



**RESIDENT GUIDELINES AND
COMMUNITY HANDBOOK
JOINT BASE ANDREWS
AMC EAST COMMUNITIES**

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COMMUNITY GUIDELINES AND POLICIES

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WELCOME

Welcome to Liberty Park at Andrews. You have made a wise decision in choosing to live on base. Relocation can be very stressful – and you will find that our management team will do everything possible to ease the stress of your relocation and help you enjoy your new home to the fullest.

The first section of the Resident Guidelines and Community Handbook contains general **‘quick-reference’** information on the following subjects to help your family settle into your residence:

1. Liberty Park at Andrews Welcome Center (Leasing Office) and Maintenance office hours and locations
2. Phone Numbers – Important phone numbers and addresses
3. Moving – Things to do prior to moving
4. Vacation time – What to check prior to going away on extended vacations

Other sections of this Handbook discuss **rules and regulations** for the communities. Every fine community must have rules to ensure safe and peaceful neighborhoods in which to live and raise your family. By observing these regulations, Residents will find their community a more desirable place to live. This Handbook should be considered as an addendum to your lease agreement and be adhered to accordingly.

Additionally, this Handbook explains **housing policies, procedures, and services**. In these sections you will find information to help you understand our mission and the standards of service we strive to deliver.

Please note that the sole purpose of this Handbook is to protect you and your neighbors from practices that would be detrimental to your stay and the overall community. Liberty Park at Andrews personnel are obligated to enforce these regulations and we ask that you comply with their requests and give us an opportunity to be of service. We'll do our best to exceed your expectations.

It's another wonderful day at Liberty Park...

We're glad you're here!

GENERAL INFORMATION

A. LOCATION / HOURS / STAFF

Liberty Park at Andrews Leasing Office is located in the Welcome Center at 2097 San Antonio Blvd., Joint Base Andrews, MD.

The Liberty Park at Andrews Maintenance Office is located at 4798 Yuma Rd., Joint Base Andrews, MD.

Hours of operation for our Leasing and Maintenance offices are **Monday through Friday**, 7:30 a.m. – 4:30 p.m., with the exception of federal holidays.

Please note that office hours may change based on need.

A. LOCAL DIRECTORY

Emergencies	
JBA Fire Department Emergency	301-981-9911
Welcome Center (Leasing Office)	301-736-8082
Maintenance Office	877-916-1416
Security Forces	301-981-2001
CRIME STOP (to report a crime in progress)	301-981-2677
Child Services	
Child Development Center	301-981-3035
Community Activities Center	301-981-6560
Youth Center	301-981-5637
Family Support Center	301-981-7087
School Liaison	301-981-0057
Imagine Andrews Public Charter School	301-350-6002
Other Services	
Transportation Office (TMO)	301-981-4451
Dental Clinic	301-981-2806
Lodging Office (TLF)	301-981-4614
Housing Referral Set-aside	301-981-5518
Base Vet	240-857-2651
Base Recycling Center	301-981-6140

B. MOVING TIPS

Moving can be stressful no matter how many times a family may have gone through the process. The following information was compiled to help ease some of that stress.

Calls To Make:

- Telephone, Cable and Internet Providers
- Change of Address online or at Base Post Office
- Car Insurance Company
- Driver's License Change
- Banking

Move-in Information

Keys for your home will be provided to you by a Liberty Park at Andrews Resident Specialist during your move-in. A Move-In Inspection Report will be completed at the time of move-in, prior to Resident moving into the Premises or, no later than three (3) business days after moving into the Premises, by the Resident, a Community Management Office Representative, and at the election of the Resident, a Military Housing Office ("MHO") Representative, with any repairs needed noted by the Resident. If repairs are not practical, the Move-In Inspection Report will note the existing condition so that the Resident will not be held responsible for any pre-existing condition when they move-out. No agreement regarding future repairs is made unless the repair was specified on the Move-In Inspection Report. Any items identified to be repaired will be entered as a work order request.

Move-Out Information:

1. Contact Liberty Park at Andrews Leasing Office to submit your 30-Day Notice to Vacate and schedule a Pre-Inspection and Final inspection for move-out.
2. Contact the Transportation Office (TMO) to set up a date and time for moving out of a home.
3. All keys to the home must be returned to the Liberty Park at Andrews staff member at the final inspection.

C. VACATION CHECKLIST

- Trash and perishables removed from home and placed in outside trash can.
- Windows closed and secured.
- Stove turned off.

- Check refrigerator settings. If equipped with icemaker place in off position.
- Call the Post Office to hold mail or ask a neighbor to pick-up.
- Ensure pets are taken care of and the authorized designee has keys.

If you will be gone for an extended period of time, have you...

- Advised the Liberty Park at Andrews Leasing office you will be away?
- Provided the Liberty Park at Andrews Leasing office with emergency contact information for a local friend or neighbor?
- Found a designee for lawn care if you have a fenced in yard?

For energy conservation purposes, set the thermostat to approximately 70°F in the winter (**but do NOT turn heat off**). During summer vacations turn the thermostat up to approximately 72°F (it is recommended to NOT turn off the air conditioner).

D. APPLIANCES

GENERAL

A Resident Specialist or Maintenance Technician will acquaint you with the operation of the heating and air conditioning systems as well as all appliances (range, refrigerator, etc.) during the move-in inspection. They will ensure that you understand the operation of any appliance or piece of equipment with which you are not familiar.

In case your appliance doesn't operate, first check the electric cord to make sure it is firmly plugged into the wall. If the plug is in place, check the circuit breaker to see if it was tripped. If these appear to be in order, refer the problem to the Liberty Park at Andrews Maintenance office via phone 301-599-1418 during business hours or 877-916-1416 after hours.

RANGE AND OVEN

Clean the top burner pans with a glass or tile cleaner each day they are used. This will eliminate grease build-up. When they become spotted with burned-on grease or food, use a scouring pad to remove all burned-on residues.

If you have a self-cleaning oven, you should clean it each day it is used with a glass or non-abrasive tile cleaner to remove burned-on food. When it becomes necessary to fully clean the self-cleaning oven, follow the manufacturer's directions. **Never use oven cleaners in a self-cleaning oven.** If you do not have a self-cleaning oven, use a good oven cleaner, according to directions. Never use any sharp instrument to clean the oven. Hood vent filters should be removed and cleaned

monthly in hot soapy water. Clean the range hood itself with a glass or tile cleaner (non-abrasive) to keep the outside and inside free of grease or soil of any kind. Any malfunctions should be reported to the Liberty Park at Andrews Maintenance office immediately.

REFRIGERATOR

Frequent cleaning of your freezer is important to maintain sanitary food storage conditions. It is recommended that you remove all food, food bins, and ice bin, and wipe down the interior of your refrigerator and shelves with a disinfectant cleaner monthly. Also wash the food bins and ice bin.

The outside of the refrigerator should be cleaned about once a week by using a glass or non-abrasive cleaner. Be sure to clean the refrigerator coils. This will help to reduce your energy costs. The inside can be kept fresh smelling by using baking soda and water to wipe down the inside on a regular basis.

GARBAGE DISPOSAL

A disposal is trouble-free if used properly. It should not be loaded too heavily or run longer than two (2) minutes at a time as the safety overload on the motor may kick out due to overheating. To reset the safety overload, turn disposal on/off switch to off, remove contents, wait three or four minutes for the motor to cool, then push the red "Re-Set" button on the underside of the motor (in the cabinet under the sink). If the motor will not start, call the Liberty Park at Andrews Maintenance office for service. Any time the disposal is being used, the COLD water must be running. Even after the disposal is empty, it is wise to let the water run briefly to clear the line. With the above care, your disposal will give good service. **NEVER PUT YOUR HAND DOWN THE DISPOSAL WHEN IT IS TURNED ON, OR WHEN ANYONE ELSE IN THE RESIDENCE COULD MISTAKENLY OPERATE THE WALL SWITCH. SERIOUS PERSONAL INJURY MAY RESULT.**

HOW TO OPERATE YOUR FOOD WASTE DISPOSAL:

- Turn COLD water on to full flow.
- Push food refuse through the splashguard into the disposal. Do not stuff.
- Flip starting switch to ON. Allow disposal to operate until shredding sound ceases; however, do not allow the disposal to operate longer than two (2) minutes without being turned off to allow the motor to cool.
- Flip switch to OFF.
- Run cold water briefly, and then turn off.

Water is necessary to wash the food waste down the drain. Cold water, besides being economical, is necessary because it helps prevent overheating of the disposal motor and it congeals greasy substances so that they are not so apt to accumulate and clog drain pipes. A MIXED LOAD of hard and soft textured waste is the secret to optimum service from the disposal. When the disposal grinding sound diminishes and becomes a humming sound, the grinding operation is over, and food waste is flushed away.

IMPORTANT: DO NOT DISCARD THE FOLLOWING ARTICLES IN YOUR

DISPOSAL: metal, glass, plastic, tea bags, dish rags, celery, corn husks, grease, paper, cigarettes, bones, banana peels, oyster or clam shells, etc. Remember, if you can't chew it, neither can your disposal. If a spoon, bottle cap, or other foreign item should be lodged in your disposal, make an attempt to retrieve it, but never when the disposal is on. You will be charged if damage is caused by these objects. The disposal is self-cleaning. Do not use caustic drain cleaners at any time. A lemon or orange rind or baking soda will keep it odor free. It is recommended that the cover be kept on the drain when not in use to prevent foreign material from accidentally dropping into the waste disposal unit.

HOT WATER HEATER

This appliance does not need attention on your part. The water temperature has been set to conserve energy. Do not attempt to adjust or tamper with the heater in any way. Please call the Liberty Park at Andrews Maintenance office for service if you do not have sufficient hot water or if you detect 1) an unusual odor from the hot water, 2) discolored water, 3) pastel granules or flecks being discharged from hot water faucets, or 4) if there is a leak.

SMOKE DETECTOR

Any smoke will set off the detector, not only from a fire, but also sometimes from cooking. If the smoke alarm goes off due to cooking, turn on kitchen and bathroom exhaust fans and open windows to generate a cross draft within the home and attempt to clear the room of smoke to stop the detector from going off. **Never disconnect the smoke detector.** If a smoke detector will not stop sounding, call the Fire Department at 301-981-9911 and the Liberty Park at Andrews Maintenance office at 877-916-1416 immediately. Residents are required to test their smoke detectors when they move into the unit and every thirty (30) days thereafter (see attached checklist).

CARBON MONOXIDE DETECTOR

Your home is equipped with a carbon monoxide (CO) detector. **Never unplug / disconnect the carbon monoxide detector.** CO is a colorless, odorless gas. When a CO detector emits an audible alarm, notify the Fire Department IMMEDIATELY by calling 301-981-9911 and the Liberty Park at Andrews Maintenance Office at 877-916-1416. The Fire Department and a Maintenance Team Member will respond and test the residence to determine if CO is present.

SECTION 1: OPERATIONS

1. A. ENFORCEMENT PROCEDURES

The Tenant Lease Agreement and associated Handbook were established to foster a pleasant and safe community for all families.

It is important for Residents to be aware of their contribution to this success by fully understanding how they can ensure their collective enjoyment of the community and their homes, while avoiding disturbing or undesirable behaviors that adversely impact their or other Residents' enjoyment of the homes and community. The Liberty Park at Andrews staff is charged with the responsibility to enforce occupancy rules and Handbook for the welfare of all Residents.

Those who violate or fail to comply with the terms of their Tenant Lease Agreement and Community Handbook and policy addendums are subject to various remedies that can include notifying the chain of command, fees for repairs/replacements, and/or eviction from their home. Liberty Park at Andrews will also advise the Air Force Leadership of such instances and resulting action.

1. B. GUEST POLICY / PARTIES

Guests are welcome, but they too need to abide by the rules contained in the Handbook.

Tenant may not allow any person not listed in this Lease to reside in the Premises in excess of thirty (30) calendar days during any one-year period, without Owner's prior written approval. A Guest Registration Form must be completed and submitted to the Liberty Park at Andrews office. The Community Director will review the request and based upon all available facts, will render a decision on the request. Residents are not permitted to sublease their premises in whole or in part, or to take in boarders or guests making payment to Residents. The Tenant Lease Agreement establishes that the Resident is responsible for the actions of all guests including any damage or violations of the Tenant Lease Agreement they cause.

1. C. LIVE- IN HOUSEKEEPERS, AIDES OR NANNIES

Requests for live-in domestic help, such as housekeepers, aides, nannies, and other non-family members to reside in the home must be submitted in writing to the Community Director and receive approval from both the Community Director and the Air Force Base Commander and must include the following: Liberty Park at Andrews Exception to Policy. The family must meet the following criteria:

- Resident has a dependent child, infant through high school, living in the residence
- Name, age, relationship to family, and length of stay are detailed in the request
- Live-in help will reside in family housing, unaccompanied
- A private bedroom is available

A non-dependent authorized by the Community Director and Base Commander to reside in quarters does not entitle the military member to an additional bedroom.

Family Care Plan Policy

Active-duty military families (excluding Other Eligible Tenants: Federal Employees, Reservists, DOD and Retirees, and DoD Contractors) requesting a non-dependent person be an occupant in a home who is providing child care (i.e. grandmother, sister, aunt, nanny etc.), the Leaseholder will fill out an “Exception to Policy” form.

The “Exception to Policy” form may be pre-approved subject to receiving a valid/executed Family Care Plan. The name of the individual the Leaseholder is requesting to reside in the home MUST be listed on the Family Care Plan as the primary caregiver.

The Family Care Plan is a valid document from the military that the Leaseholder may use along with their Commands assistance to give the “caregiver” access to the base.

***Note: The approved “Exception to Policy” will not get the “caregiver” access to the base and/or issued ID.**

1. D. HOUSEKEEPING

Residents are responsible for keeping their homes in a reasonably safe, sanitary, and serviceable condition. Homes and yards that have been well cared for enhance the lives of all Residents and foster community pride at The President’s Base. Therefore, Residents must exercise care to:

- Avoid improper disposal of refuse;
- Regularly clean buildup on kitchen exhaust units;
- Follow common-sense fire safety practices such as avoiding accumulation of trash, safe storage of household volatiles, and proper storage of fuels.
- Regularly clean and sanitize the premises, with particular attention to food preparation and storage areas to minimize pest infestation. Be especially conscientious in properly cleaning and sanitizing floors and carpets soiled by pets.
- Keep stove and stove top free of grease or build up as this is a potential fire hazard;
- Avoid pest infestation resulting from an unsanitary environment.

If, in the normal course of performing requested service calls or while conducting preventative maintenance inspections, the Maintenance Technician notices that inappropriate conditions exist in a residence, the Resident will be notified through the violation process and afforded an opportunity to correct the condition prior to a re-inspection.

1. E. IN-HOME CHILD CARE

Residents desiring to provide childcare services in their private residences can do so provided they comply with the policy and procedures established by the Family Day Care Program.

The Family Day Care Program allows base Residents to care for children in their homes after they have completed training, screening, and have met all of the Base's requirements. The only exception to this policy is for those Residents providing intermittent care not exceeding ten (10) hours per week on a regular basis, and persons who provide child care in the child's home. Liberty Park at Andrews is not responsible or liable for any misconduct, negligence or other offenses by any childcare provider.

Any modifications or alterations to the home required for certification must be requested in advance and made in compliance with the Tenant Lease Agreement. Any modifications or alterations for this purpose will be paid for by the Resident. The Resident must also return the residence to its original condition prior to vacating the home.

1. F. RENT COLLECTION – OTHER RECEIPTS

Military Residents - The monthly rental rate for the premises shall be equal to the military Resident's Basic Allowance for Housing with dependents (BAH/WD). Rent is due and payable in arrears on the last day of each calendar month. Payment will be made through an allotment from Residents' pay account as provided in the Lease Agreement. Liberty Park at Andrews will start and stop allotments for Residents who are Air Force, Navy, Space Force or Army service members. Residents who are ANG, Marine and Coast Guard service members are required to sign a DD Form 2558 Authorization to Start, Stop or Change an allotment. The allotment will be increased/decreased when increases/decreases occur to a Resident's BAH rate (i.e. annual BAH adjustment, promotion, demotion, etc.). The Resident shall notify Liberty Park at Andrews Leasing Office within thirty (30) calendar days of any changes in his/her family status, military status, or pay grade.

In the instance of a married military couple living together, the monthly rent will be equal to the BAH/WD of the senior ranking active-duty individual. If a non-active military spouse of a higher rank is activated for a period of six months or more, that spouse will be considered the senior ranking active individual and the rent will be increased accordingly for the duration of the activation period.

A Resident's BAH is generally not attributable to the base until the military person has officially registered with the Base.

In the instance of deferred travel, the family must join the military member within thirty (30) days of initial move-in date.

Civilian Residents – Rent is due and payable in advance on the first day of each calendar month. Payments of monthly rent will be made through an allotment/deduction from Resident's pay account as provided in the Lease Agreement.

For all other fees or charges, all Residents are afforded the opportunity to pay with a personal check, certified check, money order, debit card, automated clearing house or through other payment methods (e.g., online/website, smart device application), which alternate means may be changed from time to time with 30 days written notice to Tenant and each of which may be subject to applicable service charges. Owner will apply payments to any previously owed Rental amounts prior to current Rents or as otherwise required by applicable law.

1.G. RESIDENT RESPONSIBILITIES

The Tenant Lease Agreement and associated Handbook were established to foster a pleasant and safe community for all families. It is important for Residents to be aware of their contribution to this success by fully understanding how they can ensure their collective enjoyment of the community and their homes, while avoiding disturbing or undesirable behaviors that adversely impact their or other Residents' enjoyment of the homes and community. The Liberty Park at Andrews staff is charged with the responsibility to enforce occupancy rules and Handbook for the welfare of all Residents.

Therefore, those who violate or fail to comply with the terms of their Tenant Lease Agreement, the Community Handbook and/or the policy addendums are subject to various remedies that may include chain of command notification, fees for repairs/replacements and/or eviction from their home.

