

# HARRISON COURT COMMUNITY RULES

## I. GENERAL DEFINITIONS

1. **Addendum** – This is an addendum to and becomes part of the rental agreement between residents and landlord.
2. **Regular Review Requirement** - Community members are required to regularly review and abide by the most recent version of these rules which can be found at [harrisoncourt.org/rules](http://harrisoncourt.org/rules).
3. **Community Common Areas** include the front entry driveway, parking lot, laundry room, pool area, and all other areas that are not exclusively assigned to an individual rental unit.
4. **Resident Households** are made up of the tenants who have signed the rental agreement, along with occupants who may also live in the rental unit, and their visiting guests or associates.
5. **Tenants Responsible for Guests Behavior** - Tenants are responsible, and will be held accountable, for ensuring that all members of their household, including visiting guests or associates, abide by the rules of the community, while at or near\* the complex. (\*Generally, within 200-feet of the complex.)
6. **Subletting is Prohibited** - Management must authorize all occupants residing within the rental unit. Any guest who stays at the rental unit for more than seven consecutive days, or more than 14-days in a year is considered an occupant.
7. **Business Activities Prohibited** - Never engage in any commercial, retail, or business activities within the complex, such as vehicle repair, vehicle sales, music or singing lessons, massage or therapeutic services, cosmetic sales, edible sales, or animal raising or sales, etc.
8. **Service Requests** – Service requests should only be made by calling or texting (916) 332-1100, or by visiting [harrisoncourt.org](http://harrisoncourt.org) and completing the “Message Us Below” section at the bottom of the page, and selecting “Service Request,” from the drop-down menu, and entering the details of the service request.

**All Numbered Rules for remainder of the addendum should be prefaced with “*While at or near the complex residents and their visitors should*”**

**II. NOISE AND CONDUCT** - Residents Households are prohibited from engaging in or allowing activities that are likely to make noise or annoy, or to interfere with the rights/comforts/conveniences/safety of other persons within the community.

### A. CIVILITY

1. Never engage in loud arguing, fighting, or belligerent drinking.
2. Never make threats towards other community members.
3. Never consume marijuana or engage in other drug related activities within the common areas.
4. Refrain from playing musical instruments, television sets, stereos, radios, or other devices perceptible outside of rental unit.
5. Never spit in the common areas.
6. Never commit acts which other community members could interpret to be offensive or indecent.
7. Minimize visitor traffic to and from rental unit, especially during evening hours between 10pm and 6am.

### B. NOISE

8. Refrain from hosting social gatherings of more than 5 guests.
9. Never host social gatherings of more than 10 guests within the rental unit or common areas.
10. Keep noise to a level so as not to disturb neighboring residents.
11. Remember that live music is strictly prohibited at all times, including during social gatherings – without exception.
12. Take extra care to refrain from creating, or allowing to be created, any noise that is disturbing to other Residents between the hours of 8:00PM/Dusk (Whichever Earlier) and 8:00AM/Dawn (Whichever Later)
13. Completely turn off vehicle sound systems upon entering or exiting the apartment driveway and parking lot.

### C. DRESS CODE

14. Dress appropriately while within the common areas.
15. Wear a shirt at all times while within the common areas, with the exception of the pool area.

16. Refrain from wearing Bathrobes or overly revealing attire which are considered inappropriate attire while within the common areas with the exception of the pool area.
17. Refrain from wearing clothing or articles around the face or head which make it difficult for others to recognize persons' identities. (Examples: ski-masks, or facial masks in combination with hats or hoodies, etc.)
18. Cover up garments or tattoos which can be interpreted as being offensive while within the common areas. Examples: Garments or tattoos with obscene language or gang affiliations, etc.

