

Welcome To Your New Home

This Housing Guide has been designed to familiarize you with all the facilities and services available within the Fairchild Air Force Base family housing community.

Enclosed are policies and procedures regarding your tenancy. We believe you will find it informative and helpful in becoming acquainted with your new home and surroundings. If, by chance, you have a particular question not covered in this handbook, please do not hesitate to contact the Community Management Office. Our management personnel are trained professionals who are committed to your satisfaction.

Sincerely,

Balfour Beatty Communities

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GENERAL INFORMATION

1. PRIVATIZATION

- a. The Air Force has entered in to a 50-year ground lease with AMC West Housing LP (Owner). AMC West Housing, LP will design, construct, own, operate and manage the housing at Fairchild Air Force Base.
- b. The goal is to provide quality, affordable housing for the service members and their families living at Fairchild Air Force Base.
- c. Balfour Beatty Communities (Landlord), in partnership with the Air Force, is proud to take care of the Fairchild Air Force Base Tenant's family housing needs.

2. MANAGEMENT OFFICE HOURS

- a. The Management Office is located at 210 E. Bong Street, Bldg 2190 and will be open Monday through Friday from 0800-1700. Our office will also be open until 1900 every Wednesday. After hours, an answering service is available to leave non-emergency messages.

3. RENTAL PAYMENT

- a. The Tenant will pay the amount of Rent specified in the Lease. Rents will be collected by payment as described in the Lease. Should the Lease term begin other than the first day of the month, Tenants will be required to make the partial month's rent payment via a money order, credit card, debit card, or personal check at the time of signing the Lease.

4. RENTER'S INSURANCE

- a. Landlord will provide personal property and liability insurance for every home leased to a Military Target Tenant upon application of the Tenant. Tenants should augment the insurance provided by Landlord to ensure that adequate coverage is provided for all personal property.
- b. An information sheet will be provided to each family describing the terms, limits, and conditions of the policy and coverage.

- c. If a loss is sustained and a claim needs to be filed, Tenants should notify the Community Management Office, by the next business day.

5. MOVE-IN

- a. Once a home has been assigned, the Tenant will be given a confirmation letter showing the house number and the move-in date so this information can be provided to the Transportation Office and the move can be scheduled.
- b. On Move-In date, the Tenant will be given a housing orientation. This will consist of an explanation of the terms of the Lease, instructions on placing a service request, an overview of the Housing Guide, and an explanation of the Property Condition Report.
- c. The Tenant will be given the option of signing a "Release to Enter" which will authorize service requests to be performed without the Tenant or a designated representative being at their home for the requested work and further agreeing to isolate any pets to a room in the home that will not be accessed by the maintenance personnel. Otherwise, a time to perform the work will be scheduled by the Community Management Office.
- d. A Community Management person will accompany the Tenants to their home, complete the Property Condition Report, provide instructions on the operation of appliances, and point out the location of thermostats, smoke detectors, range hood fire suppression system, if installed, circuit breakers/fuse boxes, and water shut-off valves.

6. USE AND RESIDENCY

- a. Only the listed Tenants shall personally use and occupy the premises and will do so solely as a private dwelling. The Tenant agrees that the number of Tenants will not exceed the number and names shown on the Lease. Tenants must notify the Community Management Office if a family increases in size due to an event such as the birth of a child, adoption of a child or addition of a recognized dependent. Community Management will update their records to reflect the correct family size.
- b. In the event that any person using the premises or visiting the same suffers any fall or other injury, such person shall report to Community Manager the date, time, place and conditions of such occurrence and the names of all persons who witnessed the same. Such report shall be given no later than the next business day after the event has occurred.

7. COMMUNITY POLICIES ENFORCEMENT

- a. By signing the Lease, Tenants have agreed to abide by its terms, including the provisions in the Housing Guide. Tenants are also required to comply with all applicable laws, regulations, policy letters and orders. Civilian Tenants who reside with Tenants are also subject to both terms of the Lease, the Housing Guide, and applicable laws and regulations while in Fairchild Air Force Base family housing. Tenants are subject to criminal prosecution for violation of applicable laws or regulations such as vandalism or theft. As a result of these violations, Fairchild Air Force Base command authorities may also deny or limit access to the Fairchild Air Force Base. These violations may also be considered a breach of the Lease, resulting in its termination.
- b. Notice of Violations
Community Management may issue notices for violations of obligations under the Lease or Housing Guide. For more serious violations, a termination of the Lease may occur without previously issuing notices of violations. Serious violations will be reported to the Installation Commander and the Tenants' chain of command if applicable.
- c. Community Management may likewise choose to issue citations and warning letters or take more serious action, depending on the severity of the violation and the number, if any, of previous violations.
- d. Community policies enforcement is as follows:
 - A Discrepancy Notice will be issued for minor violations such as failing to cut back yard, place trash in proper areas, parking violations, etc. These types of violations require correction within two (2) business days of receipt of the notice. Failure to do so will result in a formal letter of Caution.
 - A Letter of Caution will be issued for a Tenant's first major violation such as disturbing neighbors, damaging property, etc. Tenant will have two (2) business days from receipt of letter to correct the violation. Should Tenant fail to correct the violation within two (2) business days, a Letter of Warning will be issued.
 - A Letter of Warning will be issued for a Tenant's second violation of any nature. Tenant will have two (2) business days from receipt of letter to correct the violation. Should Tenant fail to correct the violation within two (2) business days, a Letter of Termination may be issued to the Tenant.
 - A Letter of Termination of Residency will be issued for a Tenant's third offense of any nature. Tenant will have thirty (30) days in which to vacate the home.