Responsibilities include, but are not limited to the following:

- **Lawns:** Residents are responsible only for mowing, edging, and maintaining the grass within a fenced backyard. If applicable, you are required to mow and weed whack biweekly. Residents are expected to remove any trash, litter, or debris from the yards.
- **Flower Gardens:** Residents are permitted to plant flowers and are required to keep flowerbeds neat and clean of weeds and grass. Submit an Alteration Request to the leasing office for approval prior to removing any plants. Vegetable/container gardening is not permitted.
- **Refuse Areas and Containers:** Residents are responsible for keeping these areas and containers clean and sanitary. Garbage containers should be placed at the curb on the morning of pickup and returned to the designated storage area the same day services are rendered.
- **Bicycles, etc.:** Residents are to store items such as bicycles, toys, carts etc., in garages, carports, or other areas not visible from the front of the property to avoid hazards and an unsightly appearance. Should items impede mowing of the grounds, it will then become the residents' responsibility to mow the area.
- **Fire Safety:** Fire safety should be practiced in and around the neighborhood and the home.
- **Exterior Home Maintenance:** Residents are responsible for ensuring their home's exterior (trash/litter, lawn care in fenced-in yard, flower beds, etc.) is maintained during extended absences (i.e., unaccompanied tours, deployments, deferred travel, and personal travel).
- **Snow and Ice Removal:** Residents are responsible for removal of snow and ice from Resident's sidewalk, the area around the front and/or rear door, including steps and driveways (up to the street).
- **Packages:** Liberty Park at Andrews Leasing office will not accept packages on behalf of Residents.

- **Game / Livestock:** The hanging and/or butchering of game animals or livestock is not permitted in any part of the housing area due to the inherent health problems associated with blood borne pathogens.
- **Water Pipes:** To prevent the freezing and bursting of water pipes, when temperatures drop below freezing (i.e., Oct through May) it is the Resident's responsibility to remove all exterior hoses from spigots and ensure the valve is completely shut off. **If exterior hoses are not removed and valves not turned off, residents are responsible for all damages that may occur if the pipes burst.**

***If you or your spouse is deployed, please contact the Leasing Office as we may be able to offer some assistance such as mowing the fenced-in backyard, self-help items and snow removal of the driveway and sidewalk.

1. H. DISPUTE RESOLUTION PROCESS

As a valued resident of our community, your concerns are very important to us. If you have a concern or wish to dispute any matter relating to the Lease, we have made the following two-step preliminary dispute resolution process available to you so that your concerns are elevated quickly, and to the appropriate staff members, in order to help ensure a timely response to your concerns. To afford us an opportunity to thoroughly evaluate and address your concerns as quickly as possible, any complaint or dispute must initially be submitted to us using the following two-step process:

- (1) Submit a complaint in writing to the Community Director: To initiate the preliminary dispute resolution process, you must:
 - (i) Prepare and submit a written complaint, using the Owner approved form, to your Community Director describing in detail the complaint, providing adequate supporting information and documentation (i.e., complete written description of the issue, photos, invoices, estimates, etc.), and detailing what specific steps we might be able to take to address your concerns. This form is available by request from your Community Director.
 - (ii) Cooperate with us as we investigate your concerns, which may include, without limitation, providing us with prompt access to your Premises for inspection or repairs, providing additional documentation, or answering questions about your complaint.
 - (iii) Allow your Community Director up to five business days from the receipt of your written complaint to fully evaluate your concerns and respond to your complaint.
- (2) Elevate your complaint to the Regional Representative: If you are not satisfied with your Community Director's response to your complaint, you must:
 - (i) Make a written request to your Community Director that your complaint be elevated to the Regional Representative.
 - (ii) Cooperate with us on any additional reasonable requests to allow the Regional Representative an opportunity to thoroughly investigate your complaint so we may attempt to adequately address and resolve it to your satisfaction.

- (iii) Allow the Regional Representative up to ten business days from the receipt of your written request to review, evaluate and respond to your complaint.

If this two-step preliminary dispute resolution process does not resolve the dispute to your satisfaction, you have the right to utilize the informal dispute resolution process made available through the MHO. You should first attempt to resolve your dispute through the two-step preliminary dispute resolution process outlined above before pursuing the informal dispute resolution process through the MHO. If your dispute, as reviewed under this two-step preliminary dispute resolution process and the informal dispute resolution process made available through the MHO, does not adequately resolve the dispute to your satisfaction, you have the right to pursue your complaint through the formal dispute resolution process as more particularly outlined in the Universal Lease.

The Dispute Resolution Process and Universal Lease are only applicable to eligible active-duty service member tenant who have signed a Universal Lease or its applicable addendum. Any service member tenant who has not yet executed a Universal Lease form for their residence but wants to engage in the formal dispute resolution will be required to agree to the terms and conditions of the Dispute Resolution Process.

Universal Lease Dispute Resolution Process (Excerpt)

“Section – 9. Disputes”

If Tenant has a dispute with respect to Owner’s performance of responsibilities under the Lease or attached schedules, Tenant shall first attempt to resolve it through informal dispute resolution processes set forth by the MHO or by bringing the request or concern to the attention of the Owner, as such informal process is identified and described on the Community Specific Addendum. If Tenant has a dispute pertaining to the Premises that is not resolved using the informal resolution processes, and the dispute pertains to rights and responsibilities set forth in the Lease, including maintenance and repairs, rental payments, displacement rights, Lease termination, inspections, or fees and charges (each an “Eligible Housing Dispute”), Tenant or Tenant’s designated agent may submit the request or concern to the MHO for formal dispute resolution, in accordance with the Dispute Resolution Process set forth on Schedule 3. Tenant or Owner may seek legal advice or seek to resolve the dispute and pursue any remedy available by law in accordance with applicable law, except that Tenant and Owner shall not pursue such remedy available in law while a formal dispute resolution process under Schedule 3 is pending.

Schedule 3 – DISPUTE RESOLUTION PROCESS

DISPUTE RESOLUTION PROCESS

1. **Scope.** This Dispute Resolution Process (hereinafter, “Dispute Resolution Process”) allows eligible tenants of privatized military housing to obtain prompt and fair resolution of housing disputes concerning rights and responsibilities set forth in the Lease, including maintenance and repairs, rental payments, displacement rights, Lease termination, inspections, or fees and charges (each an “Eligible Housing Dispute”).
2. **Eligibility.** Any military member, their spouse or other eligible individual who qualifies as a “tenant” as defined in Section 2871 of title 10 of the United States Code (hereinafter “Tenant” or “Tenants”) is eligible to seek resolution of Eligible Housing Disputes. Prior to initiating this Dispute Resolution Process,

a Tenant must first attempt to resolve the dispute through the informal dispute resolution procedures as described in Section 9 of this Lease agreement regarding informal issue resolution procedures of the Military Housing Office (“MHO”) with responsibility over the subject housing unit (the “Premises”).

3. Dispute Processing.

a) To initiate this Dispute Resolution Process, the Tenant must complete the Form attached here as Exhibit A (hereinafter, “Request Form for Dispute Resolution Process”), available from the MHO, and submit it to the MHO responsible for their leased Premises. At a minimum, the Tenant must provide the following information on a Request Form for Dispute Resolution Process: (i) Tenant’s name, contact information, and military status; (ii) the Owner’s name; (iii) the address of the subject Premises; (iv) written affirmation the Tenant has sought resolution through, and completed, the informal issue resolution procedures set forth in Section 9 of the Lease agreement; and (v) a concise statement describing the dispute and prior efforts to resolve it. A Tenant who wishes Owner to withhold all or part of the Rent payments received by Owner during the Dispute Resolution Process, pending resolution of the dispute as provided for in Section 4 below, must explicitly request Rent segregation on Section 7 of the Request Form for Dispute Resolution Process.

b) Within two (2) business days after receiving a Request Form for Dispute Resolution Process, the MHO shall review the request and take the following action:

(i) If the MHO determines the request is ineligible or incomplete, the MHO shall provide written notice to the Tenant, as further described below.

(ii) If the MHO determines the request is complete and eligible for this Dispute Resolution Process, as determined by the MHO in its reasonable discretion, the MHO shall notify the Tenant of receipt and simultaneously provide a copy of the request to the Owner and the Installation Commander responsible for the Premises.

(iii) If the MHO determines the Tenant is not eligible to request dispute resolution, the dispute is not an Eligible Housing Dispute, or the request for dispute resolution does not contain sufficient information, the MHO will provide a written notification to the Tenant explaining the reason(s) for the ineligibility or the information needed for further consideration. The Tenant may submit a revised Request Form for Dispute Resolution Process. All subsequently described deadlines associated with the Dispute Resolution Process will run from the date of MHO’s receipt of an administratively complete Request for Form Dispute Resolution Process.

c) The Deciding Authority shall be the Installation or Regional Commander with authority over the Premises.

4. Treatment of Rent Payments Pending Dispute Resolution. If an Eligible Housing Dispute alleges failure to meet applicable maintenance guidelines and procedures prescribed under the terms of the Lease agreement or applicable Schedules and addenda, or the housing unit is otherwise alleged to be uninhabitable according to applicable State or local law, a Tenant may request Owner to withhold all or part of the Rent payments received by Owner during the Dispute Resolution Process on the Request

Form for Dispute Resolution Process. Upon receipt of an administratively complete Request Form for Dispute Resolution Process in which the Tenant has requested a partial or complete withholding of Rental payments, the MHO will notify the Owner to initiate the process to withhold such payments from use. The Owner shall segregate amounts equal to such payments (the "Segregated Rental Payments") in a project level reserve account unavailable to the Owner, or Owner's property manager, employees, agents, or contractors for any purpose pending completion of the Dispute Resolution Process.

5. Owner and Tenant Obligations Pending Dispute Resolution. The rights and responsibilities of both Owner and Tenant under the Lease shall be unaffected by, and continue, pending the Dispute Resolution Process, including the ability of the Owner to access, maintain, and repair the premises. Any actions taken by the Owner to repair the premises during the Dispute Resolution Process shall be considered by the Deciding Authority in rendering a decision.

6. Inspection. Within seven (7) business days of receiving an administratively complete Request Form for Dispute Resolution Process, if the Eligible Housing Dispute is related to living conditions or the physical condition of the Premises, the MHO shall schedule and conduct a physical inspection of the Premises. The Owner and its designee, the Tenant or Tenant's representative, and the Dispute Resolution Investigator shall be notified of any inspection schedule and be afforded the opportunity to be present at the inspection. The Owner or its designee may schedule a separate inspection, at which the Tenant or Tenant's representative shall be allowed to be present. The Tenant shall grant access to the Premises for these inspections at a time or times and for a duration or durations mutually agreeable to the attendees. The Deciding Authority may grant an additional seven (7) business day extension in writing, if necessary, at the request of the MHO, the Owner, or the Tenant to facilitate inspections. If a Tenant fails to grant access to the Premises for inspections discussed in this Section, the Dispute Resolution Process shall terminate, no decision rendered, and the specific subject of the dispute deemed ineligible for future consideration. Within three (3) business days of the MHO inspection, the MHO shall make a written report of findings, and transmit the results of the inspection to the Deciding Authority, the Owner and the Tenant.

7. Consideration of Recommendations. Before making a decision, the Deciding Authority shall solicit written recommendations or information relating to the Eligible Housing Dispute from each of:

- a) The head of the MHO;
- b) Representatives of the Owner for the subject Premises;
- c) The Tenant of the subject Premises;
- d) If the Eligible Housing Dispute involves maintenance or other facilities-related matter, one or more professionals with specific subject matter expertise in the matter under dispute, selected and provided by the Deciding Authority. The cost of any other additional inspections, reports, or evidence gathered by the Parties will be borne by the Party requesting additional inspections; and

e) An independent Dispute Resolution investigator (the “Dispute Resolution Investigator”) selected by the Deciding Authority who shall consider the recommendations or information collected pursuant to Sections 7(a) through 7(d) of this Schedule in making a recommendation.

The Deciding Authority shall make any written recommendation or information relating to the Eligible Housing Dispute provided pursuant to this Section 7 available to the Owner and Tenant for review within three (3) business days of receipt by the Deciding Authority of all written recommendations or information collected pursuant to Section 7(a) through 7(e) of this Schedule. Both the Owner and Tenant shall have up to three (3) business days to submit a written rebuttal to any information received by the Deciding Authority. The Deciding Authority shall make any rebuttal submission available to the other Party within three (3) business days of receipt. At the end of any applicable period for rebuttal, the fact-finding portion of the Dispute Resolution Process shall be considered completed.

8. Decision. The Deciding Authority shall issue a final written decision in the Dispute Resolution Process no later than thirty (30) calendar days after MHO’s receipt of an administratively complete Request Form for Dispute Resolution, unless good cause exists for the Deciding Authority to take up to an additional thirty (30) calendar days. In no case, however, shall the Deciding Authority make a decision more than sixty (60) calendar days after the MHO accepts as complete the Request Form for Dispute Resolution Process. The Deciding Authority shall transmit the decision to the Tenant, the Owner, and the MHO on or before the deadline outlined herein. The decision shall include a certification that the Deciding Authority solicited and considered the recommendations described in Section 7 of this Dispute Resolution Process; a concise statement of the rationale underlying the decision; and the resolution of the Eligible Housing Dispute, which may include direction of any remedies available under Section 9 of this Dispute Resolution Process, or a finding of no fault by the Owner, as applicable.

9. Remedies. The Deciding Authority (i) shall direct the final determination of the disposition of any Segregated Rental Payments, and (ii) may direct one or more of the following remedies and specify a reasonable time for the Owner and/or Tenant to comply, as applicable:

(a) Direct the Owner to take action to remediate the Premises. Such an order may identify specific commercially reasonable outcomes but shall not specify methods of repair;

(b) Direct the Owner to fund Tenant relocation in accordance with the Minimum Standard Tenant Displacement Guidelines (Schedule 4);

(c) Direct the distribution of any Segregated Rental Payments to Owner or Tenant, as applicable;

(d) Direct a reimbursement or credit, as appropriate, for the payment of any fees, charges, or move-out damage assessments determined to be due Tenant; or

(e) Allow Tenant to terminate the Lease or excuse Tenant from minimum move-out notice requirements and any associated fees.

The Deciding Authority may not order any remedies other than those specified in Sections 9(a) through 9(e) above. The Deciding Authority’s decision is the final action available under this Dispute Resolution Process. To the extent the decision requires Owner to perform work at the Premises, such decision shall

stipulate that the Tenant shall not interfere with Owner's ability to perform work at the Premises. The Deciding Authority shall reasonably determine whether such work ordered to be performed by Owner pursuant to the Dispute Resolution Decision has been satisfactorily completed.

10. Availability of Assistance to Tenants. While the Dispute Resolution Process does not require the use of legal services, military legal assistance attorneys may provide legal services in furtherance of this Process to Tenants statutorily eligible for military legal services to the extent those services are available at the military installation. Private civilian attorney or other assistance may be obtained by the Parties at each Party's own expense without reimbursement. In addition, a Tenant Advocate from the MHO may provide the Tenant advice and assistance on the Dispute Resolution Process.
11. Relationship to Applicable Laws. Nothing in this Dispute Resolution Process, or any decision rendered by the Deciding Authority, shall prohibit a Tenant or Owner from pursuing the original Eligible Housing Dispute in any adjudicative body with jurisdiction over the housing unit or claim in accordance with applicable state and/or federal law following completion of this Dispute Resolution Process. Nothing in this Dispute Resolution Process shall prohibit a Tenant or Owner from pursuing an ineligible dispute in any appropriate adjudicative body.
12. Confidentiality and Use of Information in Subsequent Litigation. By using the Dispute Resolution Process, the Parties agree, and agree to cause their representatives, to maintain the confidential nature of the proceeding and the Decision. No action taken by the Parties in connection with this Process shall be deemed or construed to be: (a) an admission of the truth or falsity of any claims heretofore made, or (b) an acknowledgment or admission by either Party of any fault or liability whatsoever to the other Party or to any third Party. Further, any recommendation gathered by the Deciding Authority pursuant to Sections 7(a) through 7(e) of this Dispute Resolution Process, and any written decision or remedy rendered pursuant to Sections 8 or 9 of this Dispute Resolution Process shall remain confidential and may not be released or used as evidence in a court of law or other similar judicial proceeding, except to the extent necessary to demonstrate that any alleged damages have been remedied or have not been remedied, and shall be withheld from release, as applicable, under the Freedom of Information Act (FOIA).

A dispute resolution form is available at the MHO, who is available to assist residents in completing the form.

1. I. RIGHT OF ENTRY

Except in cases of emergency, Owner will provide Tenant with not less than 24 hours prior written notice (which notice may be by email or text) of Owner's intent to enter, and entry will be during the normal business hours set forth in the Community Guidelines & Policies, or at any other time as agreed upon by Tenant.

See Paragraph 6 "Entry onto Premises" of the Lease Agreement for more details.

1. J. TEMPORARY ABSENCE FROM HOMES

Residents planning to be away from their assigned homes for a period exceeding seven (7) days **must** contact the Liberty Park at Andrews Leasing office. Residents should provide contact information for a local friend, neighbor or family member should an emergency arise to allow for adequate care of the residence during their absence.

Should an emergency arise during periods of absence of the Resident, Liberty Park at Andrews staff may enter the home to ensure the integrity and safety of the housing systems and surrounding residences. Written notice of such entry will be left in a conspicuous location.

1. K. TRASH & RECYCLING

TRASH

Liberty Park at Andrews provides curbside pickup of trash. Please do not include recyclables, cardboard, bulk items, used oil, batteries and yard/wood waste.

RECYCLING

Curbside recycling pickup occurs once a week. The following items are to be placed in your curbside recycling container:

- Aluminum cans, crushed to save space
- Metals cans
- Glass, all colors, but not broken
- Plastic containers, rinsed, no cap
- Newspaper (needs to be separated)
- Computer paper

The following items may **NOT** be placed in your curbside recycling bin:

- Light bulbs
- Cardboard – Flatten and drop off at the Prince George's County's Materials Recycling Facility (Refer to Household Hazardous Waste for location)
- Used paper towels/napkins
- Phone books, mixed paper, magazines and paperboard, such as soda boxes or cereal boxes can be dropped off at the Prince George's County's Materials Recycling Facility.
- Batteries
- Contaminated food containers (wet, greasy, etc.)

YARD/WOOD WASTE AND BULK PICKUP

Bulky items, such as furniture and washers and dryers may be placed curbside on your regularly scheduled trash pick-up day.

HOUSEHOLD HAZARDOUS WASTE

Residents are responsible for proper handling and disposal of Household hazardous waste (HHW) generated in the home. For most materials that normally generate a hazardous waste, the preference is that they are consumed completely in use and the empty container (aerosol

can, plastic bottle, etc.) be recycled or disposed of as municipal trash. Likewise, identifying someone else who can use the material or item that you are looking to dispose of is equally preferred.

