 from cell phone)**
Directory Assistance Wright-Patterson	937.257.1110
Family Support Services	937.257.2910
Emergency (Police, Fire, Ambulance, Etc.)	**911 (937.257.9111 from cell phone)**
Fire Protection Section	937.257.4075
Fire Reporting	**911 (937.257.9111 from cell phone)**
Firearms Information	937.253.6009
Hospital Appointments	937.522.2778
KAS Cable Company	937.256.5057
Outdoor Recreation Center	937.257.9889
Police Non-emergency (Security Forces)	937.257.6516
Postal Service Center on Base	937.257.6523
Refuse Collection & Recycling	937.253.3488
Regional Landfill	937.898.5459
SISCA	937.294.6505
Spectrum Cable	937.405.6373
Veterinarian Office on Base	937.257.6853

TO REPORT AN EMERGENCY FROM A CELLULAR PHONE, DIAL 937.257.9111 TO CONNECT TO THE BASE EMERGENCY OPERATOR. CALLING 911 FROM A CELLULAR PHONE MAY TAKE YOU TO AN OFF-BASE EMERGENCY OPERATOR TO ANSWER YOUR CALL. IF THIS HAPPENS, ASK TO BE TRANSFERRED TO THE WRIGHT-PATTERSON AIR FORCE BASE OPERATOR.

THE PROPERTIES AT WRIGHT FIELD
5924 HICKAM DRIVE
DAYTON, OH 45431
937.253.6009

SATELLITE DISH AND ANTENNA INSTALLATION NOTIFICATION

Name: _____ Address: _____

The Federal Communications Commission (FCC) has ruled that renters with a private balcony or patio have a limited right to install a satellite dish or antenna. However, that order issued November 20, 1998, has also given landlords the right to insist on certain things before an individual can install a satellite dish or antenna.

- **Location:** A dish or antenna may only be installed on a balcony, balcony railing, or patio (to include the shared privacy fence), that is totally within the individual's leased premises.
- **Installation:** No holes may be drilled in any exterior wall, roof, window, windowsill, balcony railing or privacy fence.

The following is provided to you as a guide to answer questions you have raised concerning the installation of a satellite dish and/or antenna. Please read the material provided so you know what The Properties at Wright Field will and will not allow due to the potential damage any installation may cause.

- **Indemnification:** You will be required to sign a "Satellite Dish and Antenna Lease Addendum" holding the owner/manager harmless and assume total responsibility for any personal or physical damage to property or persons as a result of the damage or injury caused by the dish or antenna.
- **Insurance:** You will be encouraged to carry liability insurance in the amount of $250,000 to fully cover claims that may be made for damages or injuries caused by the dish or antenna.
- **Installation:** A professional installer must install the equipment. The materials used as well as the person or company installing the device must be approved.
- **Extension Devices:** Devices that would extend beyond the balcony railing or patio line may not be used.
- **Security Deposit:** No additional security deposit will be required.
- **Inside Hook Up:** The satellite dish or antenna must be a stand-alone system. No splicing of wires may be done to existing wires or cables.

Attached is a picture detailing the acceptable placement of a dish or antenna. Any installation may not be permanent or cause damage to either the interior or exterior of the building, siding, balcony or railing, etc. Please refer to the Satellite Dish and Antenna Lease Addendum prior to installing your dish or antenna.

The installation must be done in accordance with these guidelines. If you have any questions please contact our office.

_____ _____
Date Resident Signature

_____
Resident Signature

THE PROPERTIES AT WRIGHT FIELD
5924 HICKAM DRIVE
DAYTON, OH 45431
937.253.6009

SATELLITE DISH AND ANTENNA LEASE ADDENDUM

Under a Federal Communication Commission order, you as our residents have a limited right to install a satellite dish or receiving antenna on the leased premises. We as a rental housing owner/property manager are allowed to impose reasonable restrictions relating to such installation. You are required to comply with these restrictions as a condition of installing such equipment. This addendum contains restrictions that you and we agree to follow:

1. **Number and size.** You may install only one satellite dish or receiving antenna on the leased premises. A satellite dish may not exceed 18" in diameter. An Antenna may receive but not transmit signals.
2. **Location**. Location of the satellite dish or antenna is limited to (1) inside your dwelling, or (2) in an area outside your dwelling such as a balcony, patio, yard, privacy fence, etc. of which you have exclusive use under your lease. Installation is not permitted on any parking area, roof, exterior wall, window, windowsill, fence or common area, or in an area that other residents are allowed to use. A satellite dish or antenna may not protrude beyond the vertical and horizontal space that is leased to you for your exclusive use.
3. **Safety and non-interference.** Your installation: (1) must comply with reasonable safety standards; (2) may not interfere with our cable, telephone, or electrical systems or those of neighboring properties; (3) may not be connected to our telecommunication systems, and (4) may not be connected to our electrical system except by plugging into a 110 volt duplex receptacle. If the satellite dish or antenna is placed in a permitted outside area, it must be safely secured by one of three methods: (1) securely attaching it to a portable, heavy object such as a small slab of concrete; (2) clamping it to a part of the building's exterior that lies within your leased premises (such as a balcony, patio railing, privacy fence); or (3) any other method approved by us. No other methods are allowed. We may require reasonable screening of a satellite dish or antenna by plants, etc., so long as it does not impair reception.
4. **Signal transmission from exterior dish or antenna to interior of dwelling.** Under the FCC order, you may not damage or alter the leased premises and may not drill holes through outside walls, door jams, window sills, balcony railings, etc. If your satellite dish or antenna is located outside your dwelling (on a balcony, patio, etc) the signals received by it may be transmitted to the interior of your dwelling only by the following methods: (1) running a "flat" cable under the door jam or window sill in a manner that does not physically alter the premises and does not interfere with proper operation of the door or window; (2) connecting cables through a "indoor pane" similar to how an external car antenna for a cellular phone can be connected to inside wiring by a device glued to either side of the window-without drilling a hole through the window; (3) wireless transmission of the signal from the satellite dish or antenna to a device inside the dwelling; or (4) any other method approved by us.
5. **Workmanship.** In order to assure we must approve safety, the strength and type of materials used for installation. A qualified person or company approved by us must do installation. Our approval will not be unreasonably withheld.
6. **Maintenance.** You will have the sole responsibility for maintaining your satellite dish, antenna and all related equipment.
7. **Removal and damages.** You must remove the satellite dish or antenna and other related equipment when you move out of the dwelling. You must pay for any damages and for the cost of repairs or repainting which may be reasonably necessary to restore the leased premises to its condition prior to the installation of your satellite dish, antenna or related equipment.
8. **Indemnity and Insurance.** In consideration of permission to install a satellite dish or antenna on leased premises, the Resident hereby indemnified, defends and holds harmless The Properties at Wright Field, its Owners, Employees, and Agents, from any and all liability including bodily injury or property damage resulting from the ownership, installation maintenance or use of any and all such devices on the leased property. Any damage to the leased premises, community property of other, or bodily injury from possession of a reception device is the complete, legal liability of the Resident, and Resident hereby understands that Renter Insurance is strongly encouraged with a Personal Liability limit of at least $250,000 for the duration of the tenancy.