- e. Based on the nature of the incident and any other documentation contained within the Tenant's file, the Community Manager will determine the appropriate Letter of Caution, Warning or Termination of the Lease to issue.
- f. **Blatant disregard for the rules and regulations of Fairchild Air Force Base by any Tenant, regardless of the number of warnings previously received, is grounds for the termination of the Lease.**

8. MOVE-OUT

- a. Move-out will occur under the following conditions:
 - 1) At retirement or separation of the Tenant.
 - 2) At Permanent Change of Station (PCS) of the Tenant.
 - 3) As directed by the Installation Commander.
 - 4) If the Tenant becomes ineligible to remain in housing, the home will be vacated immediately.
 - 5) Tenant requests to vacate housing and move, provided their initial Lease term has been fulfilled and they have given 20 days written notice to Community Management Office.
 - 6) If prior to the expiration of their initial Lease term, the Tenant will provide twenty (20) days notice, remit rental payments through that twenty (20) day notice period and pay a fee equal to one months rent to cover the landlord's costs to re-let the home.
 - 7) Tenant qualifies for a change in housing due to a change in their military status or in the size of their family. In those cases, the Tenant may submit a new application for appropriate housing in accordance with assignment policies. The move will be at the Tenants' expense.
 - i. In the case of promotion or demotion to a different grade, the Rental amount will be adjusted to the new BAH level. Additionally, the move to a new home will be solely at the cost of the Tenant, including transportation expenses, utility reconnection fees, and cleaning or damage costs incurred by Landlord, plus a \$300 transfer fee.
 - ii. In the case of changes to the size of Tenants family, the move to a new home will be solely at the cost of the Tenant, including transportation expenses, utility reconnection fees, and cleaning or damage costs incurred by Landlord, plus a \$300 transfer fee.
- b. In these cases, the Tenant must submit a new application for appropriate housing in accordance with assignment policies. Again, the move will solely be at the Tenants'

expense. Tenant will also be required to sign a new one year/12 month lease. Since this is a new address, a new lease must be started.

c. Move-out Inspections

A minimum of twenty (20) days written notice must be provided to the Community Management Office. In addition to the notice, if the Lease is being terminated prior to the expiration, a copy of orders must accompany the notice, or termination fees may apply.

Upon receipt of the above information, Community Management will provide the Tenant with written instructions on minimum standards of cleanliness and conditions that are required when returning the home.

The Tenant may schedule a pre move-out inspection. The purpose of this inspection is to make the Tenant aware of any items that will not meet standards prior to moving. The Property Condition Report that was completed at move-in will be referenced when performing this inspection. Charges will be assessed for any visible items that are not as a result of normal wear and tear. The Tenant will be made aware of the amount of charges that will be assessed if the damages are not repaired. Any additional charges will be assessed at final move out inspection.

In the event the Tenant elects to have the home cleaned by a Balfour Beatty Communities approved contractor, the Tenant may contract with Community Management to do so. The Tenant will give a money order for the cost of cleaning to the Community Manager at the time of the move-out inspection.

An appointment for a move-out inspection must be scheduled no later than ten (10) working days prior to date of move-out. If there are damages to the home, the Tenant may elect to pay for the damages by certified funds (money order/credit card) or correct the deficiencies at standards of acceptable quality within 24 hours. A second move out inspection will be performed 24 hours after the original move-out inspection. If damages are not corrected at that time, payment will be due immediately.

d. Abandonment

If the Community Manager is informed of or discovers a home that has been abandoned by the Tenant, the Community Manager will notify the Tenant's Command and request a determination of status of the Tenant. If it is determined that the home is indeed abandoned the Community Manager will take appropriate action in accordance with applicable law. Manager will contract for cleaning and arrange for Change of Occupancy Maintenance for the home in order to return it to service. The abandoning Tenant will be charged for this service, any unpaid rent, termination fee and damages to the home, over and above, normal wear and tear. The Manager will seek reimbursement through normal

collection procedures which commence with demand letters and escalate to placing the account with a collection agency.