If you have full or partially full containers of unwanted hazardous materials or hazardous waste, anti-freeze, paints, solvents, gasoline – or any of the following: CRT monitors (computers, TVs), rechargeable batteries, compressed gas cylinders, fire extinguishers, etc. – then they need to be properly disposed of as HHW at Prince George’s County’s facility at Brown Station Rd. (11611 White House Road in Upper Marlboro, Maryland. The site is open Thursday, Friday, and Saturday from 8:00 AM - 3:30 PM. Call 301-883-5045 for information) The following URL has directions and guidance for materials accepted at the facility:

<http://www.princegeorgescountymd.gov/sites/WasteManagement/Services/Recycling/HazardousWaste/Pages/default.aspx> (Note: This is for residents and their private waste items only Official Air Force activities are not eligible to bring government owned materials or government generated waste to this facility).

Since the JBA housing area is now privatized, Liberty Park residents are no longer eligible to bring their waste materials (with a few exceptions) to the recycling center, the hazardous waste facility, or dispose of items in an Air Force dumpster. The Air Force is not responsible for and is not funded to handle these waste materials. For resident’s convenience, a few items can be taken to the base recycling center (building 3350 on the East side) because the base either incurs no cost in handling them or actually generates revenue through commodity sales. Used oil, cardboard, paper, scrap metal, toner cartridges, and small scrap electronics can all be taken to the recycling center during normal business hours (8:00 AM – 4:00 PM, M-F). Please call the Recycling PM at (301) 981-2579 if you have any questions.

1. L. WEAPONS & FIREARMS

Weapons, firearms, and ammunition may be kept in residences provided that the weapons are properly licensed in accordance with Maryland laws and registered with the Base Security Forces. Certain weapons, such as those capable of automatic fire, may not be kept in residences even though individuals may legally possess the weapons under Maryland law. A list of weapons that may not be kept in residences is available through Security Forces. All weapons must be stored and secured under lock and key and weapons and ammunition must be kept separate. A copy of the firearm registration must be submitted to the Liberty Park at Andrews leasing office to be maintained in their file.

RESTRICTION / VIOLATION

The inappropriate display or use of weapons or the discharge of firearms in family housing areas is considered a major violation of the Tenant Lease Agreement and may result in an eviction action against the Resident.

1. M. TRANSFORMERS

Our community receives electricity through a combination of overhead and buried power lines. Electric pad mount transformers, better known as “big green boxes,” scattered through your neighborhood, help bring power to your house. Transformers can serve up to six houses, so in a large neighborhood, transformers are abundant. The purpose of a transformer is to change

high voltage electricity to a lower voltage needed for supplying power to the lights and appliances in your home. Children, however, can view pad mount transformers as playground equipment and not understand these are NOT playground equipment. Parents need to explain that transformers are not meant for playing, climbing or exploring. No one - children, adults or pets - should explore or try to see what is inside. Transformers are safe but can be a potential danger if handled improperly by those other than professionals. Here are some quick safety tips regarding transformers:

- Warn your children not to play on or around transformer boxes, and not to put their fingers, sticks or other objects through cracks in transformer boxes. Teach your child about the electrical hazard stickers located on the boxes.
- Children, adults and pets should never play in areas where they see these hazard stickers.
- Never paint or decorate transformers. The metal covers are assigned a specific color (usually green or brown) so that utility workers can easily identify them. Also, tampering with the box by painting it could impair the lock, the equipment itself, or cover the warning signs.
- Report broken locks or damage to transformer boxes to the Liberty Park Maintenance Department at 301-599-1418.
- Underground power lines can extend in any direction from a pad-mounted transformer. Never dig without calling the Liberty Park Maintenance Department at 301-599-1418.
- Report any holes around the transformer boxes to the number listed above so that maintenance can backfill them.
- Plants, trees and shrubs should not be planted around transformers. Keep shrubs and structures 10 feet away from doors and 4 feet away from the other sides.
- Keeping the area around the transformer in your yard or your neighbor's yard unobstructed can speed up power restoration during outages and routine maintenance checks.

1. N. SMOKE FREE POLICY

The premises to be occupied by the Resident and members of the Resident's household shall be designated as a smoke-free living environment. Resident and members of Resident's household shall not smoke anywhere in the unit rented by Resident, including any associated balconies, decks or patios; or in any of the common areas or adjoining grounds of such building or other parts of the rental community, including entryways, patios, and yards, nor shall Resident permit any guests or visitors under the control of Tenant to do so.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

Resident understands they will be responsible for any charges that may occur for the maintenance, cleaning and/or replacement of any necessary items in order to return the house to satisfactory re-rentable condition.

SECTION 2: MAINTENANCE

Liberty Park at Andrews Maintenance Team's overall approach to service calls is to make all repairs as quickly as possible with the least inconvenience to the Residents.

Appointments can be scheduled in two blocks of time: either from 8:00 a.m. – 12:00 p.m. or 1:00 p.m. – 4:30 p.m. Monday through Friday. The Resident may also submit their work request via the website www.LibertyParkatAndrews.com, through the Resident Portal, or by calling the Liberty Park at Andrews Maintenance office twenty-four (24) hours a day, seven (7) days a week, 877-916-1416.

Any requests pertaining to immediate life, health, or safety issues shall be submitted by Tenant by telephone call.

After three (3) failed attempts to contact the resident to arrange completion of a work order, the work order will be canceled.

Service orders are classified as emergency, urgent, or routine and associated service response time standards are as follows:

2.A. EMERGENCY

- **Definition:** Failures in service that result in imminent danger to Residents or risk serious danger to Residents or risk serious damage to property (e.g., electrical power outage, loss of heating in winter, loss of A/C in summer). Note: In the case of gas leaks, carbon monoxide alarms, or any other serious condition that would cause fire, electric shock, or unhealthy air, Residents are instructed to immediately evacuate the unit and call the Fire Department. Examples of emergency service requests include:
 - Lockout
 - Heat failure with outside temperature below 55°F
 - AC failure with outside temperature above 80°F
 - Toilet or sewage backflow
 - Water leak
 - Loss of utility service
 - Any request by emergency personnel needing an onsite representative
- **Response Time:** Maintenance staff will endeavor to respond within one (1) hour.
- **Resolution Time:** Maintenance staff will work continuously to either completely resolve the problem or to contain/reduce the level to routine, after which the issue will normally be resolved in twelve (12) – twenty-four (24) hours.

2. B. URGENT

- **Definition:** Failures in services that do not immediately endanger Residents or property but would soon inconvenience and/or affect the health or well-being of Residents. Examples of urgent service requests include broken appliances and clogged toilets.
- **Response Time:** Maintenance staff will endeavor to respond within twenty-four (24) hours.
- **Resolution Time:** Maintenance staff will work continuously to either completely resolve the problem or to contain/reduce the level to routine, after which the issue will normally be resolved within one (1) to five (5) days.

2. C. ROUTINE

- **Definition:** services that do not qualify as an emergency or urgent. Examples of routine service calls include broken floor tile/ tear in vinyl floor covering, loose baseboard, dripping faucet, etc.
- **Response Time:** Maintenance staff will contact the Resident within twenty-four (24) to seventy-two (72) hours to set an appointment at the Resident's convenience.
- **Resolution Time:** The goal will be to resolve the request within fifteen (15) business days. If there are parts that need to be ordered or the work order needs to be completed by an outside contractor, the completion time may be extended.

ENTRY WITHOUT A RESIDENT PRESENT

If a resident has not signed a Permission to Enter form at move-in, the Resident will be asked if the maintenance department has Permission to Enter when a Resident schedules a service call. This will grant the maintenance department permission to enter the home if the resident is unable to be at the residence in order for the technician to make the necessary repairs. Staff may also enter the home without a resident present to perform preventative maintenance work or during an emergency scenario. A note will be left to let the resident know what service order was performed.

ENTRY WITHOUT AN ADULT RESIDENT PRESENT

Except in the event of an emergency, maintenance technicians will not enter the Premises with children less than 18 years of age present, unless an adult 18 years of age or older is also present.

ENTRY WITH A PET PRESENT

Residents will be notified in advance of the scheduled preventative maintenance visit, or by appointment for a service order, and will be asked to secure pets (put in a room with a closed door, outside, etc.). Maintenance technicians will not enter the Premises unless all animals are restrained or locked away from the area that requires maintenance. If technicians arrive and the pet is not secured, the visit will be rescheduled.

SECTION 3: PET RULES AND REGULATIONS

Pet ownership is a privilege that may be extended to Resident by the Owner. Resident must obtain written approval before having any pet occupy the home. A Pet Addendum must be completed by Resident, either at move-in or immediately after acquiring a pet. In accordance with the Air Force Guidance Memorandum - Pets in Military, Government-Managed and Privatized Family Housing AFI32-6001_AFGM2.1 *“Residents may not board exotic animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, or any farm animal”.*

“Pets must be secured with leashes or under positive control while outdoors, except in fenced patios and yards. Pets must not be left tied or unattended in exterior appurtenances or unfenced yards or allowed to run loose outside fenced yard”.

“Pet owners must maintain current immunizations on all pets. Dogs and cats are required to wear a collar or harness with current rabies and distemper vaccination attached”.

“Pet areas must be cleaned regularly to control and prevent vermin infestation. Pet feces must be picked up daily or immediately if the pet evacuates outside the patio or yard”.

“Operating a commercial kennel is prohibited”.

3. A. PET APPLICATION

Residents are permitted to have up to a maximum of two (2) pets per home. A refundable pet deposit of \$250.00 is required per pet. All Residents who own pets (defined as a domesticated animal such as a dog, cat, bird, guinea pigs, or hamsters) must submit a pet application as a condition for having the pet with Liberty Park at Andrews. Any dog defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier) or Pit Bull Mix are not allowed at Liberty Park at Andrews as they are prohibited by Prince George’s County Law. Exceptions may be made for Service Animals with the proper certifications.

Liberty Park at Andrews has the right to refuse to allow any pet it determines to be “vicious” (i.e., any animal which by virtue of its breeding, training, characteristics, behavior or other factors the owner or custodian thereof knows, or has reason to know, has a propensity, tendency or disposition to attack unprovoked, to cause injury). Liberty Park at Andrews has the right to terminate the Pet Addendum, which is an attachment to the Tenant Lease Agreement if the covered pet does not meet the requirements of these Pet Rules and Regulations. Raising animals for commercial purposes will not be allowed without written authorization from the Base Commander, a copy of which must be provided to Liberty Park at Andrews.

3. B. REGISTRATION OF PETS

Any Resident who owns a pet must complete a Pet Addendum and must register their pets within fourteen 14 days with the base Veterinary Clinic. The Veterinarian Clinic will provide registration tags to all the animals registered on base; Residents are required to attach the tag(s) to the pet’s collar, worn at all times when the animal is outside the Resident’s quarters.

A stipulation in the Pet Addendum is the provision to provide the name and contact information of an individual(s) that is allowed to take over the care of a Resident's pet(s) in the event of an emergency, such as an extended delay in returning home, sudden illness, or other event that results in the Resident failing to return to their pet in a timely manner.

3. C. PERTINENT DEFINITIONS

Pets are defined as a domesticated animal such as a dog, cat, bird, guinea pigs, hamsters or fish ordinarily kept in the house for pleasure or companionship, rather than commercial purposes. Wild animals, domesticated game animals, and exotics, such as reptiles are not considered pets.

In the event a pet that is currently registered is sold, given away, or dies, the resident must update their Pet Addendum with the Liberty Park at Andrews Leasing Office.

Note: Service Animals and Assistance Animals that are subject to the Americans with Disabilities Act and the Fair Housing Act may be exempt from the definition of “pet” as that term is used herein. Upon receipt of an appropriate request, a reasonable accommodation shall be made with regard to service animals and assistance animals.

3. D. PET FEE AND DEPOSIT

A refundable Pet Deposit of \$250.00 per pet will be charged to residents that will be refundable upon Resident vacating the residence or if the pet is no longer residing in the residence, provided that there are no damages to the Owner’s property. See Attached Appendix C, Schedule of Charges for the fee.

Two (2) pets per home are permitted. A refundable Pet Deposit is required for each pet.

3. E. REMOVAL OF THE PET BY LIBERTY PARK AT ANDREWS

A pet may be removed from the residence by Security Forces because of Resident complaints or if the pet(s) has displayed aggressive, menacing or vicious behavior. This is also true if the pets are a nuisance, abused or neglected. Complaints may be registered with either the Liberty Park at Andrews office or Security Forces. If the complaint is made to the Liberty Park at Andrews office, the Community Director will review the complaint and determine the necessary action to remedy the situation.

The Community Director may require that the Resident remove the animal if the complaint is founded and cannot be resolved to the satisfaction of Liberty Park at Andrews.

Communication with Security Forces will also be made by the Community Director to ensure that all parties work together toward an amicable resolution of the issue. In the case where the Resident refuses to correct the situation or to remove the offending pet(s) from the residence, they will be required to vacate their unit.

3. F. PETS OUTSIDE THE RESIDENCE

Dogs and cats must be on a leash when in public or outside the individual Resident's unfenced yard. Cats are not permitted to roam – they must be kept confined while outdoors or kept indoors. Residents are responsible for disposing of pet waste both inside and outside their yards.

Residents will be charged a fee for not cleaning up properly after pets.

Pets may be housed in Resident's yard only when a fence meeting residential guidelines is installed. Pets must have suitable shelter from inclement weather and have continuous access to food and fresh water. Suitable shelter shall be deemed to be a structure of sound construction, sufficient to provide shade from sun and protection from rain and wind. The shelter must be painted to match or blend in with the color of the pet owner's home. Inclement weather shall be described as excessive wind, rain, snow or temperatures above 80°F or below 50°F. Bedding for the pet should be of a material suitable to provide adequate comfort such as straw, woodchips, shredded cloth or blankets. Any outside pet houses must have waste cleaned every other day. The bedding is also to be kept free of ticks, fleas and other parasites that may affect their family and the families of their neighbors.

If pets are tethered outside, they must be on a suitable rope or chain capable of restraining the animal's motion, not to exceed fifteen (15) feet in length. It is not permitted to chain or tether animals to or in front of quarters. If animals are tethered or chained, they will be limited to a boundary not less than four (4) feet from sidewalks or streets. Pets in fenced areas are not required to be leashed. Owners are required to ensure that pets are wearing a collar that displays their current ID tags and current immunization tags when outside the residence. The pet owner is required to provide fresh water and adequate food daily. Pet owners will remove pet houses prior to clearing housing or they will be charged for removal and disposal.

All dogs and cats must wear pet collars, displaying their ID tags and current immunization tags. Compliance with all sanitary regulations and the necessary maintenance of the area where the animal is kept is mandatory and the direct responsibility of the pet owner. Residents owning or keeping animals at LPA are responsible for any damage to Government or private property caused by their pet.

3. G. LEAVING PETS UNATTENDED

Pets are not to be left unattended within the residence for more than twelve (12) hours at a time. If the pet(s) are kept outside they should not be left unattended for more than eight (8) hours unless adequate shelter (i.e., shelter capable of providing shelter from excessive wind, rain, snow or temperatures above 80°F or below 50°F), fresh water, and food have been provided. It is the responsibility of the pet owner to establish proper care and provide alternatives for the possibility that the pet owner may be away from the home.

In any circumstance where Security Forces have been called to handle a complaint or when an animal is found as a stray, nuisance, menace or neglected or in circumstances of pet abuse, the owner will be given thirty (30) days to correct the situation by the Base Veterinarian and will then be reviewed by the Liberty Park at Andrews. Written complaints received by the Liberty Park at Andrews Leasing office will result in investigation by the Community Director and, when

substantiated, a Notice of Violation will be issued to the Resident. Repeated lease violations may be cause for termination of the Tenant Lease Agreement by Liberty Park at Andrews.

3. H. WHEN PETS DIE

If a pet dies while living on base the Resident may contact the Veterinarian Clinic regarding disposal of the remains, 240-857-2651. There is a Liberty Park at Andrews prohibition against burying animal remains on base grounds.

3. I. EMERGENCY

An emergency exists if a pet becomes vicious or demonstrates peculiar behavior that is documented as unsafe or dangerous to people or property. A pet owner is to designate an emergency contact within forty-five (45) days of move-in to take responsibility for the pet in the event of an emergency and the pet owner is unavailable.

3. J. THREAT

A pet is considered a threat to the safety of others if:

- The pet does not conform to local law requirements governing licensing, behavior, or inoculations.
- The pet does not conform to pet requirements in effect by the Installation Commander.
- Liberty Park at Andrews has received written reports of complaints that the pet has behaved in a menacing manner towards humans or other animals or is destructive to property.

3. K. BASIC REQUIREMENTS

- a) All pets must be inoculated according to base regulation and local law.
- b) All pets must be licensed according to base regulation and local law.
- c) A refundable pet deposit of \$250.00 per pet is required.
- d) Two (2) pets per home are permitted. Noisy pets that whine or bark to a level that disturbs neighbors may be deemed a nuisance. Residents are responsible for the actions of their pets and must take corrective action so as not to infringe on the peace and quiet of the neighborhood. See Attached Appendix C, Schedule of Charges for the fee.
- e) The Resident will maintain proper sanitary conditions in their home. It is the pet owner's responsibility to control odors and to remove pet waste daily.
- f) All pets must be free of fleas or other pests. Certification of extermination for fleas will be required if an infestation service order has been received, or fleas are suspected due to complaints of infestation by immediate neighbors. The written complaints will be reviewed by the Community Director who will monitor the situation and communicate with all parties involved. If the extermination is deemed necessary by the service contractor, the cost will be charged to the Resident. Solid waste from litter boxes must be removed daily and disposed of by placing in a strong plastic bag which should then be placed in a trash container with a lid that secures, to reduce odor. Litter boxes must be changed twice per week to reduce odor and possibility of the pet using an alternative area for waste that is not a litter box.

- g) Dogs must be taken out as needed and their waste must be removed daily within Resident's yard and immediately outside Resident's yard. Waste must be removed and disposed of in trash receptacles at home or, if walking or running with their pet in the housing areas, in trash receptacles located throughout those areas. Residents will be charged a fee for not cleaning up properly after pets. See Attached Appendix C, Schedule of Charges for the fee.
- h) The Liberty Park at Andrews' office reserves the right to schedule an inspection of any home suspected of failing to meet cleanliness standards due to the existence of pets in the home.
- i) Pet owners agree to abide by these Pet Rules and Regulations.