#### **D. TRASH**

19. Always remove trash from rental unit on a daily basis.
20. Never allow trash to accumulate so as to cause a safety hazard or be in violation of any health, fire or safety ordinance or regulation.
21. Never litter or drop trash in the common areas within the complex or public areas outside of the complex.
22. Never leave items intended for donation, anywhere within the complex, including outside of the dumpster bins or on Harrison Street. Ensure that pet waste is removed from rental unit and yard space on a daily basis, minimizing perceptible odors/pests to neighboring residents.
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#### **E. USE OF DUMPSTERS**

24. Never overfill dumpster bins. Dumpster bin lids should be able to close completely. Use another dumpster bin when dumpster appears overfilled. Do not pile trash on top of overfilled dumpster bin.
25. Always bag trash in a manner that does not allow loose items to fall out or be blown around by the wind.
26. Always break boxes apart and discard in a way that minimizes space used within the dumpster bins.
27. Never leave items intended for donation outside of dumpster bins, or anywhere else within the complex.
28. Never dispose of furniture using community dumpsters. Residents should dispose of unwanted furniture at their own cost, by hauling to the dump, etc.
29. Always take care to not drop trash or spill liquids while carrying trash to the dumpster area.

#### **F. DOGS**

30. Never walk a dog in the common areas of the complex. Dogs are not allowed to be walked in the common areas, unless traversing directly between rental unit and vehicle while on a leash.
31. Never allow a dog to urinate or defecate anywhere within the common areas of the complex.
32. Ensure that dog waste is removed from rental unit and yard space on a daily basis.
33. Never allow a dog to bark or growl in a manner that is disturbing or intimidating to other residents.
34. Never allow a dog to defecate on public property near the complex without picking up and bagging the pet waste in accordance with local ordinances.
35. Always keep dogs on a leash while outside of rental unit.

#### **G. PATIOS AND OTHER COMMON AREAS**

36. Always keep front patio areas and other surrounding common areas clean and free of trash or debris, regardless of how the litter came to be there. Patios should be regularly swept and kept clean. Brooms or mops should be put away after use and should never stored at any place visible to a passerby.
37. Only store allowed items on front patios such as two to four outside chairs, a small table, and up to four plants. Staff members may remove disallowed items from patio common areas at expense of tenant.
38. Never store barbecue grills on the front patio or in side yards. Per local Fire Marshal and insurance requirements, barbecue grills are not allowed to be stored or used anywhere adjacent buildings.
39. Never store disallowed items on front patios such as children's bikes, scooters, strollers, games, toys, or clothing.
40. Never use front patio for drying clothing, shoes or apparel.
41. Never store disallowed items on front patios such as containers, shelving furniture, or storage bins. This includes coolers, trash cans, buckets, recycling containers, containers with vehicle fluids, boxes, crates, etc.
42. Never store trash of any kind on patio common areas. Bagged trash or trash boxes should never be left outside.
43. Always check with management when in doubt before storing anything other than small outside furniture on the front patio.

44. Refrain from using outside water spigots unless having received prior authorization from management in writing.
45. Never dump drinks or other spill other fluids around Rental Unit or parking lot. These fluids often leave stains that are unsightly and can attract pests.

## **H. SURROUNDING NEIGHBORHOODS**

46. Always Extend same courtesies and cleanliness to residents in surrounding neighborhoods within at least 200 feet of the apartment complex.
47. Always abide by all local county ordinances, including ordinances prohibiting long-term (more than 72-hour) parking of vehicles on public roadways, as well as ordinances prohibiting vehicular repair on public streets, and ordinances prohibiting illegal dumping.