9. TERMINATION OF THE LEASE BY MANAGEMENT

- a. In severe cases, the Community Manager will advise the Installation Commander that Termination of the Lease be mandated immediately and issue a notice to the Tenant.
- b. In egregious cases, or due to serious offenses or acts of misconduct, or where a persistent pattern of misconduct occurs, which are contrary to the safety and welfare of others, Tenant's actions may result in a termination of the Lease.
- c. If the violation is of a severe nature that constitutes a threat to the safety and/or welfare of the Tenant or the community, then no Letter of Caution will be necessary and the Community Manager will issue a Letter of Warning.
- d. Examples of severe violations, which are contrary to the safety, and welfare of other Tenants, include but are not limited to: domestic disturbances, felony convictions, spouse or child abuse, and destruction of property. In the event of a second violation related to the warning, the Community Manager will issue a Letter of Termination of the Lease.
- e. In the event the Installation Commander bars a Tenant service member from Fairchild Air Force Base, the Landlord may initiate eviction proceedings.

10. EXCEPTIONS TO OCCUPANCY POLICY

- a. Under the following circumstances, Tenants may request an exception to the occupancy policy for family members to remain in housing:
 - Tenants in receipt of Unaccompanied Dependent Tour (UDR) orders.
 - Tenants in receipt of Overseas Accompanied Permanent Change of Station Orders.
 - Tenants in receipt of PCS orders with Temporary Duty (TDY).
 - Death of Active Duty Tenants¹
- b. Requests must be made by submitting a Request for Exception to Policy Form to the Community Manager, no less than twenty (20) days prior to the detachment. Any approvals will be contingent upon the Service Member signing a Lease Addendum detailing the conditions of the policy exception and providing the name of the designated family sponsor for this period.

¹ In the event of death of an Active Duty Tenant, 20 days prior notice is not applicable.

- c. Requests from Tenants who have had incidents involving misconduct either by themselves, their family members or guests, or have received previous notices for violations will not be approved.
- d. At any time during the Tenant's absence the family wishes to leave the housing, the Community Management Office must be notified.
- e. At any time the home is going to be vacant for a period of 3 days or longer, Tenant must provide Community Management Office with the name(s) and phone number(s) of the responsible party that the Tenant assigned to look after the home.

11. RIGHT OF ENTRY

- a. The Community Management Office has immediate right of entry to homes if emergency conditions are presumed to exist. Such emergency conditions include the risk of substantial damage to the property, or risk of death, injury or illness to humans or animals. Management may also enter, with reasonable notice, to make inspections and/or repairs. See section under Maintenance for details.

12. ABSENCE FROM HOMES

- a. Any family that expects to be absent from their homes for more than 72 hours is required to complete a Leave Information Form at the Balfour Beatty Communities Management Office. The information includes the period you will be absent, the name of a friend or neighbor who will check the home daily, and if appropriate, the name of the person responsible for the home and yard care during your absence. If you are going to be away for several days, stop deliveries of newspapers and any other items that you have delivered. Notify the Post Office to place a stoppage on your mail while you are gone. Do not completely close your shades or blinds. A home that looks empty invites intruders. It is your responsibility to have your backyard lawn mowed and make the appropriate arrangement to ensure this maintenance is kept up. Do not turn off the heat during the cool season while you are away from home.
- b. Tenants may be held responsible for damage occurring to their homes in their absence. Contact the Balfour Beatty Communities Management Office before family members leave for any extended absences out of the area. If the Tenant does not notify the office of an extended leave and follow the delineated procedures, the Tenant will be held liable and responsible for all damage and subsequent repairs. It should be noted that the damages will not be covered by the personal property insurance of the service member, if it is due to their negligence.

13. UTILITIES

- a. The Rent will include utilities (water, sewer, electric, and gas) until such time as the Housing Unit has been metered for electricity and gas and a twelve (12) month period of usage has been established. The Rent will then be an amount equal to the Tenant's BAH less a utilities allowance based on normal electricity usage and normal gas usage.
- b. Landlord may opt to reduce the rate of the allotment by the amount of the utility allowance and require that the Tenant place the gas and electric in to their name for billing purposes.
- c. Water and sewer charges will continue to be paid by Landlord. All other utilities shall be paid by Tenant.
- d. It is the Tenant's responsibility to make arrangements for TV cable, Internet access and telephone services. Phone numbers for such service providers are located in the reference section at the end of this guide.

e. Water

It is not intended that normal and reasonable use of water be restricted; however, since excessive usage results in increased costs and depletion of the source of supply, it is necessary that all waste be eliminated. The base watering schedule is on an odd/even system. Odd-numbered houses water on odd-numbered days, etc. Watering should not be done after dusk or during the heat of the day (1100-1600). Watering during the heat of the day may actually cause the grass to burn, while excess watering may cause the grass roots to rot or mold.

During winter months (Oct - Mar), disconnect garden hoses from exterior faucets.

f. Heating

The recommended heat temperature settings are: Day 68 and Night 60. The hot water heater setting should not exceed 125 degrees. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. Please do your part to prevent the waste of fuel; keep storm windows and doors closed during the winter months.

g. Electricity

We must work together to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of electrical appliances and lights, especially during the peak demand periods of 1130 to 1330. Do not leave outside lights on during daylight hours.

h. Exterior Lights

Lights must be turned off after 0900.