3. L. RESTRICTED AREAS

All Residential areas in the community other than the immediate area of the pet's home are restricted areas. All pets must be kept away from playgrounds located in housing areas. Liberty Park at Andrews provides dog parks that will allow the Resident to exercise with their pets. Pet waste must be removed immediately by the pet owner and placed in a waste receptacle.

3. M. DUE PROCESS

In case of emergency, as defined in these Rules and Regulations, Liberty Park at Andrews will contact the proper authorities, including but not limited to Security Forces, Chain of Command, Prince Georges County Animal Control, or the Base Veterinarian to have the pet removed. Liberty Park at Andrews will not be liable for any steps taken by the proper authorities. The pet owner will be responsible for any fines, fees, or related expenses as a result of the actions of their pet.

If the Community Director determines that the pet has become a nuisance, he/she will notify the pet owner, in writing, via first class mail along with a hand delivered copy. If the Resident is not available, a notice will be slipped under or attached to their door. The notice gives the Resident ten (10) days to arrange a meeting with the Community Director to resolve the problem. If it is determined that the pet must be removed, a notice will be given to the Resident via first class mail along with a hand delivered copy. If the Resident is not available, the notice will be slipped under or attached to their door. This notice will give the Resident ten (10) days from the date of notice to remove the pet. If at the end of the ten (10) days the pet owner has not removed the pet, Liberty Park at Andrews will issue a thirty (30) day eviction notice based upon material non-compliance with the Rules and Regulations and substantial lease violation.

The pet owner is responsible for all charges arising from action taken as a result of their pet including but not limited to attorney's fees, court fees or other related expenses. If demand for payment of said charges is ignored or refused by the pet owner Liberty Park at Andrews will deliver a ten (10) day notice of past due charges. If at the end of ten days the past due charges are not paid, a thirty (30) day eviction notice will be delivered via first class mail, as well as by hand, based on material non-compliance and substantial lease violation.

If the pet owner repeatedly fails to provide proper care for their pets, as determined by Liberty Park at Andrews or a Veterinarian Office, the designee as provided by the pet owner on application will be contacted by mail to remove the pet. If designee cannot be contacted or does not respond, Liberty Park at Andrews will place the pet with a Veterinary Facility for a period not to exceed thirty (30) days. During that thirty (30) day period, contact and resolution will be attempted again with designee and pet owner. Liberty Park at Andrews will not be responsible for the well-being of the animal or the cost incurred during the thirty (30) day period while the animal is placed in this facility. At the end of the thirty (30) day period, the pet will be turned over to the proper authorities who will determine its disposition; Liberty Park at Andrews will not have responsibility for further notification of the pet owner or for the pet after this thirty (30) day period.

3. N. LIABILITY INSURANCE

Pet owners are urged to obtain Liability Insurance as part of their housing package to protect them in the event their pet injures or damages another Resident, employee, visitor or their property.

3. O. CARPET CLEANING:

Liberty Park at Andrews will determine if cleaning or replacement of the carpet is necessary due to the presence of or damage by pets in the home. Resident may pay for cleaning of carpet according to the schedule of charges in Appendix B or if the Resident chooses to have the cleaning done themselves, supply Liberty Park at Andrews with receipt for proof of the professional cleaning done by a vendor approved by Liberty Park at Andrews.

3. P. DAMAGES:

Resident is responsible for the conduct of their pet at all times while in the home or on the Owner's property. Resident is strictly liable for the entire amount of any injury that the pet causes to a person or any property.

SECTION 4: FIRE REGULATIONS/SEVERE WEATHER

4. A. FIRE PREVENTION AND REGULATIONS

The head of the household is responsible for enforcing the following fire prevention measures:

- Never leave young children unattended! Familiarize your babysitter with your family's escape plan. The babysitter's first duty is to get the children out!
- Keep matches, lighters, candles, flammable liquids, and similar materials out of the reach of children. Do not allow children to play in heater rooms, attics, in or near vacant buildings, or on construction sites.
- Noncombustible ashtrays of ample size should be used for disposal of smoking materials. All burning embers must be totally extinguished prior to emptying ashtrays. Empty all ashtrays into metal containers; never use plastic containers for disposal of smoking materials indoors.

Be aware that charges may be incurred if signs of smoking are evident upon move-out. Signs of smoking include such things as odor, discoloration of walls and residue. Resident understands they are responsible for any charges that occur for the maintenance, cleaning and/or replacement of any necessary items in order to return the house to satisfactory re-rentable condition. See Appendix B for the list of potential charges.

- Portable extension cords:
 - a. Portable extension cords will not be used in lieu of permanent electrical wiring. Cords will not be spliced, taped or draped over nails or metal objects, run through holes, doors or windows; attached to building surfaces, run under rugs, or fixed in a way that may subject the wiring to physical damage. Extension cords will not be concealed behind building walls, ceilings or floors.
 - b. Only one cord will be used from each outlet plug and no more than one extension cord will be connected together.
 - c. The use of extension cords with multiple outlet plugs from a single outlet is prohibited.
 - d. An extension cord will not be smaller than the appliance cord to which it is connected and will not exceed eight (8) feet in length.
 - e. High amperage equipment, electrical ranges, deep fat fryers and grills will not be operated with extension cords.
 - f. Multiple outlets with built-in circuit breakers and surge plugs are authorized.
 - g. Adapters which allow multiple use of a single receptacle are prohibited.
- The use of gasoline and other flammable liquids for cleaning purposes is strictly prohibited! Pilot lights on kitchen stoves, furnaces, and water heaters can ignite vapors

of gasoline, paint thinners, and similar flammable liquids. Kerosene, oil-burning lamps, space heaters and wood burning stoves will not be used or stored with fuel in Liberty Park at Andrews buildings, with the exception of storage sheds. Portable gas or liquid fuel space heaters are prohibited in family quarters, where people sleep (including tents).

- Paints, varnishes, floor waxes, furniture polishes, and similar materials in tightly sealed metal containers are permitted in amounts not to exceed immediate requirements. Storage of these products follows the same rules as for flammable liquids described in the preceding paragraph. Flammable liquids will not be stored in glass or plastic containers or in any other container made of combustible material.
- All rags, waste, mops, or other material permeated with flammable liquids and the like should be cleaned or disposed of outside the house to prevent spontaneous combustion. Disposal of flammable liquids will not be made by pouring on the ground, in sewers or drains.
- DO NOT store materials in the same room as the furnace. Combustible material should not be placed within three (3) feet of any portable heating device, wall, space, or floor heater.
 - a. Storage of Gasoline-Powered Motors
- Lawn mowers, edgers, tillers, etc. shall be stored in storage sheds, if the residence has one. If there is no storage shed, they can be stored in the garage. Only one (1) gallon of gas plus what is in the equipment gas tank can be stored. Gas must be in the Underwriter's Laboratory (UL) type container with a spring-closing lid and spout cover or metal container with a tightly fitted lid. The container must be appropriately marked.
- Fueling of equipment and dispensing of any flammable liquids will be done outside of all buildings.
- Lawn mowers, edgers, tillers, etc. shall not be refueled until sufficient time is allowed for the engine to cool.
- Do not store flammable materials in heater closet or near the hot water heaters.
 - a. Barbeque grills and turkey fryers should be at least ten (10) feet away from structures when in use. Turkey fryers should only be used on concrete surfaces. **Never** use grills under or on porches, decks or overhangs. Grills may not be used on elevated decks. Grills should not be placed near a building until cooled. Residents may be charged for any damage to the home. Allow ashes from barbeque grills to completely burn out and cool prior to discarding them. The metal self-closing can type is a good idea to protect your family from fire. Once the coals are cooled, generally overnight, they may be placed in a trash bag and disposed of in your regular trash. Always ensure that Liquid Propane-gas cylinder valves are turned off at the cylinders. In all cases, Joint Base Andrews Fire Department Regulations govern the use of grills and the disposal of ashes from grills.

- b. Good housekeeping, care, and cleanliness are synonymous with good fire prevention. Don't block exits. Accumulations of combustible materials must not be allowed in basements, attics, storage areas, closets, under stairs, or under buildings and porches. Proper periodic cleaning will prevent grease from accumulating around cooking equipment.
- c. All combustible decorations will be flame retardant and kept to a minimum. Special instructions relative to preventing Christmas trees from becoming dry will be published prior to the holiday season. Such instructions will include re-cutting the base of the tree diagonally above the original cut and rigidly supporting the tree in a container filled with water.
- d. Vehicles will not be parked within fifteen (15) feet of fire hydrants.

FIRE PIT POLICY

A fire pit can add ambience to your outdoor area; however, it's important to review and understand fire pit safety. The concern with having wood-burning fire pits is that sparks and flying embers can ignite nearby surfaces. It takes only a second for a cozy fire to burst into a blazing inferno. In order to reduce fire hazards and avoid fire damage, you **must** abide by the below rules of operation, as well as follow the below precautionary measures.

- Must be placed on a level, steady non-combustible surface such as brick, stone or sand,
- Must be kept at least 15 feet away from all buildings, sheds, fences, shrubs and low hanging tree branches,
- Must burn only dry material as damp wood causes more smoke. Stay away from soft woods like pine or cedar because they can "pop" and throw sparks.
- Must never use lighter fluid or gasoline to start a fire,
- Must use the spark/ember guard to reduce the chance of jumping sparks,
- Must never operate beneath a building overhang or under a covered porch,
- Must ensure there are no cables, wires, etc... above the flames,
- Must have a bucket of water and/or garden hose (recommend "shower" setting) nearby to deal with wayward sparks,
- Must have a fire extinguisher available,
- Must check the climate conditions, especially the wind speed and direction. It is too windy to have a fire if the wind is strong enough to noticeably sway the trees and blow debris around.
- Must be operated under adult supervision at all times and never be left unattended,
- Must properly ensure the fire is extinguished by allowing the wood to burn completely to ashes and let them cool down. Gently pour water over the charred materials until the hissing sound stops. Everything should be wet and cold to the touch before you leave.

There are certain conditions that render a fire unsafe. Residents will be required to discontinue burning if any of the following conditions/hazards are present:

- Smoke direction is causing discomfort to nearby persons,

- Airborne sparks may cause damage to nearby property,
- Wind causes hazardous burning conditions,
- A burning ban is in effect,
- National Weather Alerts for dry conditions

It is recommended that you check with your Renter's Insurance company about the impact of having a fire pit and whether you should increase your coverage as preparation for a worst-case scenario.

FIRE EVACUATION PLAN

The head of household should instruct all members of the family about fire prevention. Establish a home fire evacuation plan with primary and alternate routes of escape in the event of a fire and designate a place to assemble after escaping a fire. Establishing and practicing an escape plan as a family activity can save the lives of loved ones. Notify the Fire Department of handicapped family members.

FIRE EXTINGUISHERS

Personally owned extinguishers are encouraged, but checking and recharging them is the Resident's responsibility. Liberty Park at Andrews provides a small fire extinguisher located in or near the kitchen. If that extinguisher is low of pressure, please contact the Maintenance Office for replacement.

FIRE PREVENTION INSPECTIONS

A fire in the home is often a reflection of someone's carelessness. Every member of the family should be familiar with the hazards that cause fires and assist in eliminating them. Self-inspections, using checklists furnished by the Fire Department, are encouraged. The Fire Department will inspect your quarters if invited by you, or when there is a reason to believe that guidance is needed.

FIRE REPORTING

Anyone who discovers a fire or smells smoke, leaking fuel oil, or gas will:

- Immediately warn all occupants and help them leave the premises.
- Close all doors when leaving.
- Notify the fire department promptly by calling 301-981-9911.
- Give your name, house number, and street; do not hang up until told to do so by the fire department.

Wait at a safe distance to direct fire department and advise them if all persons are out of the building.

ALL FIRES MUST BE REPORTED TO THE JOINT BASE ANDREWS FIRE DEPARTMENT AND LIBERTY PARK AT ANDREWS REGARDLESS OF SIZE AND WHETHER OR NOT THEY HAVE BEEN EXTINGUISHED.

TESTING OF HOUSEHOLD SMOKE DETECTORS

REQUIRED TESTS: Not less than once a month for all detectors.

- a) Test power supply.
- b) Check physical appearance for damage, abuse, or tampering, which may render the devices inoperative.
- c) Make sure unit is securely mounted.
- d) Check audible alarm for operation; it should be heard in all rooms of the dwelling.
- e) If the device has one, check indicator lamp. Some will be on, some not. When testing the device, the lamp unit will come on when operational. Others will have a lamp light indicating power on.
- f) Depress test button.
- g) In approximately fifteen (15) to thirty (30) seconds the alarm will sound.
- h) Light will glow on the side or bottom of smoke detector.
- i) If the detector does not clear itself after a short time, disconnect the circuit breaker temporarily for alternating current units. If that does not reset the unit, call in a work order to correct the problem.
- j) Do not remove batteries or disconnect the alarm. The resident will be charged for disconnected alarms.
- k) If a question arises about smoke detectors, call the Liberty Park at Andrews Maintenance office for assistance.

TESTING OF HOUSEHOLD CARBON MONOXIDE DETECTORS

- a) Test power supply.
- b) Check physical appearance for damage, abuse, or tampering, which may render the device inoperative.
- c) Make sure the unit is securely plugged in.
- d) Check audible alarm for operation; it should be heard in all rooms of the dwelling.

- e) Check indicator lamps. While testing, all lamps will illuminate, and an audible alarm will sound.
- f) The detector should clear itself in a few seconds.
- g) Do not disconnect or disable the detector. Residents will be charged for disconnected CO detectors.
- h) If a question arises about the detector, call the Liberty Park at Andrews Maintenance Office.

Fire safety requires an on-going partnership with Residents.

The greatest protections for families are the smoke detectors and carbon monoxide detectors in the homes. Residents are responsible for testing smoke detectors and carbon monoxide detectors on a monthly basis. Residents should not disconnect detectors or remove batteries. Any problem with a detector should be immediately reported to Liberty Park at Andrews in order to generate a service order.

Removal / disabling of smoke detectors or carbon monoxide detectors by a Resident family is considered a major violation under the Tenant Lease Agreement.

Residents' housing number (address) should remain clearly visible from the street at all times.

4. B. SEVERE WEATHER

Tornadoes, floods, high winds and thunderstorms are possible in our area. An alert signal is sounded in the event of a natural disaster as a warning. Depending on the severity of the impending severe weather, you may be directed to take shelter in your home or evacuate the area.

Hurricanes can cause catastrophic damage to coastlines and damage can extend several hundred miles inland. Winds can exceed 155 mph. Hurricanes and tropical storms can also spawn tornadoes, create a tidal surge along the coast, and cause extensive damage due to inland flooding from trapped water.

A tornado is a violently rotating column of air, which extends from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with winds speeds of 250 mph or more. While May through July is the "peak tornado season" for Maryland, tornadoes can occur at any time of the year.

Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour. Every thunderstorm produces lightning. Warm, humid conditions are very favorable for thunderstorm development and can be followed by tornadoes, strong winds, hail, and flash flooding.

During a severe weather “watch”, there is a high likelihood that severe weather will occur. Listen to news broadcasts for the latest weather updates.

During a severe weather “warning”, severe weather has been reported by spotters or indicated by radar. Warnings indicate an imminent safety concern to those in the path of the storm.

Families should follow these general safety rules in the event of severe weather:

- Bring anything inside that might be blown away or turn into hazards due to the force of the wind.
- Close all windows and doors.
- Ensure that you have a supply of non-perishable food items (which do not require cooking).
- Prepare a safe room away from windows, such as a large closet.
- Have on hand a supply of drinking water, a flashlight, batteries, a radio and other necessities such as medication, infant formula, diapers.
- Unplug appliances and other electrical items such as computers. Power surges from lightning can cause irreparable damage.
- Stay away from metal objects and fixtures.
- Do not take showers or baths and do not use corded telephones.
- If you can hear thunder, you are close enough to the storm to be struck by lightning. Go to a safe shelter immediately!

4. C. SNOW REMOVAL

When a snow event occurs, Liberty Park is responsible for providing “passable” conditions on the roads throughout housing neighborhoods. There are specific contract requirements for performing snow removal services. Plowing begins after ¼ inch of snowfall and is performed following our priority list.

1. K&E position home areas (including roads and driveways) – These include the Commanders who run the operations of the base and are required to report to work around the clock.
2. The Welcome Center and the Maintenance parking lots – The Maintenance technicians and office staff in order to respond to service calls and provide updates throughout an event. In addition, these parking lots will be available for resident (essential personnel) use and access to base roads from these locations will be prioritized.
3. Provide one passable lane in all neighborhoods, providing assistance to those living in ADA homes and the homes with deployed spouses.
4. Address alleyways, sidewalks and common areas.
5. Once completed, return to the neighborhoods to clear the roads curb to curb.

**Passable means that roads may be snow packed with one travel lane accessible

Roads that fall under the responsibility of the AF base contractor are: West Perimeter Road, Menoher Drive, San Antonio Blvd, Tuskegee Drive and Virginia Avenue.

The type of snow (wet or powdery), temperature, and wind conditions during and following a storm can alter the schedule or have an effect on the snow removal efforts.

Working together, residents can play an important role in helping Liberty Park at Andrews provide more effective snow removal to all of the neighborhoods. The following actions will benefit all during snow emergencies:

- Don't drive except when absolutely necessary.
- Park in driveways and garages wherever possible. Don't park on both sides of the roads, around cul-de-sacs or in alleyways.
- In big storms, understand that the initial plowing operation is intended to provide passable conditions only. This allows for all neighborhoods to have a passable way out as early as possible.
- When possible, shovel driveways after the road has been plowed to avoid having driveways blocked by snow plowing operations.

Snow Removal Expectations

0-3 Inches – Plowing begins as needed and is completed within 12 hours after the storm has ended.

4-8 Inches – Plowing begins as needed and the roads are passable 24 hours after the storm has ended.

9-12 Inches – Plowing begins as needed and the roads are passable 36 hours after the storm has ended.

12-18 Inches – Plowing begins as needed and the roads are passable 36-48 hours after the storm has ended.

18+ Inches – Plowing begins as needed and roads are passable 48 hours after the storm has ended.