Vehicles may not be left parked on adjacent public roadways for more than 72-hours. Per Sacramento County Code 10.24.070(b), as described in Sacramento County Code Enforcement Flyer found at <https://code-enforcement.saccounty.net/Documents/VehicleAbatementBrochure.pdf>

Vehicle repairs are prohibited from being made on Harrison Street within 200-ft of the complex entrance. Per Sacramento County Zoning Code See section 3.2.5, Table 3.2 (I), as described in in Sacramento County Code Enforcement Flyer found at:

<https://code-enforcement.saccounty.gov/Documents/HomeAutoRepairBrochure.pdf>

Items intended for donation or discard may not be left on public streets near the complex. Per Sacramento County Code 6.20.130) as described in Sacramento County Code Enforcement Flyer found at:

<https://code-enforcement.saccounty.gov/Documents/IllegalDumpingBrochure.pdf>

## **III.MAINTENANCE**

### **A. MAINTENANCE SERVICE REQUEST PROCEDURE**

1. Only request initial or follow-up service requests in writing, either by texting the details of the service request to the main number, or by submitting the details of the service request through the website. Non-Emergency Service Requests will be performed in order of priority by maintenance staff or contractor(s) during regular business hours, Monday through Friday, between 8am and 6pm. Avoid initiating service request through direct contact with maintenance staff members, or by contacting maintenance staff members at their personal phone numbers or residences for service requests. Service requests and follow up requests initiated by any means other than as described in #1 and #2 will be unlikely to be responded to in a timely manner and are strongly discouraged.

#### **(a) SERVICE REQUEST BY PHONE OR TEXT**

Initiate maintenance service request at any time by calling or texting the main number at (916) 332-1100.

#### **(b) SERVICE REQUEST THROUGH WEB**

Initiate at any time by visiting [harrisoncourt.org](http://harrisoncourt.org) and completing the “Message Us Below” section at the bottom of the page, and selecting “Service Request,” from the drop-down menu.

### **B. AVOIDING PLUMBING REPAIR CHARGES**

2. Avoid responsibility for costs to repair plumbing by properly using plumbing fixtures and waste pipes. Tenants are responsible for repair costs associated with household’s negligence or misuse of plumbing.
3. Never use Kitchen Garbage Disposal to grind large amounts of food waste.
4. Always dispose of food waste or grease in trash can.
5. Only use garbage disposal to clear small food remnants from plates that may fall off while washing dishes.
6. Never use garbage disposal to grind any fibrous foods such as corn husks, celery stalks, onion skins, artichokes, edamame shells, pineapple peels, banana peels, potato peels, etc. Residents should not grind expandable foods such as pasta or rice which expand with water.

7. Never flush following items down toilets, drains or garbage disposals: Grease, paper towels, napkins, tissues, glass pieces, cooking utensils, large bones, paper bags, plastic bags, Q-tips, cotton balls, condoms, plastic wrappers, tampons, sanitary pads, or flushable wipes, etc.
8. Always be careful when flushing larger toilet loads by flushing in multiple installments to avoid clogging toilet.

### **C. PEST CONTROL COOPERATION REQUIRED**

9. Always cooperate with management when building is being treated for bedbug or cockroach infestation. Resident cancellation of scheduled pest control treatment without 24-hour notice is subject to \$50 missed appointment fee. Non-cooperation with any pest control effort from management is considered a material breach of the Rental Agreement.

## **IV. SECURITY**

In order to promote the safety and security of the community, tenants agree that landlord has the authority to institute or continue security measures as required at landlord's sole discretion as landlord deems necessary or appropriate from time to time. Tenants agree to cooperate in good faith with landlords' security measures as requested by landlord wherever possible. Wherever exemption from such cooperation is sought by tenant, tenant agrees to notify landlord of requested exemption in writing and continue to work with landlord to reach compromise or find accommodation.