MAINTENANCE

1. OFFICE HOURS

- a. The Service Request Desk is open: Monday through Friday from 0600 to 1800.
- b. After hours, an answering service is available for the reporting of emergency requests.

2. DAMAGES

- a. There is a charge for the cost of repairs, labor and material for any damage caused to the home, lawn, garage, carport and/or driveway by negligence of the Tenant and/or Tenant's family, pets or guests. All payments are due within thirty (30) days of the date the repair is completed.

3. ENERGY AND CONSERVATION

- a. The goal of energy and water conservation is to ensure that the essential needs of all Tenants are provided without waste. Energy conservation is a key element in Fairchild Air Force Base's effort to become energy efficient. Tenants are responsible for practicing energy conservation to avoid waste. The following tips are suggested for Tenants to conserve and reduce energy consumption without sacrificing comfort:
 - Limit thermostat settings to no higher than 68 degrees for heating and no lower than 78 degrees for cooling.
 - Turn off or restrict the use of lighting for porches, carports, patios, and entrances, except when required for safety or security.
 - Turn off or curtail the use of decorative lighting inside and outside.
 - Do not operate portable electric heaters.
 - Adjust thermostat settings of hot water heaters to reduce temperature to 125 degrees, except where dishwashers are in use.
 - Use drapes, blinds and shades to allow entry of sunlight in the heating season and provide shade during hot weather.
 - Close doors and registers to unused rooms.
 - Turn off air-conditioning systems, reduce heating to 50 degrees, and close windows when away for an extended period of time (weekends, holidays or vacations).
 - Operate dishwashers, clothes washers, and dryers only when fully loaded.
 - Delay operation of heat-producing appliances to cooler periods of the day during the summer months.

- Use the lowest wattage lamp consistent with needs and turn off lights in unoccupied rooms.
- Operate kitchen exhaust fans to reduce cooling loads imposed by cooking appliances during the summer months.
- Ensure that filters are changed during the scheduled Preventative Maintenance inspections or sooner.
- Do not obstruct duct outlet registers.
- Lower heating thermostats 5-10 degrees at bedtime.
- Use the shower in lieu of the tub for bathing.
- Self-cleaning ovens use large amounts of energy; consequently this feature should be used sparingly.
- Keep doors and windows closed whenever air conditioning or heating is in operation.
- Check toilets for leaks.
- Make sure faucets are shut off properly.
- Use flow controlling nozzle/spray head device for outdoor hoses.
- Do not remove or replace devices that have been installed to conserve water such as faucet aspirators and low flow showerheads.

4. HOME INSPECTIONS

- a. Periodic inspections of homes will be conducted, as there is a preventative maintenance program to maintain and assess HVAC systems, appliances, smoke detectors, safety systems, and carbon monoxide detectors. Tenants will be notified via newsletter, fliers and postings on their housing website at www.Fairchildfamilyhousing.com as to which day's maintenance personnel are scheduled to be at the Tenant's home to perform preventative maintenance. If the Tenant has a "Release to Enter" on file, it will not be necessary for the Tenant to be home in order to have the work performed. If the Tenant does not have this "Release" on file, the technician will leave a door hanger note indicating their attempt to perform the work and asking that they call to reschedule. All homes must be inspected at a minimum of two times per year to ensure that the fire and safety systems are operating properly.

5. LOCKS & KEYS

- a. Only the Tenants listed on the Lease and providing valid identification will be issued keys to the home.

- b. Tenants are permitted to alter existing locks or install any additional locks only with written permission of the Landlord. Permission is to be obtained by submission of a Request for Alterations Form. The permission will stipulate that the replacement lock must be of the same manufacturer of the existing lock and that the Community Management Office must be given a copy of the new key.
- c. Should keys become lost, immediately notify the Community Management Office. The lock will be changed, and the Tenant will be assessed a \$50 replacement fee for each lock.

6. LOCK-OUTS

- a. If a Tenant requests the Community Management Office to unlock the door of a home, the following charges will be incurred:

• First lockout during regular business hours	No Charge
• Second lockout during regular business hours	\$25.00
• All after hours and weekend lockouts	\$50.00
- b. A Tenant listed on the Lease must be present at the time that the door is unlocked and show proper identification.

7. MAINTENANCE EMERGENCY

- a. Emergencies will be handled immediately.
- b. Emergency situations consist of:
 - **Fire - immediately call 911**
 - Lack of electricity
 - Broken or non-working doors, locks, windows
 - Roof leaks
 - Lack of heat when outside temperature is below 50 degrees
 - Lack of water
 - Non-functioning toilet when only one exists in the home
 - Gas leak (leave the house immediately!)
 - Ranges when entire range is inoperable
 - Refrigerator when not working at all
 - Locked out of home

- Flooding
 - Broken pipes
 - Any life safety or health concern
 - Water flowing from grass or street areas (possible underground pipe break)
 - Overflowing manhole (possible sewer back-ups)
- c. Contact the Service Request Desk immediately for assistance when any of these situations occur.