SECTION 5: ENERGY CONSERVATION

Energy conservation is a joint effort. The goal is to accomplish energy conservation without impacting the Residents' quality of life, by initiating a focus on public awareness. Residents are responsible for practicing energy conservation.

Remember: The energy saved today will be available for the future.

To conserve and reduce energy consumption, Residents should:

- Set air conditioners between 70-72°F,
- Set heat between 68-70°F and reduce to 60-62°F at night,
- Close all doors and windows while operating heating and air conditioning,
- Do not place furniture and/or carpets in such a way that it blocks heating/air conditioning registers and/or returns,
- Immediately report any problems with your heating or cooling systems,

- When the home will be vacant for an extended period of time (weekends, holidays or vacations) during the heating season, turn thermostats back to the lowest possible setting, but no lower than 50°F to prevent water lines from freezing,
- If the home will be vacant for an extended period of time (weekends, holidays, or vacations) during the air conditioning season, the air conditioning should be set to 85°F.
- Do not use stove/oven for heating the home,
- Be aware of passive solar energy. Open blinds and drapes to allow heat in during the winter. Close blinds and drapes to keep heat out during the summer,
- Turn off all exterior / outside lights during daylight hours,
- Turn off lights and appliances (TVs, Stereos, etc.) in unoccupied rooms, including garages and storage rooms,
- Remove excess food from dishes prior to running the dishwasher,
- Run dishwashers when fully loaded,
- Avoid heated dry cycle on dishwashers when possible,
- Use cold water when operating the garbage disposal,
- Do not keep refrigerator/freezer on the coldest setting,
- Ensure door seals on refrigerator/freezers are airtight,
- Make sure faucets are shut off properly,
- Immediately report all leaking faucets and/or running toilets to Liberty Park at Andrews Maintenance Office,
- Do full loads of laundry and make sure the water level is set to the proper size load,
- Do not remove or replace devices that have been installed to conserve water such as low flow showerheads and faucets,
- Be aware that showers use less water than baths,
- Reduce water usage to clean sidewalks, patios, and driveways,
- Report sources of air infiltration to Liberty Park at Andrews (gaps around doors, windows, etc.).

SECTION 6: PARKING RESTRICTION / VEHICLE PROCEDURES

6. A. PARKING

Recreational vehicles (RVs), boat trailers, trailers, or commercial trucks with exposed storage racks or more than four (4) wheels or exceeding a Gross Combined Vehicle Weight Rating (GCVWR) of 12,000 pounds must park in the designated RV Parking Area. Family vehicles not considered RVs (6.B below), which are properly licensed and registered, may be parked in the garage, in the driveway, or in authorized parking areas along the road surface beside the curb, in that priority. Parking in common parking lots will be on a first-come, first-served basis unless otherwise specified, as in neighborhoods where parking is assigned. Parking in a neighbor's parking space/driveway is not allowed.

Vehicles parked in the street pose hazards for children and pets. In addition, vehicles parked in this manner can restrict access for emergency vehicles and daily service vehicles such as postal trucks; refuse trucks, moving vans, and school buses. Therefore, it is imperative vehicles be parked in their intended locations.

Residents and guests must not park in the following locations:

- In a location that interferes with residential mailbox access,
- Within fifteen (15) feet of a fire hydrant or any location with a red or yellow curb,
- On lawns, or grassed areas,
- In front of refuse, recycle containers at curbside for pickup,
- In driveways of vacant homes,
- In cul-de-sacs (in a manner which restricts access by emergency vehicles),
- Motorcycles/mopeds on patios, sidewalks, or grassy areas. In the driveway or garage of a vacant home

Vehicles that are inoperable are allowed to be parked for a period of no longer than thirty (30) days, with the proper static permit issued by Security Forces. Improperly registered vehicles may not be parked in the housing area. Violators will be contacted by Liberty Park at Andrews for violations in driveways and by Security Forces for violations in the street. If the problem is not corrected, or presents a traffic or safety hazard, the vehicle will be towed by Security Forces at owner expense immediately, in accordance with base regulations.

6. B. RECREATIONAL VEHICLE PARKING RESTRICTION

RVs, including boat trailers, trailers, or commercial trucks with exposed storage racks or more than four (4) wheels or exceeding a GCVWR of 12,000 pounds must park in the designated RV parking lots and are not allowed to be parked in the housing areas. The exception to this policy is an RV that is parked at the residence overnight for loading or unloading. If the Resident has an emergency that requires longer parking against this policy, they must notify and receive written permission from the LPA office.

6. C. SPEED LIMIT/OPERATING AREAS

The speed limit on Joint Base Andrews is 25 miles per hour (mph) unless otherwise posted or specified, excluding parking areas (5 mph) and housing neighborhoods (15 mph). Privately owned vehicles (POV) are limited to the hard surface roads. Only bicycles and pedestrians may use dirt trails and paths.

Traffic regulations on the base are detailed in current regulations from Security Forces. Consult these existing documents for information on punitive measures for traffic regulations enforceable by Security Forces (such as, parking where prohibited, on sidewalks, in crosswalks, within fifteen (15) feet of fire hydrants, against the flow of traffic, and in front of public driveways). Punitive violations may result in judicial or non-judicial action.

Residents must not interfere with the parking rights of other Residents. Do not park oversized vehicles and equipment in the housing areas (i.e., 18-wheelers, tractor-trailers, dump trucks, etc.).

6. D. VEHICLE MAINTENANCE

Vehicle repair and maintenance activities are prohibited in housing areas. Permissible activities include the replacement of a flat tire and charging of a battery or any other maintenance that can be completed to ensure the vehicle is in running condition within twenty-four (24) hours. No other vehicle service or repairs are allowed at any time. Preventative measures should be taken to keep the carport, garage floor and driveway free of stains; i.e., car oil, grease and rust. Garage floors and driveways must be reasonably free of stains upon move-out.

6. E. PARKING PERMIT POLICY

In select neighborhoods, parking permits for assigned parking will be issued to the resident during the move-in process. Marked visitor parking is available in these neighborhoods as well. A towing policy has been implemented to ensure residents are parking in the correct designated spaces. Please refer to the Parking Permit Policy below for more information on the towing procedures and Appendix C for the list of possible towing fees.

PARKING PERMIT POLICY

INTRO: Residents have raised concerns regarding limited parking in certain neighborhoods. In response to resident's requests, we have established a parking permit policy and plan for enforcement. The policy and plan has the support of the Air Force and Security Forces. It is understood that this policy will aid in the identification of resident vehicles and discourage non-residents from parking in housing areas.

RESIDENT PARKING POLICY:

- All resident vehicles *must* be registered with Liberty Park. Vehicles must be registered in the name of an occupant shown on the lease of the home to be eligible for a parking permit.
- If you are a resident using someone else's car, you must provide a notarized letter from the owner of the car stating you have their permission to use the car and a copy of their identification.
- Management reserves the right to limit the number of permits to one permit per occupant 16 years old or older, and not to exceed two (2) permits per home.
- If your household contains more than two vehicles, please speak to the manager about additional parking locations.
- Resident permits will be issued at the Liberty Park Leasing Office. Residents will be required to show identification and provide signature of receipt.
- Permits must be displayed in the rear-view mirror. You must park in the parking space that matches your permit number.
- Permits are *NOT* transferable. Alteration, reproduction, transfer or other misuse of any type of parking permit is not permitted.
- Should there be a need to replace your parking permit due to a new purchase of a vehicle, the original permit issued must be returned from the old vehicle or there will be a \$10 replacement fee charged and payable in full before the issuing of a new permit.
- In the event of a purchase of a new vehicle, you must contact the leasing office immediately to register your new vehicle.
- Rental vehicles must maintain a visible visitor's permit at all times while on the property and must be parked in the visitor's spaces.
- Residents will be charged \$10 for each parking permit not returned at move-out.
- Vehicles with an invalid, missing or expired Liberty Park permit may be towed without notice and at the owner's expense.

GUEST PARKING POLICY:

- Guests may park in a "Visitor Parking" space, Monday through Friday from 9am to 6pm without a temporary pass from the management office.
- Guests may park in "Visitor Parking" spaces for up to 3 consecutive nights without a temporary pass from the management office.
- If guests will be staying for more than 3 nights, their host may request a temporary parking pass which may be subject for approval.
- Due to limited parking, Management reserves the right to limit the number of guest parking passes per street.
- If guest parking is not available on the host's street, Management will issue a parking pass for either the Community Center or Maintenance parking lots. The host must provide transportation for their guests from the parking lot to their residence.
- No permanent visitor's tags will be issued.

TOWING PROCEDURE:

- 1) Residents must notify Liberty Park if their assigned space is occupied by an unauthorized vehicle. Please contact 301-736-8082 during business hours, 7:30am-4:30pm, or 877-916-1416 after hours and weekends.
- 2) Liberty Park will contact Andrews Auto Towing and Hauling.
- 3) The towing company will respond within 45 minutes to remove the unauthorized vehicle.
- 4) For the first two offenses, the vehicle will be towed to the Liberty Park Maintenance parking lot at 4798 Yuma Road, Joint Base Andrews, where residents will be able to pick up their vehicle at any time. For the third offense, the vehicle will be towed to the Andrews Auto Towing and Hauling Lot at 2907A Ritchie Rd, Forestville, MD 20746.
- 5) Security Forces and Prince George's County will be informed of the towed vehicle within one hour. This information is provided should the vehicle owner call to report the vehicle stolen.
- 6) The resident will be required to contact the Liberty Park Leasing Office to make payment for the towing fee. All vehicles towed will be issued a fee.
 - a. First offense – towed to the maintenance parking lot
 - b. Second offense – towed to the maintenance parking lot
 - c. Third offense or more – towed to Andrew Auto Towing and Hauling lot
- 7) Vehicles that are towed to the maintenance office will be charged to the resident claiming the vehicle. Payment can be made at the Leasing Office Mon-Fri, 7:30am – 4:30pm.
- 8) Residents should not attempt to have the towing company release their vehicle once the procedure has begun. The towing company is not allowed to stop the process once it has begun.

ENFORCEMENT and FEES: (See Appendix C)

The parking permit policy is intended to ensure residents' quiet enjoyment of their parking spaces.

Penalties for violations of this policy can include fines, towing and/or revocation of parking privileges.

SECTION 7: LANDSCAPING/ LAWN CARE

7. A. LANDSCAPING GUIDELINES AND INFORMATION

The lawns throughout Liberty Park at Andrews are predominantly Tall Fescue with some Perennial Ryegrass in certain areas. As such, our landscaping team creates their maintenance plan based on the industry's best practices for caring for Tall Fescue throughout the year. Below are the expectations you should have for the landscaping plan and what you can do to help.

Mowing:

Industry best practices recommend that Tall Fescue be cut to 3.5 inches when mowed and that 1/3 of the blade of grass is cut to reach that height. To accomplish a height of cut of 3.5 inches, the lawn should be mowed when the grass reaches a height of at least 5.25 inches. This means you can expect that we will create our schedule such that lawns are mowed when the grass is approximately 5.5-6.0 inches high and will normally cut to a height of 3.5 inches. During hot and dry periods of the summer, we may increase the height of cut to 4 inches to prevent the ground from drying out and the grass from thinning and dying.

To assist in the efficient execution of the mowing schedule, residents **MUST** pick up their yards of toys, dog chains, and other debris. Should items impede mowing, the area will be left uncut, and it will become the resident's responsibility to mow the area.

Watering:

Tall Fescue is a drought tolerant grass that can survive even in extreme cases of water deprivation as the grass will go into dormancy and return when sufficient water is available. Because of Joint Base Andrews' location, the grass receives sufficient watering from the underground springs and humid air such that additional watering is both unnecessary and potentially damaging. We ask that all residents **DO NOT** water their lawns as over-watering can cause Tall Fescue to develop diseases and our maintenance plan and mowing schedule is based on the water supply available naturally.

Edging:

Our landscape plan includes edging lawn around hard surfaces such as sidewalks and driveways. Edging will be performed concurrently with the mowing schedule.

Communication:

Liberty Park at Andrews will create a mowing schedule consistent with the mowing guidelines provided above. The mowing schedule will be communicated to each neighborhood to allow residents sufficient time to clean their yard of items that could impede mowing. Any changes to the mowing schedule will be communicated as soon as they are realized.

Expectations for landscaping will be provided to residents before the landscaping season begins. An internal assessment of performance will be conducted by Liberty Park at Andrews at the end of each landscaping season and made available to residents for review.

7. B. HOME DECORATING & YARD MAINTENANCE

Liberty Park at Andrews will clean, perform maintenance and paint each home with a standard paint scheme prior to a new family moving in. Residents may wish to add customized accents to make their house feel more like home. While Liberty Park at Andrews supports such projects, it requires Residents to secure authorization for alterations from the Community Director prior to work being performed and to ensure that potential health and safety hazards are prevented. Authorization is intended to alleviate concern for restoration charges that could be assessed. Alterations include paint, wallpaper, borders, ceiling fans, structural changes, and remodeling.

- Only small nails or “J” hooks should be used for hanging items on walls;
- Limit the number of nails or wall hanging devices installed. Do not put nails or screws into wood, doorframes, metal, cement, brick or cinder block surfaces;
- Adhesive wall mirrors, corkboards, paneling, etc. are prohibited on the walls;
- Only removable shelf paper should be used in cabinets;
- Tub decals are prohibited;
- Removal of window blinds is prohibited;
- Window coverings should be attractive and are required to have a white or beige backing. Sheets, blankets, plastic, and other such items are not acceptable window coverings;
- Mops, brooms, rags, or other clutter are unsightly and may not be stored at any location in front of the house;
- The front lawns of all buildings must be kept clear of furniture, bicycles, toys, and other personal belongings;
- Trees and shrubbery are a vital and valuable part of the community, and the Resident will be liable for damages for any mutilation or defacing for which the Resident, his or her family and/or guests are responsible;
- Littering is a major cause of property deterioration. To help eliminate this problem, Residents are strongly encouraged to refrain from doing so;
- Window shades, blinds, screens, and curtain rods that are torn, bent, or damaged must be replaced immediately for esthetic appearances;
- Any expense incurred by Liberty Park at Andrews as a result of mistreatment of the residence or common areas will be assessed against the Resident. This includes the destruction of the lawn around the residence as a result of traffic on the grass areas, from children digging in the ground, etc.

All requests for alterations of any kind must be made by completing the Alteration Request and submitted to the Community Director. No alterations will be allowed for the historic homes due to the historic nature of these homes. Liberty Park at Andrews reserves the right to allow/disallow alterations.

7. C. YARD ORNAMENTS

Residents may place lawn ornaments on the lawn if the decorations are maintained and presented in a pleasing appearance and will not interfere with maintenance of the lawn. If ornaments become worn and show wear, the Community Director will issue a violation occurrence and, if not resolved within forty-eight (48) hours, the Community Director will cause the removal of the ornaments. Residents may collect any ornaments so removed from Liberty Park.

7. D. PATIO/LAWN FURNISHING & PLAYGROUND EQUIPMENT

Patio furniture should be located on the front porch or in the backyard. Lawn furnishing and playground equipment are to be located in the backyard or the side yard where no backyard exists. Furnishings and playground equipment must be maintained and presented in a pleasing appearance. The equipment must be properly assembled without defects to ensure the safety of those using it. The Resident is completely responsible for the supervision, safety, and maintenance of the equipment. Upon move-out, the Resident is responsible for any lawn areas damaged due to installation, removal, or use of equipment.

SECTION 8: ALTERATIONS / ADDITIONS

Residents are not permitted to make any alterations or additions to the residences or grounds without prior written approval from Liberty Park at Andrews.

Permanent alterations to the home will not be authorized. Permanent alterations include (but are not limited to):

- Latticework;
- Plastic Sheeting;
- Non-standard fences;
- Structural Changes;
- Remodeling;
- Awnings, signs, window tenting or screen doors;
- Alterations to carports, porches, patios, or decks.
- Changes in landscape planting beds, site drainage, or hardscape features.

All equipment must be permanently retained in its original location. Unless Liberty Park at Andrews gives advance written consent in each and every instance, Residents may not install machinery, refrigeration, heating devices, air conditioning apparatus, or use any other

illumination other than electric lights. Because they are deemed hazardous to life, limb, and property, kerosene heaters are strictly forbidden to be used or brought into the homes.

All requests for temporary alterations, as well as the attaching or removing of fixtures or appliances, must be submitted in writing to Liberty Park at Andrews for approval using the Alteration Request Form which can be obtained from the Liberty Park at Andrews Leasing office.

Prior to vacating a home, the following must be completed at the Resident's expense:

- All approved temporary alterations must be removed and the residence returned to its original condition; and
- Any damages to the residence or yard area of residence must be corrected.

Residents will not be allowed to nail, screw, or bolt items onto the exterior of the residence. Additional detail regarding installation of satellite dishes is presented below. See Paragraph 7E of the Lease Agreement for more details.

8. A. FENCING

The Community Director must approve fence sketches prior to installation. Sketches can be turned in for review at the Liberty Park at Andrews Leasing Office, 2097 San Antonio Blvd. Please do not assume that every fence request will be approved. There are some circumstances where erecting a fence would be inappropriate because of fire lane and neighbor easement concerns. You may erect a fence only after receiving an approved request form signed by the Community Director. The contractor **MUST** comply with the following specifications to construct fencing:

- Black vinyl chain link fence, 9 gauge.
- Fence height will be 48 inches.
- A gate must be provided. For multi-units, gates will be located in the rear of the enclosed yard.
- Fences may only be erected in the rear of the home and will not exceed the width of the home. Fences are not permitted to be visible from the front of the home and may extend no more than 50 ft. behind the home.
- No fences will be placed in the front yard.

Procedure

The Community Director will review the proposed drawing for fence installation provided to you by your professional fencing contractor. Adjustments may be made to ensure compliance with Liberty Park at Andrews policies and standards for fencing. Once approved, a dig permit fee is due by check or money order to process the clearance of all utilities. See Attached

Appendix B, Schedule of Charges for the dig permit fee. The payment must be processed at the Liberty Park at Andrews Leasing Office, 2097 San Antonio Blvd.

After approval, proof of payment (receipt) and the request form will be forwarded to the Liberty Park Maintenance Office.

The Maintenance Office will coordinate the clearance with Miss Utility, Electric, Plumbing and Base COM Contractors. Times may vary for contractors to provide clearance; however, it is normally a seven (7) to ten (10) business day turn-around for clearance. The Maintenance Office will contact you when complete. Please ensure you have listed a contact number and/or email address on the clearance form.