You may start installation of your satellite dish or antenna only after you have: (1) signed this addendum; (2) received our written approval of the person or company who will do the installation contingent upon prior approval of strength and type of materials used for installation referred to in #5. **I hereby understand and agree to abide by the above conditions.**

Management_____ Resident_____

Date _____ Resident_____

The Properties at Wright Field, LLC.

FENCE GUIDELINES

The Properties at Wright Field – The Prairies and The Woods

Following are guidelines to be used when constructing fencing in The Woods and The Prairies, although fences are discouraged as they defeat the goal of an open, park-like setting.

Requirements:

- Resident must submit a service request and a layout of the area behind the residence detailing location of proposed fence line. Fence line must be within 50 feet of residence with a minimum setback of 5 feet from any common area. Resident must also stake the area using flags or pegs.
- Upon approval by Management, only chain link fencing may be installed following the restrictions and specifications as stated below within thirty (30) days and will be inspected after installation. A gate must be installed at the corner of the fence-line. Wooden privacy fences are prohibited with the exception of homes on Gladecress and Nogoso Circles backing up to the common access walkway.

Restrictions:

- The management company will not provide or install fences.
- For safety reasons, no fence will impede sidewalk traffic, enclose electrical power boxes, or prevent fire hydrant access. Fences may not be attached to any building, government fence, or utility pole. Fences will not be equipped with any shocking device or in any way form a safety hazard.
- The lawn area in and around the fence must be maintained in a neat and orderly manner.

Specifications:

- Chain link fencing, with a height of 48 inches (4 feet), is permitted. Chain link must be a minimum of 11 gauge clear link, 2" x 2" with rust resistant coating. Post and horizontal members (top rail) must be galvanized. Post spacing will not exceed 8 feet. Chain link will be secured to the top rail as well as the post. Each post will be capped. If only one side of the fence is knuckled, it will be used as the topside with the twisted end down. Corner, gate, and end posts will be a minimum of 2-3/8 inch diameter, set in concrete in a six-inch hole to a depth of 24 inches. The top rail will be 1-3/8 inch diameter. Line post, 1-5/8 inch diameter, will be set a depth of 18 inches (concrete not required). Fenced area will have at least one gate to be 36 inches wide constructed of 1-1/8 diameter galvanized tubular steel frame covered with same material as used on fence.

NOTE: VIOLATION OF THESE GUIDELINES MAY RESULT IN DIRECTED REMOVAL OF FENCE.

I hereby understand and agree to abide by the above stated conditions.

Resident Signature	Date
Resident Signature	Date
Agent, The Properties at Wright Field	Date

2022 Culmen Real Estate Services

THE PROPERTIES AT WRIGHT FIELD
5924 HICKAM DRIVE
DAYTON, OH 45431
937.253.6009
937.253.6013 –FAX
WWW.WPAFBHOMES.COM

Resident Name: _____

Address: _____

I have read and understand the guidelines regarding fence and satellite installation. I also understand that a request for Dig Clearance (AF IMT 103) must be submitted through The Properties at Wright Field Maintenance Department prior to installation.

The Properties at Wright Field Maintenance Department will then submit the request with WPAFB Civil Engineering for approval. Approximate waiting time is three (3) weeks.

All correspondence must be directed through The Properties at Wright Field Maintenance Department.

I understand that should I choose not to obtain a Dig Clearance prior to digging and I damage a utility line, I will be liable for any and all damages.

_____ _____
Resident Signature Date

_____ _____
Resident Signature Date

_____ _____
Agent, The Properties at Wright Field Date

2022 Culmen Real Estate Services.

CHANGE LOG

Date	Notes
2022.11.01	Page 16, Section E, Dog Breed Restrictions added
2023.08.11	Renter's Insurance changed to a reflect lease agreement section #18
2024.03.01	Restricted pets per AFI 32-6001 and WP Instruction 48-101
2025.02.04	Lithium-Ion Batteries
2025.02.04	Electric Vehicle (EV) Charging
2025.02.04	Final Inspection – carpet policy, charging for pet sealing
2025.02.04	Cannabis Policy Added
2025.02.04	Price Lists Updated
2025.06.03	Corrected page numbers reference in Fence Section
2025.06.11	Corrected page numbers reference in Care of Interior Carpet Section
2025.11.12	Price Lists Updated