8. MAINTENANCE SERVICE REQUEST

- a. If a Tenant requires routine maintenance, contact the Service Request Desk at 244-5643 or complete the service request on-line via the website at www.fairchildfamilyhousing.com. Routine service requests may be scheduled to be completed on weekdays from 0800 to 1700 and on Saturdays by appointment.

9. PEST CONTROL

- a. Tenants are responsible for minor pest control practices consisting of good sanitation and housekeeping practices. For professional pest control treatments, Tenants should contact the Service Request Desk.
- b. Tenants are expected to:
- Maintain homes in a manner to deny access, harborage, and sustenance to household pests
 - Ensure windows and doors are screened and fit properly
 - Request that Maintenance repair air leaks into or from the home
 - Ensure minor cracks and holes inside the home are caulked or otherwise sealed
 - Regularly remove excessive clutter in and around the home; debris, weeds, dead leaves, pet droppings, trash, containers that hold water, etc.
 - Protect food by storing in pest proof containers, especially starchy or fatty foods and pet foods
 - Promptly clean up spilled foods, crumbs, drinks, or pet mishaps
 - Clean kitchens after each meal, especially in areas where grease accumulates (drains, vents, ovens, and stoves)
 - Wash and submerge dirty dishes in soapy water before retiring
 - Empty garbage and cat litter box daily and clean dog feces from yards daily

- Prevent unnecessary accumulation of soiled clothing, rags, corrugated paper boxes, newspapers, empty cans, empty bottles, and paper grocery bags in kitchen, baths, and laundry rooms
- Have leaks and dripping faucets repaired promptly

Failure to maintain a home as described above may result in charges for pest service or the termination of the Lease.

- c. A licensed pest control vendor will visit on a regular basis. A schedule will be made available through the community newsletter and posted on the Community website at www.fairchildfamilyhousing.com. Requests for treatment may be made by contacting the Service Request Desk. Depending on the type of pest problem, the Tenant may be charged for the service.
- If a Tenant is allergic to common pesticides or has any reaction at all, notify the Community Management Office.
 -
 - Pesticides may be hazardous to infants under 3 weeks old, the elderly, pregnant, those with heart, liver or respiratory problems, and people with allergies, pets, tropical fish, and exotic birds. Tenants should inform the pest controller of any such situations, and he will advise of any special safety precautions required.
- d. Control of pests around the outside of homes includes those in trees and shrubs. Pest control services for such problems may be made by contacting the Service Request Desk.
- e. Problems involving wasps, bees, hornets, bats, houseflies, mosquitoes, snakes, black widow spiders, rodents (other than mice), ticks, fleas, birds, wood destroying pests, and pests of stored food products should be reported to the Service Request Desk.

10. HOUSEHOLD REFUSE

- a. Please contact the Balfour Beatty Communities Management Office or visit the web site at www.fairchildfamilyhousing.com for scheduled routine recyclable and refuse pickup.
- b. Trash may be placed out for pickup no earlier than 1900 the day before pickup is scheduled and all receptacles will be removed by 1900 the day trash is picked up. All bulk trash must be removed prior to the final inspection.
- c. Bulk Refuse: Bulk trash pickup of appliances, furniture and large items will occur on scheduled days. The disposal of hazardous materials will be performed on a routine

basis. Residents will be notified of the date, time and location of the designated area for drop off of these items.

11. HOUSEHOLD HAZARDOUS WASTE DISPOSAL GUIDELINES

- a. Tenants may not store hazardous materials (flammable, combustible, toxic or corrosive), including but not limited to prohibited chemicals, compounds, asbestos, explosive agents or materials, car batteries or oil-based paint, on the premises or elsewhere in the housing areas. Petroleum or petroleum by-products necessary to operate lawn mowers or other small-motor home maintenance equipment and recreational conveyances may be maintained by Tenants in quantities of 3 gallons or less provided that they are kept in approved Underwriter Laboratory (UL) containers and stored in covered areas outside of the dwellings. Commercially available compounds and chemicals such as fertilizer, acid, lime, weed killer, and pesticides used for yard and home entryway maintenance may be stored in limited quantities in covered areas outside of the dwellings. In no event shall any of the above-named or other hazardous materials be disposed of by Tenants in trashcans, dumpsters, or down storm water drains located in the housing areas. Any spills of hazardous materials on the premises or elsewhere in the housing area shall be immediately reported by Tenants to the Community Management Office.
- b. **Paint**
Latex or oil-based paint that is still usable can be recycled at the Balfour Beatty Communities Management Office. Bring your unused cans to the Community Management Office. Latex paints are more environmentally friendly than oil-based paints. If you are looking for alternatives, nontoxic paints are also available, though they tend to be more expensive than traditional paints.
- c. **Aerosol Cans**
Empty aerosol cans may be disposed of with the regular refuse. Minimize waste by completely using aerosol-packaged products prior to disposal.
- d. **Motor Oil**
No vehicle maintenance is allowed in the housing area.
- e. **Lamps**
Incandescent light bulbs can be disposed of with regular trash.
- f. **Batteries**
Small flashlight or calculator-type batteries can be disposed of with the regular trash.