8. B. ANTENNAS / SATELLITE DISHES

While external television and radio antennas are not permitted, satellite systems will be allowed. However, only one satellite dish is allowed per residence. Satellite dishes must be four feet in width or less to be approved for installation. In order to ensure installation does not damage homes or detract from the appearance of the homes or the community, *approval of the system and installation must be given by the Community Director.*

Satellite dishes may be mounted on a separate pole in the backyard or on a pole on the side/back of the home. Dishes may not be mounted directly on homes, including the roof, false chimney, vent pipe, or attached to any part of the gutter or fence. The satellite dish and its supports must be constructed of rust proof materials and placed away from any electrical power lines.

All cables serving a ground-mounted satellite dish antenna must be buried a minimum of 2" below the surface, up to a point of 1' from where the cable enters the house. A small hole may be drilled in the foundation to allow entry into the house. Prior to the installation of the ground-mounted satellite dish antenna, Liberty Park will arrange for all utility service lines to be located and marked, i.e., gas, water, sewer, telephone, etc. and excavation permit. Upon completion the Resident will be notified that he or she may proceed.

All interior cables must be internalized within the wall cavities and/or located in attics, crawl spaces or basements and properly secured. Exposed lines are not allowed. Satellite systems may not connect into the home's cable television system. Television antennas are prohibited.

Satellite dishes must be removed prior to move-out and any damage resulting from the installation must be repaired. Residents are liable for any damage or injury caused by the satellite dishes.

Procedure

All requests for satellite installation must be made by completing the Alteration Request Form and submitting to the Community Director. Once approved, a dig permit fee is due by check or money order to process the clearance of all utilities. See Attached Appendix B, Schedule of Charges for the dig permit fee. The payment must be processed at the Liberty Park at Andrews Leasing Office, 2097 San Antonio Blvd.

After approval, proof of payment (receipt) and the request form will be forwarded to the Liberty Park Maintenance Office.

The Maintenance Office will coordinate the clearance with Miss Utility, Electric, Plumbing and Base COM Contractors. Times may vary for contractors to provide clearance; however, it is normally a seven (7) to ten (10) business day turn-around for clearance. The Maintenance Office will contact you when complete. Please ensure you have listed a contact number and/or email address on the clearance form.

All Satellite dishes must be removed by the resident when the resident vacates the home. The resident will be charged a removal fee for each satellite dish not removed prior to vacating the unit. See Attached Appendix B, Schedule of Charges for the fee.

8. C. ADDITIONAL LOCKS

Residents requesting that locks be changed should contact the Liberty Park at Andrews Leasing office. Residents must pay for the lock changing service unless a copy of Security Forces blotter is provided indicating the Resident's safety is at risk.

- Chain locks, flip locks, cypher locks, barrel bolts, surface bolts, safety hasp or other type security door guard will not be permitted unless requested and approved in advance in writing by the Community Director.
- Residents needing assistance due to lock out should contact Liberty Park at Andrews Maintenance during regular operating hours. After regular hours, the call center will page the appropriate person. See Attached Appendix B, Schedule of Charges for the after-hours lock out fee.
- Residents will not change locks or lock cylinders.
- Residents will be charged for repair or the replacement of the locks in violation of this policy.

8. D. POOLS

Small wading pools that allow not more than eighteen (18) inches of water and are no larger than eight (8) feet in diameter are permitted. An adult (18 years or older) must be present to supervise pool use, and pools must be drained each evening by emptying the water so that the water drains away from the home. Pools are not to be utilized in the front of the residence; they must be placed in the back of the residence or on the side of the residence if there is no backyard. Pools **must** be located in a fenced-in area.

Occupants assume all liability and lawn will be restored to original condition when pool is removed.

8. E. TRAMPOLINES

Safety of all residents and their guests is of utmost importance. Trampolines must be pre-approved in writing by Landlord before being installed. Proof of renters insurance with a minimum of \$100,000 liability with no trampoline exclusion is required. Trampolines *must* be placed within the confines of the fenced backyard and *must* include netting around the equipment.

8. F. PATIO/LAWN FURNISHING & PLAYGROUND EQUIPMENT

Patio furniture should be located on the front porch or in the back yard. Lawn furnishing and playground equipment are to be located in the backyard or the side yard where no backyard exists. Furnishings and playground equipment must be maintained and presented in a pleasing appearance. The equipment must be properly assembled without defects to ensure the safety of those using it. The Resident is completely responsible for the supervision, safety, and maintenance of the equipment. Upon move-out, the Resident is responsible for any lawn areas damaged due to installation, removal, or use of equipment.

8. G. STORAGE

Residents whose homes do not already have a shed are permitted to install one (1) shed.

Liberty Park at Andrews approval for the placement of sheds or utility structures must be obtained at the Liberty Park Leasing Office prior to installation. Residents are required to get a utility clearance from Liberty Park at Andrews before installing storage sheds to prevent placing the sheds over utility lines. See Attached Appendix B, Schedule of Charges for the dig permit fee. Shed size shall not exceed 10' x 10' x 10'. Residents are responsible for:

- Moving personally owned or rented storage sheds prior to vacating the home,
- Restoring turf to its original condition upon removal of storage shed,
- Damages to any property caused by the installation or removal of the storage shed.

Procedure

All requests for a storage shed must be made by completing the Alteration Request Form and submitting to the Community Director. Once approved, a dig permit fee is due by check or money order to process the clearance of all utilities. See Attached Appendix B, Schedule of Charges for the dig permit fee. The payment must be processed at the Liberty Park at Andrews Leasing Office, 2097 San Antonio Blvd.

After approval, proof of payment (receipt) and the request form will be forwarded to the Liberty Park Maintenance Office.

The Maintenance Office will coordinate the clearance with Miss Utility, Electric, Plumbing and Base COM Contractors. Times may vary for contractors to provide clearance; however, it is normally a seven (7) to ten (10) business day turn-around for clearance. The Maintenance Office will contact you when complete. Please ensure you have listed a contact number and/or email address on the clearance form.

8. H. SECURITY ALARMS

The installation of new security systems without the permission of Liberty is Park at Andrews is strictly prohibited. The Air Force may install and maintain security devices and communication equipment necessary in high-profile units. Liberty Park at Andrews will not prohibit the installation of a security alarm if it is a requirement.

8. I. WATERBEDS

Waterbeds are not approved for use in any home.

8. J. HOLIDAY LIGHTING & ORNAMENTS

A reasonable amount of inside/outside electrical holiday decorations can be displayed thirty (30) days prior to the holiday and removed within two weeks after the holiday. Holiday exterior lighting should only be used during the evening period between 5 p.m. – 12 a.m. Rooftop decorations are prohibited. Decoration materials must be fire resistant. Nails, spikes, building staples, or any other type of fastener that leaves permanent damage are prohibited.

- Residents may use clips or tape to install holiday lighting,
- Residents will carefully inspect and control ornamental lighting to avoid fire,
- Outside light and electrical cords must be designated for outdoor use,
- Residents will check their smoke alarms prior to using holiday decorations.

8. K. FLAGS & BANNERS

Flags of an offensive nature are prohibited. Liberty Park at Andrews, in its sole discretion, will determine if a flag is offensive. Flags must be attached to a flagpole and the flagpole must be placed into an approved flagpole bracket. Flagpole brackets may not be attached to brick, vinyl, aluminum or any other metal siding or windows. Flags must be in good condition with no fraying or visible wearing. In general, banners and signs are prohibited; however, Residents may request an exception, which will be reviewed on a case-by-case basis.

8. L. HOT TUBS / WINDOW MOUNTED AIR CONDITIONING UNITS

Hot tubs and window mounted air conditioning units are not permitted.

8. M. CARPET INSTALLATION

Carpet installation on top of an existing hard surface with tack strip, glue, double backed tape or any adhesive is strictly prohibited. Use of carpet and area rugs with non-skid pads and/or tape is permitted. This carpet must be rolled up and removed at move-out and prior to any move-out or pre- termination inspections.

SECTION 9: MOVE-OUT PROCEDURES

9. A. ABANDONMENT POLICY

Residences are considered abandoned when there is no reasonable evidence that the home is occupied. The Liberty Park at Andrews Community Director will determine if the unit is abandoned and will advise the Air Force of this determination. If an abandoned unit is reclaimed, the Resident will be responsible for the cost of damages above and beyond normal wear and tear, cleaning, and unpaid charges and rent due. The Resident will be notified prior to Liberty Park at Andrews availing themselves of other remedies. Liberty Park at Andrews will not be responsible for belongings that are left in an abandoned unit and identified by the Community Director as items to be discarded. See Paragraph 10.I (3) Termination by Owner for more details.

9. B. MOVE-OUT INSPECTIONS

A written 30-Day Notice of move-out must be provided to the Liberty Park at Andrews Leasing office in accordance with the Tenant Lease Agreement.

Upon receipt of the above information, the Liberty Park at Andrews office will provide the Resident with written instructions on minimum standards of cleanliness and conditions that are required. Attached hereto is Appendix A that details these minimum standards.

Liberty Park at Andrews will schedule a pre-move-out inspection and final inspection within five (5) days upon receipt of the Notice to Vacate form. The purpose of the inspection is to make the Resident aware of any items that may not meet standards prior to moving such that the Resident might take appropriate action to remediate such deficiencies. Resident may attend the pre-move out inspection, elect to have a representative attend the pre-move out inspection, and/or may elect to bring a representative from the MHO. The Move-In/Move-Out Inspection Form will be referenced when performing the move-out inspection. Charges will be assessed for any items that are determined to be beyond normal wear and tear in accordance with the attached schedule of charges (Appendix B). The Resident will be made aware of the amount of charges associated with whatever deficiencies are noted, and ultimately the Resident will be assessed these charges if damages are not satisfactorily repaired.

A Final Move-Out Inspection will be completed the date of move out, or within (2) business days after the date Landlord has knowledge Resident has vacated the Premises. Resident is encouraged to accompany the Community Management Office representative during both inspections. Final inspections are conducted after all furniture is removed, the house is cleaned, and the resident is ready to return the keys. If documented damages caused by the Resident and as noted in the pre-move-out inspection are not repaired, the Resident will need to ensure that any damages are fixed that day, or the Resident will pay for those damages by debit card or money order prior to leaving the base. Any itemized damage(s) shall be photographed or documented. Final clearance will not be given until all invoices for damages and repair are paid in full.

In the event there is a need to change move-out dates, the Resident will notify the Liberty Park at Andrews Leasing Office as soon as is practicable so that the Final Inspection can be rescheduled.

In the event Tenant and Landlord are unable to agree on a mutually agreed to time to conduct the final move-out inspection of the Premises with the Tenant or Tenant's representative present, the Tenant shall be represented at the move-out inspection by a representative from the servicing Military Housing Office and the Tenant shall be deemed to have accepted the Move-In/Move-Out Inspection Form completed by the Owner.

SECTION 10: RESPONSIBILITIES & SUPERVISION OF MINOR CHILDREN

10. A. BICYCLES, SCOOTERS AND ROLLERBLADES

To promote a pleasing property appearance, all bicycles are to be stored in the designated storage area or in the garage. If the bicycle is stored outside, it is to be chained to a permanent fixture. Bicycles, scooters, or tricycles are not to be left on sidewalks, in driveways or on the grass areas around the residence.

Other toys and play equipment may be placed on the grounds in the yard of the residence. Written permission to place swings, sandboxes, playhouses, and the like must be secured from the Liberty Park at Andrews prior to placement or installation.

Policing the grounds around the house is the responsibility of the parent or guardian. Maintaining a neat appearance is the community goal.

10. B. CHILDREN AT HOME POLICY

Residents are responsible for the monitoring, care and safety of children living on base. Under no circumstances will children under the age of ten (10) living on the Base be left unattended in the residence at any time. Children under the age of six (6) will not be permitted on grounds or on any public area or playground without adult supervision or the presence of a licensed childcare provider. Supervision is defined as being under the care of an adult or licensed childcare provider within the home or in the immediate vicinity of the person supervising, not to exceed visual contact and/or forty (40) feet, whichever is less.

Every Resident of the community is responsible for reporting any suspected neglect or child abuse or known violations of the "Children at Home" policy to Security Forces and to Liberty Park at Andrews. Security Forces will respond to the reported violation of this policy and will remand the child/children to the care of Children and Youth Support staff on the Base. This policy will be strictly enforced. Residents or guardians who knowingly allow their child/children to remain in the home unsupervised or who fail to prevent child abuse are subject to disciplinary actions, civilian prosecution and/or termination of their Tenant Lease Agreement.

In accordance with Joint Base Andrews Instruction 21-206, Law Enforcement, all juveniles are restricted to their quarters, yard and the area surrounding their quarters not to exceed 75 feet. Curfew hours are:

Sunday through Thursday - 10 p.m. – 5:00 a.m.

Friday, Saturday & Federal Holidays – 12:00 a.m. – 5:00 a.m.

For children aged twelve (12) – seventeen (17), it is the parent's responsibility to determine the level of maturity necessary to be allowed "Latch Key" privileges. Latch Key is defined as authorized to be in the home alone or in the presence of other juvenile family members, not to exceed five (5) children for a period of not more than nine (9) hours during the day and/or evening, between school and their parents return from duty for the day. Authorization for this

shall be requested in writing and will be maintained within the family's residence file. The family is also required to have a Plan of Action maintained in the file.

The family shall be responsible for keys to the home and acknowledge that Liberty Park at Andrews shall not be responsible for providing entry to the unit in the event the responsible juvenile forgets/loses their key to the unit unless authorized in the plan of action. There will be no charge to open the door during normal office hours so long as it is not of a repetitive nature.

10. C. KEY AUTHORIZATION / POLICY

One key will be issued to all members of the family listed on the Housing Agreement aged eighteen (18) and over or designated latch key children. Exceptions to this policy may be made on a case-by-case basis.

In the event that keys are lost, locks will be changed at the request of an adult member of the household at the actual cost of labor and materials.

Only adult members (over eighteen) will be issued a mailbox key. Should these mailbox keys be lost, they will need to be replaced at the actual cost of replacement. All mailbox keys must be purchased at the Post Office and these charges are subject to periodic change, with proper notice.

Replacement keys will be issued at the replacement cost to adult members of the household. There will be no charge to open the door during normal office hours so long as it is not of a repetitive nature. Refer to Appendix B: Schedule of Charges for the cost of after-hours lockouts. LPA Maintenance will not open the door for any person under the age of eighteen (18) who is locked out unless there is a recorded parental plan of action in the Resident's housing file authorizing the entry. Exceptions will be dealt with on a case-by-case basis.

10. D. PROHIBITED PLAY AREAS

Children are prohibited from playing on or near the following:

- Buildings under construction and or any construction site, whether or not work is in progress,
- Any unoccupied building, surrounding yard or structure,
- Any trees, shrubs or plantings in public areas that will cause damage to the landscaped areas,
- Any equipment owned by contractor or government, including but not limited to mowers, construction equipment or trailers, maintenance trucks etc.,
- Any drainage ditches or culverts.

Parents or guardians will be held responsible for any damages or injuries resulting from violation of this policy and/or any rescue, if necessary.

10. E. SUPERVISION LEVELS

Parents are responsible for the conduct of their children and/or dependents at all times. They assume liability for any charges caused by the unlawful or negligent conduct of their children, dependents, and any visitors to their home.

This policy applies to all Residents and their family members and is designed to ensure that all family members and agencies cooperate to produce an environment that promotes the safety of the children with Liberty Park at Andrews. This policy also applies to any civilian personnel who may be present during the performance of official childcare duties and who are registered with the Child and Youth Services on the base.

At no time may a child under the age of fifteen (15) be left home alone **overnight** without a parent being able to check on them via telephone.

SECTION 11: MISCELLANEOUS

11. A. BASKETBALL BACKBOARDS

Rules for basketball backboards are as follows:

- Only portable basketball backboards may be positioned alongside driveways.
- Backboards will not be placed in common area parking lots.
- Backboards that block access for trash collection, or mowing, will result in that service not being provided to the residence on the first occurrence. Any subsequent occurrence will result in the household being requested to relocate the basketball apparatus interfering with the services. On the third occurrence Liberty Park at Andrews will require the permanent removal of the basketball apparatus from that residence.

Backboards will not be located within ten (10) feet of the street or in cul-de-sacs.

11. B. BICYCLES, SKATEBOARDS, SCOOTERS, TRICYCLES, ROLLERBLADES, & PLAY EQUIPMENT

Bicycles, skateboards, scooters, tricycles, rollerblades, and other play equipment should be used responsibly. Responsible usage includes wearing a helmet, obeying traffic laws, ensuring equipment is in proper working order, and not engaging in “trick riding” (i.e., jumping curbs, riding rails, etc.). Equipment should also be properly stored in designated storage areas or garages. Proper storage of such equipment will not only lengthen its useful life but also promote a more pleasing property appearance in housing areas. While Liberty Park at Andrews encourages the use of such equipment to arrive at community centers and playgrounds, this equipment is not permitted inside or on these community amenities. Liberty Park at Andrews encourages Residents to secure such equipment to fixed objects with locks when not in use.

Written permission from Liberty Park at Andrews to place swings, sandboxes, playhouses, and the like must be procured from the Liberty Park Leasing office prior to placement or installation. Policing the grounds around homes is the responsibility of the parent or guardian. Maintaining a neat appearance is a primary community goal.

11. C. CRIME, VANDALISM, & COMMUNITY SAFETY

It is expected that the residents living in Liberty Park will abide by the rules and regulations related to the individual neighborhoods and public areas on base. These rules and regulations are basic in nature and are intended to provide the residents with peaceful enjoyment of the area surrounding their home.

Resident involvement and awareness of personal safety are always the most effective deterrents to crime and vandalism.

11. D. FIREWORKS

Fireworks are strictly prohibited.

11. E. GARAGE /YARD SALES

Subject to Liberty Park at Andrews approval, Residents may hold yard and garage sales in the housing area subject to the following conditions:

- Sales transpire during daylight hours,
- Sales are approved for up to three (3) days,
- Signs may be displayed on the day(s) of the sale,
- Items and signs are removed when the sale is over,
- Liberty Park at Andrews is not liable for any misconduct, negligence or other offenses as a result of a garage/yard sale,
- Resident is responsible for any damage that may result from a garage/yard sale,
- Residents are limited to one garage/yard sale every nine (9) months.