### **A. SECURITY GATES**

- (a) **TENANTS ARE RESPONSIBLE FOR THE UNAUTHORIZED ENTRY OF THEIR VISITORS** – Any person who enters the complex without authorization from a tenant or staff-member is considered trespassing. Visitors may only gain permission to enter the community from tenants or staff members either by receiving entry authorization through the gate access callbox, or by being personally escorted from the entrance gate.
- (b) **TENANT RESPONSIBILITY FOR GATE MISUSE/DAMAGE** – Tenants are responsible for gate misuse or damage by a member of their household or visitors. Misuse of the community entrance gates is considered a material violation of the rental agreement. A single instance of which is considered good cause for termination of the rental agreement.
  1. Always provide 3-digit call box directory number and entry instructions for visitors or delivery drivers prior to visitors' arrival at the complex. For deliveries, these instructions can typically be provided to the merchant online, or given by phone, while placing the order. The resident receiving the call from the gate may signal the gate to open for their visitor by pressing the number "9" on their phone. Some phones will require repeated presses of the number "9" to signal the gate to open. The call will automatically disconnect within 1 minute or once the gate has successfully received the open signal from the tenant.
  2. Always make sure to answer calls from the gate phone number (916)538-1040 when visitors or restaurant or retail delivery drivers arriving at the complex are requesting access.
  3. Never share with any other party use of individually assigned gate access card. Each residing member of tenant's household should have their own gate access card issued to their own name. Guests may only enter the complex by being given access by a resident through the gate call-box. Management will deactivate any gate access card observed being used by any person other than the person whom the card was issued to.
  4. Always be vigilant in looking out for and reporting unknown persons who use the gate opening to enter the complex without authorization – especially while entering or exiting the complex.
  5. Never allow a stranger whom you do not recognize access to the complex by opening a gate for them.
  6. Always ask any person who demands that you open the gate for them to make their request by calling the office by dialing "000" at the gate access box.
  7. Always immediately report unrecognized persons entering the complex without permission by calling or texting the main number between the hours of 12am and 7am.
  8. Never allow a member of household or visitor to climb on or around or under the front entrance gate.
  9. Never allow a visitor to tamper with the front entrance gate or call box.
  10. Refrain from allowing excessive visitor traffic to rental unit, especially during late night hours (After 12am)
  11. Notify management in the event of a gate malfunction or service outage, by calling (916)332-1100. Residents should not attempt to move the gate on their own, unless directed by management.

12. Never climb, or attempt to climb over, under, or around the entrance gate.
13. Never disturb other residents by randomly calling through callbox.
14. Never allow a visitor use of an assigned gate access card.
15. Never grant community access to an unknown person. Residents are responsible for the activities of any person for whom they've granted entry to. Residents should always immediately report any unauthorized access to the community by unknown parties – especially between the hours of 12am to 7am.
16. Never physically force or attempt to force open front entrance gate or tamper with the front entrance callbox.
17. Always answer calls from visitors or delivery drivers requesting access to the complex.
18. Refrain from allowing a visitor to access the complex while their vehicle is entering or exiting, thereby encouraging visitors to use the callbox to gain entry authorization from a resident or staff-member.
19. Always turn on front patio light on during evening hours to contribute towards safety and security of the community. Automatically illuminating patio lights should not be tampered with. Tenants who may feel adversely affected by the illumination of the patio light during evening hours may seek an accommodation from management.

## **B. DOOR TO DOOR SOLICITORS**

20. Avoid engaging with any unexpected person(s) who may knock on door. Unauthorized solicitors have a history of nuisance behaviors, including thefts, and have even engaged in acts of violence towards community members.
21. Never show an unexpected visitor a copy of a utility bill such as PG&E bill. Immediately close the door and notify management whenever an unexpected visitor knocks claiming to work for PG&E. PG&E employees do not solicit door-to-door.
22. Never engage with anyone knocking at rental unit promising to save residents money on their phone or utility bills, or claiming to be affiliated with a government organization, or a utility company.
23. Refrain from engaging with anyone knocking at rental unit claiming affiliations with a local church, or inviting residents to a take part in an organization's activities, etc.
24. Remember that regardless of what the solicitor claims, or how well-mannered they appear, solicitors are never authorized to trespass within the community or to disturb community members.
25. Remember to politely refuse solicitor's offers, close and lock door, and immediately report any suspicious activity to management by calling the main number at (916)332-1100, or to the Sacramento Sheriff non-emergency line at (916)874-5115, or by calling 911 if it is an emergency.