- g. **Hazardous Material Center**
Most of the common household products everyone uses daily, such as cleaning products, are hazardous household materials.
- h. You are encouraged to purchase amounts of products that can be used up easily; read and follow label safety directions, and, if you can't use it up, follow storage and/or the disposal guide for proper disposal. If you have unused portions of household hazardous materials, you may donate them to the Balfour Beatty Communities Management Office.
- i. Tenants interested in obtaining one of the donated products may call the Balfour Beatty Communities Management Office for a listing of available materials.
- j. In addition, the U.S. Environmental Protection Agency recommends non-hazardous alternatives for common household products. Please consider these guidelines for any household cleaner or pesticide.
- k. **Household Cleaner Alternative**
 - i. **Drain cleaner**
Use a plunger or plumber's snake.
 - ii. **Oven cleaner**
Clean spills as soon as the oven cools using steel wool and baking soda; for tough stains, add salt (do not use this method in self-cleaning or continuous-cleaning ovens).
 - iii. **Glass cleaner**
Mix 1 tablespoon of vinegar or lemon juice in 1 quart of water. Spray on and use newspaper to wipe dry.
 - iv. **Toilet bowl cleaner**
Use a toilet brush and baking soda or vinegar. (This will clean but not disinfect.)
 - v. **Furniture polish**
Mix 1 teaspoon of lemon juice in 1 pint of mineral or vegetable oil, and wipe furniture.
 - vi. **Rug deodorizer**
Deodorize dry carpets by sprinkling liberally with baking soda. Wait at least 15 minutes and vacuum. Repeat if necessary.

- vii. Silver polish
Boil 2 to 3 inches of water in a shallow pan with 1 teaspoon of salt, 1 teaspoon of baking soda, and a sheet of aluminum foil. Totally submerge silver and boil for 2 to 3 more minutes. Wipe away tarnish. Repeat if necessary. (Do not use this method on antique silver knives. The blade will separate from the handle.) Another alternative is to use non-abrasive toothpaste.
- viii. Plant sprays
Wipe leaves with mild soap and water; rinse.
- ix. Mothballs
Use cedar chips, lavender flowers, rosemary, mint, or white peppercorns.
- x. Flea and tick products
Put brewer's yeast or garlic in your pet's food; sprinkle fennel, rue, rosemary, or eucalyptus seeds or leaves around animal sleeping areas.

DO NOT mix anything with a commercial cleaning agent. If you do store a homemade mixture, make sure it is properly labeled and do not store it in a container that could be mistaken for food or beverage. When preparing alternatives, mix only what is needed for the job at hand and mix them in clean, reusable containers. This avoids waste and the need to store any cleaning mixture.

12. SELF-HELP SUPPLIES

- a. The Community Maintenance Office will stock complimentary self-help items for Tenant's use in maintaining their home. Such items will consist of shovels, rakes, HVAC filters, seed, small quantities of top soil and mulch, manual mowers and pruning devices. Please contact the Service Request Desk for a list of items. Hours of operation are from Monday - Friday, 0800-1700, and Saturday from 0800-1200.

COMMUNITY POLICIES

1. AIR CONDITIONERS

- a. Tenant owned air conditioners are authorized, but must be approved by the Community Management Office. In order to install an air conditioner in your home you must submit a written request. You must receive the approval of the Community Management Office before installing the air conditioner. Only 110-volt air conditioners are authorized. Air conditioners are to be installed no earlier than June 1st, and removed by October 1st of each year. Air conditioners may remain in the windows if they are properly covered during the cold weather period. Units with central air are not permitted window units.

All requests for alterations of any kind must be made by completing the Request to Make Alterations Form and submitted to the Community Manager.

2. APPLIANCES

- a. All homes are fully equipped with a stove, hood vent, refrigerator and dishwasher. The above listed appliances may not be removed or replaced with privately owned appliances. The standard appliances listed above may NOT be moved in any way as to alter the current layout of the homes without written permission from the Community Management Office.

3. BOARDERS

- a. Boarders or paying guests are prohibited. Likewise, subletting your housing unit is prohibited.

4. BURNING AND BONFIRES

- a. Other than approved BBQ grills, any open flame burning is prohibited. Burning rubbish or bonfires is prohibited.

5. CHILDCARE PROVIDERS

- a. Childcare Providers are permitted within privatized family housing in accordance with the Fairchild Family Child Care (FCC) Program and authorization by Air Force Regulation. The

FCC Coordinator will manage this program in accordance with all applicable local, state, and federal requirements.