SECTION 12: PEST CONTROL

Tenant is responsible for controlling and eliminating household pests including but not limited to fleas, ticks, bed bugs, roaches, silverfish, ants, crickets, and rodents during occupancy. If you are experiencing a pest problem and are unable to resolve the problem with household resources. i.e., glue traps, mouse traps, wasp spray, etc., you can contact the Liberty Park Maintenance office and the staff will assess the situation and contact a commercial pest control company, if necessary. Due to liability issues, you are not authorized to contract with a commercial pest control company.

Should a family member have a medical condition that would be aggravated by commercially applied pest control products, please notify Liberty Park Maintenance immediately. Liberty Park Maintenance will ensure that any pest control applications requested during occupancy will be sensitive to the family's needs. The Liberty Park Maintenance office maintains a log for each residence indicating when the premises were last treated and with what chemicals. This information will be provided upon request.

Residents must promptly notify Liberty Park of any known or suspected bed bug infestation or presence in the dwelling, or in any clothing, furniture, or personal property. Residents must notify Liberty Park of any recurring or unexplained bites, stings, irritations, sores of the skin or body which are believed to be caused by bed bugs, or by any condition or pest believed to be in the dwelling. Liberty Park must be notified if Tenant discovers any condition or evidence that might indicate the presence or infestation of bed bugs, or of any confirmation of bed bugs presence by a licensed pest control professional or other authoritative source.

Residents must allow Liberty Park and our pest control agents access to the dwelling at reasonable times to inspect for or treat bed bugs as allowed by law. Resident and family members, occupants, guests, and invitees must cooperate and will not interfere with inspections or treatments. Liberty Park can inspect and treat adjacent or neighboring dwellings to the infestation even if the dwellings are not the source or cause of the known infestation. Residents must follow all directions from Liberty Park or our agents to clean and treat dwelling(s) that are infested. If Resident fails to cooperate with Liberty Park, Resident will be considered in default, and Liberty Park will have the right to terminate the Tenant Lease Agreement.

Residents are responsible for and must, at residents own expense, have personal property, furniture, clothing, and possessions treated according to accepted treatment methods established by a licensed pest control firm approved by Liberty Park.

SECTION 13: RENTERS INSURANCE

Neither the Owner nor the Government has or shall have any liability whatsoever for any loss or damage to Resident's personal property or leasehold improvements. Landlord requires all residents to purchase and maintain a renter's insurance policy throughout their residency at Liberty Park at Andrews. See Community Specific Addenda for more details.

Residents are strongly encouraged to obtain Renters Insurance up to the total value of their personal property.

SECTION 14: SECURITY DEPOSITS

Tenant may be required to pay a security deposit, if any, as more particularly set forth on Schedule 1. Owner shall hold such security deposit in accordance with the terms in the Community Specific Addendum.

SECTION 15: COMMERCIAL ENTERPRISES

Liberty Park at Andrews Housing Management promotes limited home businesses and commercial activities in the home for military families. Those are defined as business enterprises conducted for profit by families assigned to Liberty Park at Andrews housing. Those businesses include the sale of products, minor repairs, service or small items, incidental service, limited manufacturing, or tutoring.

All local, state, and federal laws, regulations and licensing requirements will be considered before permission is granted to conduct a business from a home. Businesses that adversely affect the tranquility or safety of the community will not be permitted. Businesses will not duplicate the sale of merchandise and services readily available through the Command's officially sanctioned commerce (the Base Exchange). The resident will not be able to place any type of sign or awning on the home in order to promote their business.

To operate a home business, other than in-home childcare, the following conditions apply:

- Residents must have written permission from Liberty Park: an approved Application for Home-Based Small Business,
- Approval for home-based businesses is valid for one year,
- A letter to Liberty Park at Andrews should be submitted to renew approval.

Solicitation, fund raising, scout activities, school sales, etc. will require the approval of the Installation Commander requested through Public Affairs.

SECTION 16: MOLD

Molds are a normal presence in outdoor and indoor air. When building materials have become moist or water-damaged due to excessive humidity, chronic leaks, condensation, water- infiltration or flooding, molds may grow and become apparent as visible discoloration of surfaces or through the detection of "musty" odors. Helpful information on prevention of mold growth is provided in the below "Resident Tip Sheet on Mold".

Any visual mold growth must be immediately reported to Liberty Park Maintenance office and properly remediated.

RESIDENT TIP SHEET ON MOLD

Resident is responsible for: (5) Maintaining the Premises in such a manner as to prevent accumulation of moisture and the growth of mold and promptly reporting any water leak, intrusion, or visible mold, mildew, or water damage to ceilings, floors, cabinets, or walls.

Resident can help minimize mold growth in their home by taking the following actions:

- **Open windows.** Proper ventilation is essential.
- **Close windows when it is rainy weather or damp conditions exist.**
- **Maintain temperature between 70° and 72°F at all times, even while on extended vacations. Please do not leave the fan set to “on” and do not turn off the system.**
- **Clean and dust residence on a regular basis.** Regular vacuuming, mopping and use of environmentally safe household cleaners are important to remove household dirt and debris that contribute to mold growth.
- **Periodically clean and dry walls and floors around sinks, bathtub, shower, toilets, windows, and patio doors using a common household disinfecting cleaner.**
- **On a regular basis, wipe down and dry areas where moisture sometimes accumulates, like countertops, windowsills, and windows.**
- **Use pre-installed bathroom fan when bathing or showering.**
- **Use exhaust fans in your kitchen when cooking.**
- **Dry up any excess water immediately.**
- **Do not overfill closets or storage areas – ventilation is important in these spaces.**
- **Do not allow damp or moist stacks of clothes or other cloth materials to lie in piles for an extended period of time.**
- **IMMEDIATELY report to the Liberty Park Maintenance office any evidence of a water leak or excessive moisture in your house, storage room, garage, or any common area.**
- **IMMEDIATELY report to the Liberty Park Maintenance office any evidence of mold growth that cannot be removed by simply applying a common household cleaner and wiping the area.**
- **IMMEDIATELY report to the Liberty Park Maintenance office any failure or malfunction with your heating, ventilation, air-conditioning system, or laundry system.** Do not block or cover any of the heating, ventilation, or air-conditioning ducts in your residence.
- **IMMEDIATELY report to the Liberty Park Maintenance office any inoperable windows or doors.**
- **IMMEDIATELY report to the Liberty Park Maintenance office any musty odors that you notice in your residence.**

*****Residents may be held liable for damage resulting from the failure to immediately report any of the above conditions.**

SECTION 17: LEAD BASED PAINT

17. A. LEAD BASED PAINT GENERAL

Health research has revealed that lead, when swallowed or inhaled, can be harmful to human beings. It can be especially harmful to small children, pregnant women, men and women during their reproductive years, and people with hypertension.

The lead hazards in buildings come primarily from the past use of lead-based paint (hereinafter referred to as LBP). The mere presence of LBP, however, does not constitute a hazard. The risk of adverse human health effects depends on the paint's location and condition and on the way occupants use the building. If circumstances are such that people, especially children, may inhale or ingest lead, then a hazard is present. Public Law 102-550 (Federal "Title X") defines lead-based paint hazard as "any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces and chewable surfaces that would result in adverse human health effects as established by the appropriate federal agency."

Buildings built prior to 1978 have a higher likelihood of containing lead-based paint than those constructed after 1978. If the lead-based paint is in poor condition, hazards from dust and debris are more likely. Abrasive action on lead-based painted surfaces can create lead-contaminated dust in a building. Floors, windowsills, and wells post the greatest concern for LBP hazards because lead dust settles on to horizontal surfaces. Lead in bare soil outside a building can increase the lead-contaminated dust inside. Chips from exterior paint in poor condition often fall into the surrounding soil. This contaminated soil can then be brought indoors by foot traffic. Children frequently contact lead-contaminated dust and soil because they play indoors on the floor and outdoors on the ground.

17. B. CLEANING A HOME WITH LBP PRESENT

AREAS OF CONCERN:

Encapsulated Lead-based paint is not considered a hazard. However, if you have children six years old or younger, you should be concerned about lead-based paint in the following locations:

- Paint on surfaces that rub together, such as windows or door casements. Friction or impact on these surfaces can generate small lead chips and lead dust.
- Paint on surfaces that small children can chew on and are accessible to them, such as windowsills.

Lead-based paint is often present on the following surfaces:

- Window sashes, frames, and sills,
- Doors and doorframes,

- Stairs, railings, and banisters,
- Woodwork, molding, and baseboards.

RECOMMENDED CLEANING PROCEDURES:

- Clean floors, baseboards, window troughs, windowsills, and other hard surfaces on a weekly basis. Use a good detergent or a high-phosphate (5-9%) cleaning solution made from a dishwasher detergent or the TSP cleaning solution. Wearing gloves will aid in avoiding possible skin irritation.
- Do not use the same mops, sponges, or rags for other cleaning jobs; you could spread the dust. Wrap used cleaning materials in a plastic bag and dispose of in your household trash.
- Do not use your household vacuum cleaner to remove dust from these surfaces. Lead dust will pass through the filters in your household vacuum and become airborne. Special vacuum cleaners with highly efficient filters are available at many retail establishments. These vacuums are called high efficiency particulate air (HEPA) vacuums.

SECTION 18: COMMUNITY AMENITIES

18. A. WELCOME CENTER PATIO

The Welcome Center Patio is available for resident rental. The Patio may be utilized by residents for private parties or on a first come first served basis.

- **See Appendix A for Resident Welcome Center Patio Agreement**

***Reservation of the Patio does not include the pool or the Liberty Room**

18. B. DOG PARKS

There are three Dog Parks located on (1) Tuskegee Avenue about a block north of San Antonio Blvd, (2) on the corner of West Perimeter and Yuma Road and (3) on Washington Drive. Rules and Regulations are posted for the safety and enjoyment of all residents and pets. Dog waste stations and trash cans have been provided for your convenience. Residents are responsible for disposing of pet waste both inside and outside the Dog Parks.

18. C. FACILITY ACCESS CARD

The Facility Access Card will allow you entry to the Fitness Center on a 24hour 7day a week basis. The card also allows use during hours of operation to the Resident Swimming Pool. **Residents will be charged a replacement fee if the Facility Access Card is lost or stolen.** See Attached Appendix B, Schedule of Charges for the fee.

- **See Appendix E for Facility Access Card Agreement**

18. D. FITNESS CENTER

The Fitness Center is located at the Welcome Center – 2097 San Antonio Blvd. As a courtesy a Children’s room is adjacent to the Fitness Center.

- Persons under eighteen (18) years of age must be accompanied by a parent or legal guardian.
- All guests must be accompanied by the resident at all times. Limit 2 guests per household.
- **NO** food allowed in the Fitness Room
- **NO** glass in the Fitness Room
- If others are waiting, please limit your time on equipment to 30 minutes.
- No slamming of weights. Place weights back on the rack after use.
- Equipment **MUST** be wiped down and sanitized after use.
- **USE** of equipment is at your own risk.
- Management is not responsible for lost or stolen items.
- Failure to comply with rules may result in suspension or termination of Fitness Center privileges.
- Management reserves the right to refuse use of the room at any time.

Management assumes no Liability for injuries or accidents that may occur.

18. E. CHILDREN’S ROOM

The Children’s Room is adjacent to the Fitness Center, so that your children can play while you exercise.

- For Resident’s using the Fitness Center **ONLY**.
- **NO** children over the age of 12 permitted.
- Parents are responsible for children at all times.
- Parents may **NOT** leave children unattended.
- **NO** food allowed in the Children’s Room.
- Return toys and books to designated areas before leaving.
- Toys **MUST** be sanitized after usage.
- Management reserves the right to refuse use of the room at any time.

Management assumes no Liability for injuries or accidents that may occur.

F. LIBERTY ROOM

The Liberty Room is available for resident rental. The Liberty Room may be utilized by residents for private parties, small conferences, or workshops.

See Appendix F for “The Liberty Room” Rental Agreement and Rules

18. G. SWIMMING POOL RULES AND USAGE

Swim Season: Memorial Day weekend to Labor Day weekend

Pool Hours: 11am to 8 pm, Monday, Wednesday through Sunday (Closed Tuesday)

The Lifeguards and Management have the authority to enforce more stringent rules than those listed here to ensure the health, safety, and comfort of all participants. Participants not abiding by these rules may be asked to leave the facility and may also be subject to suspension or termination of facility privileges.

Identification of Residents

All residents and guests 18 years of age or older must provide a valid Liberty Park Facilities Pass or a valid Guest Pass to gain entry to the pool. Dependents under the age of 18 will be listed on an Adult pass. Only those on the pass will be permitted.

Resident’s account **MUST** be in good standing for access to the pool.

There is a charge for replacement for lost/stolen passes.

See Attached Appendix B, Schedule of Charges for the fee.

Guest Passes

Passes are available for purchase at the Welcome Center. The cost for a Guest Pass is \$2.00 per visit. Passes will be limited to two (2) per household per visit.

Pool Closings

In addition to Prince George’s County and State of Maryland Health Code Standards, the pool will be closed for the following reasons:

- Operational and mechanical difficulties affecting pool water quality.
- Severe weather conditions (heavy rain, lightning, and thunder) and warnings, especially when visibility to the pool bottom is compromised (deck also closed).
- For a period of time following the last occurrence of thunder or lightning (deck also closed).
- For a period of time following any mishap that results in feces or vomit in the pool water.

Appropriate Behavior:

- Maryland State law reads that all swimmers **MUST** shower before entering the pool.
- Proper swim wear is required, which does **NOT** include jeans, cutoffs, or thongs.
- **NO** nudity of any kind will be permitted.
- **NO PETS** are allowed in the pool or on the pool deck.
- **NO GLASS, ALCOHOL, or TOBACCO** is permitted anywhere in the pool area. Possession of alcohol will result in immediate expulsion.
- Food is **NOT** allowed in the pool area. Non-alcoholic drinks in non-glass containers are permitted.
- Audio equipment must be used with personal headphones on the pool deck and in locker room areas.
- Inappropriate behavior such as profanity, running, pushing, wrestling, excessive splashing, standing, or sitting on shoulders, or spitting in the water is **NOT** allowed and may result in expulsion from the pool area.
- Persons appearing intoxicated will **NOT** be allowed entry to the pool.
- Children, ages five and older, **MUST** use their gender appropriate changing room.
- Private parties cannot be accommodated.
- Swim aides, floatable objects and pool toys will be allowed at the Lifeguard's or Management's discretion.
- All children who are not toilet trained **MUST** wear approved swimmer's diapers while in the pool.
- Persons wearing bandages and/or with skin abrasions, colds, inflamed eyes, open wounds, or other types of possibly contagious infections shall be prohibited from entering the pool.

Health and Safety

- **DIVING IS NOT PERMITTED**
- Sunbathing is not permitted on a chair, chaise lounge or towel within 6 feet from the edge of the pool.
- Fifteen (15) minutes of each hour will be required rest for all swimmers under 16 years of age. During this time, an adult may accompany one preschool or infant child at a time in the pool. Children over 6 exiting the pool may not go into the baby pool at this time – The baby pool is for children 6 and under.
- All children 4 years of age or younger **MUST** be supervised by an adult (18 years of age or older) within arm's length at all times when on the pool deck or in the pool.
- All children regardless of age using inflatable armbands (i.e., water wings) or any approved Coast Guard flotation device **MUST** be supervised one-on-one by an adult who is in the

water and within arm's length of the child.

- Children 13 years or under MUST be directly supervised by a responsible individual age 18 years or older.

Our Lifeguards' job is pool safety – Parents are responsible for their children's whereabouts and conduct. It is the parents' responsibility to ensure that their children understand and follow the rules.

Dismissal and Suspension Policy

For violation of Pool Rules and Regulations

1. First Offense:

- Verbal Warning from lifeguard
- The second verbal warning that day will be followed up with a notation of name and incident into "disciplinary problem" log.
- The third distraction of the lifeguards' attention from the pool is cause for Residents and or dependents to be dismissed from the pool for the remainder of the day. A letter will be sent to the home to advise them of the reason for dismissal.

2. Second Offense:

- Verbal warning from lifeguard
- Second verbal warning that day will be followed up by the second notation of name and incident into "disciplinary problem" log.
- The third distraction of the lifeguards' attention from the pool is now cause for Resident and /or dependents to be dismissed from the pool for 5 days. A certified letter will be sent to the home to advise them of this second offense, causing the 5-day suspension of pool privileges.

3. Third Offense:

- Verbal warning from lifeguard
- Second verbal warning that day will be followed up by third notation of name and incidence into "disciplinary problem" log
- Third and final offense is now cause for Resident and/or dependents to be suspended for the remainder of the season. A certified letter will be sent to the home to advise them of this third offense, causing the suspension of pool privileges for the remainder of the season.

**Management reserves the right to deny usage of the pool to anyone at any time.
Management assumes no responsibility for accidents or injuries that may occur.**

APPENDIX A: MOVE-OUT CHECKLIST

This information is being provided to assist you in completing your final inspection with the least amount of difficulty. The inspector has approximately thirty (30) minutes to complete your inspection, please be prepared as there will only be one inspection. The inspector will collect your keys, garage remotes, Facility Access Passes, and any Parking Passes. Completion of all minimum cleaning standards is the responsibility of the occupant even if it was listed as a deficiency on the assignment check-in sheets. If damage has occurred, call Liberty Park Leasing office for assessment.

Interior Minimum Cleaning Standards		
Description	yes	no
Walls & Ceilings Remove all dirt, cobwebs, crayon and pencil marks, food, etc., from walls. Remove all nails and hooks.		
Floors & Carpet Broom cleaned & mopped all non-carpeted areas. Carpets vacuumed, all stains treated and carpet shampooed.		
Doors Remove all dirt and stains on both sides.		
Light Fixtures Clean and ensure all bulbs are operable.		
Cabinets, Closets, Drawers, & Shades Remove all tape, staples, and tacks. Remove all food particles, trash, and personal items.		
Refrigerator/Freezer & Dishwasher Remove all food particles. Clean interior and exterior surfaces.		
Range and Range Hood Remove all burned/crusted-on food and grease from accessible surfaces. Clean/degrease range hood.		
Sinks, Toilets, Tubs/Shower Remove dirt and soap residue from all surfaces and fixtures.		
Windows Clean glass inside and out. Wipe clean sill and tracks.		
Laundry Room Broom swept and cleaned of debris and spider webs.		