## **V. PARKING**

Unauthorized Parking within the Complex is Prohibited - Management must have record of all vehicles parked anywhere within the complex. Unauthorized or improperly parked vehicles may be towed at any time without further notice.

### **A. ASSIGNED UNIT PARKING SPACE**

Each apartment is assigned a single (1) parking space marked with their apartment number (1-60). Use of the assigned parking space is strictly reserved for the operable vehicles of the tenants or guests of the designated apartment.

1. Never trespass or allow household members or guests to trespass by parking in another tenant's assigned parking space.
- ### **B. RESERVED GUEST PARKING**
- Any resident at the complex, or visitor who is authorized to enter by a resident through the gate call-box may park in any of the RESERVED labeled parking spaces throughout the complex, on a first come first use basis, for periods up to 24-hours. Visitors who are authorized to enter the complex through the front entrance callbox are automatically granted authorization to park in any RESERVED labeled parking space for a period of up to 24-hours.
2. Never park in a reserved labeled parking space for a period greater than 24-hours.
  3. Always ensure that visitors are granted access to the community by making sure to authorize them through the gate call-box.

4. Remember that use of the RESERVED labeled parking spaces is not guaranteed or exclusive to any specific apartment number, regardless of the space's proximity to any specific apartment number.

### **C. PARKING OUTSIDE OF MARKED PARKING SPACES PROHIBITED**

5. Never Park outside of either an assigned or reserved parking space for any length of time. Ensure that painted Fire Lanes and "No Parking" areas remain clear of vehicles at all times. Vehicles parked in unauthorized areas or in other Residents' spaces may be towed away at the expense of the vehicle owner.
6. Never Park or stop in the driveway or behind another vehicle. Parking or stopping a vehicle in the middle of the driveway, (other than for the purpose of collecting mail from the mailboxes) or anywhere else outside of a designated parking space is prohibited.
7. "Double Parking" is prohibited.

### **D. LOITERING IN A PARKED VEHICLE IS PROHIBITED**

8. Refrain from loitering in a vehicle parked within the vicinity of the apartment complex. Do not use parking space as an extension of rental unit's living space. Avoid using vehicle for sleeping, eating, drinking alcoholic beverages, taking phone calls, congregating with others, working, construction, growing plants, housing any animals, smoking any substance, or any other activity. This is a material covenant and breach may result in the termination of Resident's tenancy.

### **E. MARIJUANA COMSUMPTION IN VEHICLE (OR ANY COMMON AREAS) IS PROHIBITED**

9. **Never smoke marijuana in a vehicle parked anywhere within the vicinity of the complex.** The complex prohibits marijuana use in any public areas. A single violation of this rule by any tenant, occupant, or visitor is considered a material breach of the rental agreement and as grounds for termination of the rental agreement.

### **F. VEHICLE REPAIR IS PROHIBITED**

10. Never perform vehicular repairs or maintenance in any parking space anywhere within the vicinity of the complex including within 200 feet of the Harrison Street entrance.

### **G. VEHICLE STORAGE PROHIBITED**

11. Never store a regularly undriven vehicle anywhere within the vicinity of the complex.
12. Never store vehicles with visibly damaged bodywork or broken windows anywhere the vicinity of the complex. All vehicles parked within the community should be in drivable condition and in good repair.

### **H. LOUD VEHICULAR NOISE PROHIBITED**

13. Always ensure that all members of household and visitors TURN OFF vehicle sound systems prior to entering the apartment complex driveway.
14. Never unnecessarily rev an engine, honk a horn, or make other unnecessary loud noise within the complex.
15. Never drive a vehicle with a noisy exhaust system into the complex.
16. Never leave a vehicle with a loud motor, such as a large truck, to be left idling while parked within the complex.