- b. Family Child Care is regulated, home-based childcare provided by certified military family members that requires authorization from the Community Management Office.
- c. FCC homes that require minor modifications and equipment are handled through the FCC Coordinators. The Community Management Office must approve all modifications. Also, to assure proper installation, Community Management will accomplish those modifications at the resident's expense.
- d. For further information and requirements to become a FCC provider, please contact the FCC Coordinator at 247-5336.

6. COMMERCIAL BUSINESSES

- a. Requests for permission to conduct a home enterprise such as tailoring, tax preparation, cake decorating, hobby/crafts, manicures, taxidermy and selling products such as Avon, Tupperware, Longaberger Baskets, etc. on Fairchild Air Force Base should be made in writing via the Community Manager. All Local, State, and Federal laws, regulations and licensing requirements will be considered before permission is granted to conduct a business. Businesses that adversely affect the tranquility or safety of the community will not be allowed. Businesses will not duplicate the sale of merchandise and service readily available through the command's officially sanctioned commerce. Utility payment requirements will be determined during the approval process. The Tenant is expected to pay for excessive utility consumption used in operation of the business.
- b. To operate home businesses, other than in home childcare, the following conditions apply:
 - 1. Tenants must have permission from Community Management. Approval for home-based businesses is valid for one year.
 - 2. To renew, submit a letter to Community Management.
 - 3. The following paperwork must be provided with an application:
 - a) Business registration tax identification number (if applicable).
 - b) Any documentation of family housing solicitation privileges present or previously extended on any military installation and/or the firm he/she represents. If privileges have previously been withdrawn, a statement regarding how and why they were withdrawn will be furnished (to include those allowed to expire through

the passage of time).

7. LAWN, GARAGE, AND CARPORT SALES

- a. Posting garage/yard sale and other types of signs on fences, utility poles, trees, and buildings is prohibited. Occupants are permitted to post signs on their own lawn, but they must be removed once the sale is over. You may advertise your sale by calling the Fairchild Info Line, 247-INFO (4636).

8. DECORATING AND ALTERATIONS

- a. Tenants may wish to add customized accents to make their house feel more like home. While Community Management supports such projects, it requires Tenants to secure authorization for alterations from the Community Manager 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. Also, attaching or removing fixtures requires management approval. Authorization may include a requirement to restore the alteration to its original condition.
 - Only small nails or “J” hooks should be used for hanging items on walls.
 - No nails, screws or hooks should be used on doors or cabinets.
 - 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 (if provided) is prohibited.
 - Awnings, signs, window tinting or Tenant owned screen doors are prohibited.
 - Alterations to fences, carports, garages, patios or balconies are prohibited.

All requests for alterations of any kind must be made by completing the Request to Make Alterations Form and submitted to the Community Manager.

9. DOOR-TO-DOOR SOLICITING

- a. Door-to-door solicitation is prohibited. Tenants should notify the Community Management Office when peddlers or uninvited salespeople are encountered during business hours. After business hours, Tenants should also notify the Community Management Office.

10. FENCING

- a. Any current backyard fencing installed by a Tenant and already in place will continue to remain the responsibility of the Tenant of that home. Fencing maintenance will also be maintained by the Tenant. A Letter of Caution may be issued for failure to keep fencing to community good taste standards. Vinyl fencing installed during new construction and/or during renovations will be maintained by Balfour Beatty Communities, although the tenant may be responsible for damage caused by tenant negligence.
- b. The installation of any fencing within the housing area requires that the Tenant have an approved Fairchild Form 103 to the Community Management Office prior to any digging.

11. GASOLINE STORAGE

- a. Petroleum or petroleum by-products necessary to operate lawn mowers or other small-motor home maintenance equipment and recreational conveyances may be maintained by Tenants in quantities of 3 gallons or less provided that they are kept in approved Underwriter Laboratory (UL) containers and stored in covered areas outside of the dwellings. In the event of a leak from a vehicle or a spill of oil, gasoline, other petroleum or hazardous product, the Tenant will be responsible for cleaning up the area immediately and replacing any contaminated soil with clean fill material.

12. GUESTS

- a. Visitors and guests are welcome, but are subject to all rules contained in the Lease and this Guide. Social visits of a temporary nature by Tenants or their family members are authorized. Tenants are allowed a guest residing within the commuting area (sixty minutes from the Installation) for up to two days. Tenants are allowed a guest residing outside the commuting area for up to 30 calendar days.
- b. A visit is bona fide only if the guest is present at the invitation of the host and does not contribute directly or indirectly to any of the household or other expenses that the host must bear because of such visits. In order to be considered a guest, the Tenant must be present.
- c. House sitting is not authorized without permission of the Community Management Office.

13. HEATERS

- a. Kerosene heaters or other heaters using combustible materials or fluids and open coil heaters are prohibited.