Exterior Minimum Cleaning Standards		
Description	yes	no
Remove all trash and animal waste from yard.		
Clean debris from window wells.		
Sweep and clear all debris in carports, patios, balconies, porches, steps, and walks.		
Remove oil spots from driveway and sidewalks.		
Wash out trash and recycling containers.		
Remove and properly dispose of Satellite Dish Equipment		
Storage Rooms/Sheds: Remove spider webs, nails, hooks, sweep, and remove any privately owned or unserviceable shelving from rooms/sheds.		

Garage Minimum Cleaning Standards		
Description	yes	no
Remove hooks, nails, and sweep out debris/dirt.		
Remove spider webs.		
Broom sweep the garage door.		
Remove all oil from floor.		

Resident Responsibilities

Residents need to take a “prudent home-owner” approach to minor maintenance requirements to clear their homes. Based on this concept, the self-help requirements to clear your home are listed below:

EXTERIOR AND GROUNDS

- Remove excessive dirt, mud, chalk, crayon, oil, grease or other substances off siding, sidewalks, patio slabs, driveways, and garages.
- Clean mud spots, chalk, pencil, or crayon marks.
- Remove all trash and leaves from under porches, window wells, stairs, porches, stairwells, and grounds adjacent to the home.
- Police yard of all trash and debris. Remove all animal waste.
- Repair yard damage. Fill holes and seed bare spots caused by the family or pets.
- Remove all firewood.
- Replace all burned out porch lights.
- Replace any broken exterior light globes, covers, or fixtures. Residents need to try to match existing globes or hardware, if they are unable, they need to contact Liberty Park Maintenance office and Liberty Park will replace and charge resident accordingly.

GARAGES AND CARPORTS

- Remove all personal property and sweep out area.
- Remove all nails and hooks.
- Remove dirt, spilled paint, and grease stains from shelves and floors.
- Broom sweep garage floors.

WALLS AND CEILINGS

- Remove all nails, hooks, tape, and mollies/anchors carefully to avoid damage, greater than ¼ inch.
- Remove all marks, dirt, cobwebs, crayon, pencil marks, etc. from walls and doors.

CARPENTRY

- Refasten/replace any loose or missing coat hooks, clothes rods, and closet shelves.
- Tighten excessively loose kitchen or bathroom hardware.
- Repair or replace damaged or missing kitchen cabinet and drawer pulls and closet doorknobs. Knobs need to match existing hardware. If this is not possible, contact the office and Liberty Park will provide the hardware and charge the resident.

ELECTRICAL

- Replace broken globes on lights. Replace with fixtures of similar design and style. If this is not possible, Resident will need to contact Liberty Park maintenance office for replacement and Resident will be charged accordingly.
- Replace damaged switch and receptacle plates with plates of same design. If not possible, contact the Liberty Park maintenance office to replace and Resident will be charged accordingly.
- Ensure there is a working light bulb in each socket.

BATHROOMS

- Replace cracked, chipped, stained, and broken toilet seats caused by the Resident. Replace with fixtures of similar design and style. If not possible, contact the Liberty Park maintenance office to replace and Resident will be charged accordingly.
- Remove dirt and soap residue from showers/tubs, to include shower doors and sinks.
- Remove all sanitizers from commodes.
- Ensure there are two shelves in the medicine cabinet (if applicable).
- Repair or replace excessively loose, broken, or missing bathroom towel bars, toilet paper holders, or towel rings.

APPLIANCES

- Ensure all the shelves are in place in the refrigerator. Wipe out to remove food particles.
- Remove all burnt/crusted-on food and grease from range. Ensure all broiler pans and oven racks are in place.
- Replace range hood light if inoperative.
- Replace broken or burned-out bulbs in the range or refrigerator.
- Run the garbage disposal. Make sure it is operational. Report any malfunctions.

MISCELLANEOUS.

- Remove all personally owned property including carpets, wallpaper, yard fences, swings, etc., when preparing to clear the home.

APPENDIX B: SCHEDULE OF CHARGES

We sincerely hope you enjoyed your stay at Liberty Park at Andrews. A final inspection will be completed of your home. The charges on your account will be determined based on the move-in checklist you completed at move in. Any differences between the Move-In/Move-Out Inspection Form (with the exception of normal wear and tear) and the final inspection will be charged to your account.

IMPORTANT: The charges listed below are based on costs as of the handbook effective date. **Actual damage costs charged to your account may vary from those listed to reflect the cost in effect at the time of move out.** Actual charges will be detailed at the time of final move out.

CLEANING CHARGES

- Appliance Cleaning Starts at \$25.00
- Vinyl Floors Starts at \$25.00 per room
- Countertop. Starts at \$10.00 each
- Kitchen Cabinets and Drawers Starts at \$10.00 each
- Light Fixture Starts at \$10.00 each
- Patio/Balcony Power wash Starts at \$125.00
- Bathroom Fixtures: bathtub, tile, toilet, mirror, and cabinets Starts at \$75.00
- Windows – interior \$10.00 per window
- Carpet Stains At cost (varies depending on stain)
- Trash (home/storage/garage/patio) \$20.00 per bag/item
- Garbage and Recycling Totes \$25.00 per tote
- Odor Neutralizer Starts at \$295.00
- Ionizer Starts at \$395.00
- Duct Cleaning Starts at \$350.00

REPAIR, REPLACEMENTS, AND OTHER CHARGES

- Broken Window. Cost per window
- Contracted Plumbing repairs Starts at \$100.00
- Satellite Dish Removal. \$150.00
- Dig Permit \$100.00
- Screens Starts at \$35.00 per screen
- Smoke/CO Detector (if damaged or missing) Starts at \$35.00 per detector
- Mini Blinds Starts at \$10.00 per blind
- Lock Change \$50.00 per cylinder
- After Hours lock out charge...\$50 per incident
- Home and/or Mailbox Keys \$25.00 per key

- Garage Remote \$50 per remote
- Facility Pass \$40 per pass
- Hardwood Floor Repair Starts at \$50.00 per plank
- Odor Neutralize Flooring... Starts at \$450.00
- Seal Floor and/ or Subfloor Starts at \$5.00 per sq. yd.
- Sheet Vinyl... Starts at \$15 per patch or \$14.10 sq. yd.
- Ceramic Tile... Starts at \$35.00 per Tile
- Vinyl Plank... Starts at \$15 per plank
- Cabinet Faces/Drawers Starts at \$50 each
- Drip Pans \$25.00 per set
- Countertop Repair/Replacement Starts at \$150.00
- Bathroom Fixtures: faucet, mirror, towel bar, towel ring, doorknob, and medicine cabinet Starts at \$45.00

CARPET CHARGES

- Stain Removal/Repair Starts at \$25.00 per stain
- Steam Cleaning Starts at \$100.00
- Replacement See “Replacement Charges”

PAINT/DRYWALL CHARGES

- Full Paint Starts at \$775.00
- Partial/Touch-Up. \$445.00
- Sealing of walls Starts at \$445.00
- Drywall Repair Starts at \$25.00 per repair
- Prime and Paint Wall Starts at \$40.00 per wall

REPLACEMENT CHARGES

- All replacement costs will be charged based on the cost of actual replacement.
- Carpet is depreciated based on a five- or six-year life expectancy depending on carpet type and vinyl is depreciated based on a seven-year life expectancy.
- Damages to garages will vary and will be based on replacement/repair cost.

HOURLY CHARGES (Plus Cost of Materials Used)

- Mowing/Clean-up of Lawn in Unattended Fenced Yard Area \$40.00 hour
- Damaged Drywall, Trim, Masonry or Cabinetry Repair Work \$25.00 hour
- Furniture Removal. \$75.00 hour

NOTHING HEREIN WILL BE CONSTRUED AS A LIMITATION ON LANDLORD'S RIGHT TO PURSUE RESIDENT FOR DAMAGES NOT SPECIFICALLY LISTED HEREIN.

APPENDIX C: LEASE VIOLATION & SCHEDULE OF CHARGES

Liberty Park at Andrews personnel are obligated to enforce these regulations. Below is a list of the most frequently occurring violations for which charges will be assessed. This schedule will be periodically reviewed and changed as necessary. Any changes in the type or amount of any fee shall be effective after thirty (30) calendar days written notice of such changes to Tenants.

Schedule of Charges		
	Violation	Charges
1.	Abandoned vehicle	\$175
2.	Damaged lawn due to negligence	Actual Cost Material + Labor
3.	Dog feces removal/Labor	\$25 per hour
4.	Emergency lock out (after hours)	\$50
5.	Improper storage of toys/bicycles/carts etc.	\$25
6.	Late rent charge	\$50
7.	Mowing/edging and maintaining fenced in yards	Actual Cost for Labor
8.	Non-sufficient funds check charge	\$30
9.	Satellite dish removal and disposal	\$150
10.	Liberty Room rental fee	\$25
11.	Snow and Ice removal	\$100
12.	Stop payment fee	\$35
13.	Dig Permit fee	\$100
14.	Pet Deposit (per pet)	\$250
15.	Trampoline removal	\$150
16.	Trash, litter and/or debris in yard	\$25 per hour to clean
17.	Weed Flower Beds	\$25 per hour labor
18.	Yard Sale Sign replacement	\$65
19.	Disabling smoke and CO detectors	\$50
20.	First Towing Offense	\$175
21.	Second Towing Offense	\$175
22.	Third Towing Offense	\$175 + \$50/day storage fee

** Liberty Park at Andrews may amend these prices as required to cover the full cost of replacement & repair.*

APPENDIX D: RESIDENT WELCOME CENTER PATIO AGREEMENT

Liberty Park at Andrews Welcome Center Patio Rental Agreement

THIS AGREEMENT, executed this _____ day of _____ 20____ by and between AMC EAST COMMUNITIES LLC, DBA LIBERTY PARK AT ANDREWS (Owner) and

_____ (Resident) residing at _____
Andrews AFB, MD 20762, hereby agrees as follows:

1. USE: The Liberty Room Welcome Center Patio will be used on _____ (Date) for the following function _____. There will be approximately _____ guests. The Patio will be in use from: _____ until _____ (Time).

This includes the time for set up prior to and clean up after the event. The payment must accompany this contract before any rental date can be guaranteed. The fee is as follows: \$25.00 per rental, per four-hour block (including set up and take down).

2. INDEMNIFICATION: Resident agrees to indemnify and hold harmless the Owner against liability arising from death or injury to person or property, during the term of the Liberty Park Welcome Center Patio Agreement, caused by act or omission of the Resident, the family, guests, agents or employees of the Resident. Failure or delay in enforcing the Liberty Park Welcome Center Patio Agreement shall not be deemed negligence, fault, or misconduct on the part of the Owner.

3. LIABILITY: Resident agrees to indemnify and hold harmless the Owner against liability arising from death or injury to property, during the term of this Agreement, caused by act or omission of the Resident, the family, guests, agents, or employees of the Resident. The Owner shall not be liable for any injury, damage or loss to person or property caused by other tenants or other persons, or caused by theft, vandalism, fire, water, smoke, explosion, or other causes. Failure or delay in enforcing the Liberty Park Welcome Center Patio Agreement, or covenants of other tenants shall not be deemed negligence, fault, or misconduct on the part of the Owner.

4. ADDITIONAL COSTS: Resident will be responsible for the costs to return the Liberty Park Welcome Center Patio to the condition it was in prior to use, and the Resident will be responsible for any damage to the Liberty Park Welcome Center Patio caused by Resident, his/her family, agents, employees, or guests, in excess of ordinary wear and tear. All charges and fees due hereunder shall become rent due and payable under the terms of the lease to which the Liberty Park Welcome Center Patio Agreement has been made a part thereof. If for any reason the event does not close at the above scheduled time, additional charges will be assessed for the use at a rate of \$20.00 an hour.

The Liberty Park Welcome Center Patio is located at 2097 San Antonio Blvd., Andrews AFB, MD and is under 24/7 Video Surveillance.

Friendly Reminders

- TV remote(s) will be issued to you during your set-up time and must be returned within 24 hours following the function.
- Ensure the TV, sound system, fire pit, lights, and grills are turned off upon the conclusion of your event.
- Countertops must be wiped down, grills cleaned, and trash taken out to the dumpster located in the rear parking lot. An additional charge of \$20.00 will be assessed if not cleaned at the conclusion of your event.
- Return furniture to its original arrangement at the conclusion of your event.
- Liberty Park will **NOT** provide cleaning supplies. You **MUST** furnish cleaning supplies at your own expense in order to restore the Liberty Park Welcome Center Patio to its original condition.
- This agreement is for the use of the Liberty Park Welcome Center Patio only and **DOES NOT** include use of the pool or Liberty Room.

AGREED AND UNDERSTOOD:

Resident's Printed Name _____

Resident's Signature _____

Liberty Park Representative _____

For Office Use Only

TV Remote Picked Up: Date: ___/___/___ **TV Remote Returned: Date:** ___/___/___

Inspected by: _____

Damages: _____

The Liberty Park Welcome Center Patio is located at 2097 San Antonio Blvd., Andrews AFB, MD and is under 24/7 Video Surveillance.

APPENDIX E: FACILITY CARD AGREEMENT

Facility Access Card Agreement

The Liberty Park Facility Access card(s) gives me and my dependents listed below access to the Fitness Room on a 24/7 basis. In addition, the card(s) will also allow use of the Pool area during hours of operation. All residents and guests 18 years of age or older must provide a valid Liberty Park Facilities Pass or a valid Guest Pass to gain entry to the pool. Dependents under the age of 18 will be listed on the Adult pass.

I am aware that I will be financially responsible if I, or any of my dependents/guests, cause damage to the Facility and my access may be revoked. If any provisions of this document conflict with provisions contained in the lease and/or Community Handbook/Policy, the provisions of this document shall control. Resident Account must be in good standing prior to a Facility Access Card being issued.

***Please Note: A replacement fee will be *strictly* enforced for each Access Card that is lost/stolen as listed in Appendix B.**

Address: _____

_____	_____
Lease Holder Name	Date
_____	_____
Age/DOB	Card Access #
_____	_____
Adult Dependent	Date
_____	_____
Age/DOB	Card Access #
_____	_____
Dependent	Dependent
_____	_____
Age/DOB	Age/DOB
_____	_____
Dependent	Dependent
_____	_____
Age/DOB	Age/DOB
_____	_____
Resident Signature/Date	Liberty Park at Andrews Representative/Date

The Welcome Center located at 2097 San Antonio Blvd. Joint Base Andrews, MD is under 24/7 Video Surveillance

Appendix F: “The Liberty Room” Rental Agreement

THIS AGREEMENT, executed on this _____ day of _____ 201__ by
and between AMC EAST COMMUNITIES LLC, DBA LIBERTY PARK AT ANDREWS (Owner) and
_____(Resident) residing at _____ Joint Base Andrews,
MD 20762, hereby agrees as follows:

1. **USE:** The Liberty Room (hereinafter referred to as the “Liberty Room”) will be used on _____ (Date) for the following function_____. There will be approximately _____ guests. The Liberty Room will be in use from _____ until _____ (Time). This includes the time for set up prior to and clean up after the event. Payment must accompany this contract before any rental date can be guaranteed. The fee is as follows: \$25 per rental.

2. **INDEMNIFICATION:** Resident agrees to indemnify and hold harmless the Owner against liability arising from death or injury to person or property, during the term of the Liberty Room Agreement, caused by act or omission of the Resident, the family, guests, agents, or employees of the Resident. Failure or delay in enforcing the Liberty Room Agreement shall not be deemed negligence, fault, or misconduct on the part of the Owner.

3. **LIABILITY:** The Owner shall not be liable for any injury, damage or loss to person or property caused by other tenants or other persons, or caused by theft, vandalism, fire, water, smoke, explosion or other causes. Failure or delay in enforcing the Liberty Room Agreement, or covenants of other tenants shall not be deemed negligence, fault, or misconduct on the part of the Owner.

4. **ADDITIONAL COSTS:** Resident will be responsible for the costs to return the Liberty Room to the condition it was in prior to use, and the Resident will be responsible for any damage to the Liberty Room caused by Resident, his/her family, agents, employees, or guests, in excess of ordinary wear and tear. All charges and fees due hereunder shall become rent due and payable under the terms of the lease to which the Liberty Room Agreement has been made a part thereof. If for any reason the event does not close at the above scheduled time, additional charges will be assessed for the use of the Liberty Room and staff time at a rate of \$20.00 an hour. A \$40.00 fee for replacement of a lost or stolen Access Card to the Liberty Room will be strictly enforced.

**The Liberty Room is located at 2097 San Antonio Blvd., Joint Base Andrews, MD and is under 24/7 Video Surveillance. **

AGREED AND UNDERSTOOD:

Resident’s Printed Name _____

Resident’s Signature _____

Liberty Park Representative _____

Friendly Reminders

- A key will be issued to you during your set –up time and must be returned within 24 hours following the function.
- Vacuum/sweep entire area (including hallway, restrooms, border of carpet in great room and kitchen). A vacuum and broom are provided for your convenience.
- All kitchen countertops must be wiped down, sinks washed out, stove cleaned, refrigerator emptied, and trash taken out to the dumpster located in the rear parking lot.
- Please return the furniture to its original arrangement following the party's departure.
- Smoking is **NOT** permitted in the Liberty Room or anywhere else in the building. There are urns located near the entry / exit doors for your convenience.
- All doors **MUST** be secured.
- Liberty Park will **NOT** provide cleaning supplies. You **MUST** furnish cleaning supplies at your own expense in order to restore the Liberty Room to its original condition.
- This agreement is for the use of the Liberty Room only and **DOES NOT** include use of the pool.

Please Note: Resident agrees to indemnify and hold harmless the Owner against liability arising from death or injury to person or property, during the term of this Agreement, caused by act or omission of the Resident, the family, guests, agents, or employees of the Resident. Failure or delay in enforcing this Liberty Room Agreement shall not be deemed negligence, fault, or on the part of the Owner. The Owner shall not be liable for any injury, damage or loss to person or property caused by other tenants or other persons, or caused by theft, vandalism, fire, water, smoke, explosion, or other causes. Failure or delay in enforcing the Liberty Room Agreement, or covenants of other tenants shall not be deemed negligence, fault, or misconduct on the part of the Owner.

**The Liberty Room is located at 2097 San Antonio Blvd., Joint Base Andrews, MD and is under 24/7 Video Surveillance. **