## **VI. POOL PRIVILEGES**

Pool access is a privilege granted to all households in good standing. To be in good standing household may not have had any recent rental agreement violations, behavioral issues, etc. Management reserves the right to revoke or deny pool privileges at any time for any reason. **AN INDIVIDUALLY ASSIGNED POOL ACCESS CARD ISSUED BY MANAGEMENT IS REQUIRED FOR ALL PERSONS OVER THE AGE OF 14 TO ACCESS THE POOL.**

Pool access cards are assigned to each resident over the age of 14 and may not be shared. The Scanner will acknowledge the validity of the person's pool pass by responding with a welcome message with the individual's name who is authorized to use the pool. Pool access may be denied for the entire household of any resident or their guest who violates the pool rules or access the pool without a valid access card. Using the pool without authorization is considered trespassing and as a material breach of the rental agreement.

1. Never enter the pool area without a valid pool access card that has been assigned to the resident.
2. Never allow non-residents use of the community pool. Use of the community pool is intended only for current residents of the complex.

3. Never allow dogs into the pool area.
4. Never take toys, scooters, bicycles, or other sports equipment into the pool area.
5. Never tamper with pool maintenance equipment or safety equipment.
6. Never allow a person who does not live within the community access to the pool area.
7. Never bring food, candy, drinks, gum, ice cream, or popsicles, into the pool area.
8. Never enter the pool area while under the influence of alcohol or drugs.
9. Never consume alcohol or smoke any substance near the pool area.
10. Never allow children to access the pool without being supervised by a person over the age of 14.
11. Only enter the pool area between the hours of 9A.M. and Sunset.
12. Always shower before using the pool.
13. Never use music players, radios, or other music or noise amplifying devices of any type in the pool area.
14. Never run, jump, roughhouse, wrestle, bully, dunk, or engage in any other dangerous conduct or noisy behavior that is disturbing to others near the pool area.
15. Always wear appropriate attire to and from the pool. Offensive tattoos, including gang related tattoos must be covered up.

## VII.SERVICE FEES

**Fees are due at time or service.** Any rent payment received from tenants while service fees remain outstanding must have payment applied towards service fees prior to being applied to rent until service fees have been paid in full. **The following service fees will be assessed as necessary:**

Trash/recyclables bag removal from resident's patio – Minimum \$5.00

Cigarette/Cigarette Filter collection & removal anywhere on site – Minimum \$5.00

Small/inadvertent/accidental loose food items, trash pieces or beverage containers anywhere onsite, including items dropped around dumpster containers - \$2.00 Per Loose Item

Large item removal/breakdown from dumpster area – Minimum \$10 Per Item Large item/shopping cart/furniture breakdown & haul to dump – Minimum \$50.00

Plumbing repair caused by resident misuse – Full Cost of Plumbing Repair

Damage to unit or common areas caused by resident's/guest's negligence or misuse – Full Cost of Repair

Collection of dog waste from public areas - Minimum \$5.00 Per Incident Removal of uncollected dog waste from tenant yard – Minimum \$25.00 Missed pest control appointment - \$50.00

Staff member preparation of resident unit for Pest Control Application - \$50.00

Miscellaneous staff member intervention as necessary – Varies

## ACKNOWLEDGEMENT AND UNDERSTANDING

The undersigned Resident(s) acknowledge(s) having read and agree to abide by these Community Rules

\_\_\_\_\_  
Print Resident #1 Name

\_\_\_\_\_  
Resident #1 Signature                      Date

\_\_\_\_\_  
Print Resident #2 Name

\_\_\_\_\_  
Resident #2 Signature                      Date

\_\_\_\_\_  
Print Resident #3 Name

\_\_\_\_\_  
Resident #3 Signature                      Date

\_\_\_\_\_  
Print Resident #4 Name

\_\_\_\_\_  
Resident #4 Signature                      Date