14. HOLIDAY DECORATIONS

- a. Holiday decorations can be displayed 30 days prior to the holiday and removed within 14 days after the holiday. 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. Lights may be on during the hours of dusk to 0 hundred daily. Interior cords must not be used for exterior lighting or displays. Nails, staples, or other devices that puncture or mar the siding, fascias, soffets or window frames are not permitted. Rooftop decorations are not permitted at any time due to possible damage to roofs and concern for occupant safety. Extreme caution must be used when installing and using electrical displays. Exterior displays or decorations may not use open flames.

15. HOME ALONE & JUVENILE CURFEW

- a. Tenants are responsible for the safeguard and control of all family members.
- b. Supervision is necessary for the protection, care, and management of children and youth. The safety and well-being of children and youth is a priority.
- c. Parents are held accountable for their decisions regarding their child's/children's supervision and any misconduct by juveniles/adolescents.
- d. Tenants will ensure that their children respect and do not damage private property. Fireworks, air rifles, pellet guns, paintball guns and all firearms will not be discharged anywhere within the community.
- e. For specific information on the Fairchild Youth Supervision Policy, please contact the Family Child Care Coordinator at 247-5336, or the Security Forces at 247-5493.
- f. **Juvenile Curfew:**
 - i. Curfew for juveniles under the age of 16 is 2200 – 0530 seven days a week.

- ii. Curfew for juveniles ages 16 and 17 is 2300 – 0530 seven days a week.
- iii. Juveniles may exceed these hours, whether escorted or not, if they are returning from a chaperoned function on or off the base or place of employment or with parental permission; however, they must proceed by the direct route to their assigned quarters. They may also exceed these hours if they are sent on an errand by their parents, guardians, or other persons having legal charge.
- iv. Persons 18 years of age or older, though excluded from the curfew, are prohibited from congregating in crowds within the streets when their actions or conduct are annoying other tenants or their actions are such that they constitute an act of vandalism, malicious mischief, harassment, etc.
- v. For additional information, Please contact Security Forces at 247-5493.

16. HOT TUBS/WHIRLPOOLS/SPAS

- a. Hot tubs, whirlpools and spas are prohibited. If a tenant has an AF approved hot tub, it will be grandfathered at the current address.

17. ILLEGAL OR UNAUTHORIZED ACTIVITY

- a. All Tenants, whether tenants or others residing/visiting them at Fairchild Air Force Base, are required by the Lease to refrain from illegal or unauthorized activity. Failure to do so may result in termination of the Lease and/or limitation or denial of access to Fairchild Air Force Base.

18. LANDSCAPING

- a. Your yard is defined as extending to the edge of adjacent streets, parking lots or halfway points between other buildings. In most areas, if your home borders on the backside of one of the common grounds, the area extending 25 feet back and/or 25 feet on the side is your responsibility.
- b. Tenants are responsible for maintenance of the fenced in area of their backyards. Shrubs must be trimmed to the proper height. Damages to lawns caused by neglect, pets, swings, pools, furniture, decorations, etc. will be repaired and billed to the Tenant. Tenants will also be responsible for mowing the grass in their fenced back yard.

- c. Decorative fencing, with a maximum height of 18 inches, can be installed along the edges of flowerbeds, around trees, and along the edge of the sidewalk leading directly to the front door. This fencing should be at least 6 feet from any public sidewalk. Fencing shall not present a safety hazard or interfere with contract mowing. Tenants must have an approved Fairchild Form 103 prior to any digging.
- d. **Tenants are responsible for personal flowerbeds, vegetable gardens and for the removal of trash and debris from their lawns and yards.**
- Flower Gardens: Tenants may plant annual and/or perennial flower gardens in beds in front, rear and adjacent to their homes. Authorization is required prior to any significant alterations made to the existing landscaping. Tenant must submit the plan in writing to the Community Management Office along with the Request for Alteration form. Plantings may not cause damage to or interfere with gutters, downspouts, windows, doors, screens, roofs, privacy fences or other structural parts of the building or interfere with air conditioners. The Tenant, at their expense, will return the altered area to its original condition prior to vacating housing. Tenants in newly constructed areas that remove landscaping plants will be charged for those plants.
 - Vegetable Gardens: Tenants may plant small vegetable gardens (not to exceed 100 SF) within back yards only. Areas used for gardening will be returned to original condition with grass rooted prior to vacating and will be at the Tenant's expense.
 - Watering of lawns: Balfour Beatty Communities adheres to the existing Fairchild Air Force Base watering policy. It is not intended that normal and reasonable use of water be restricted; however, since excessive usage results in increased costs and depletion of the source of supply, it is necessary that all waste be eliminated. The base watering schedule is on an odd/even system. Odd-numbered houses water on odd-numbered days, etc. Watering should not be done after dusk or during the heat of the day (1100-1600). Watering during the heat of the day may actually cause the grass to burn, while excess watering may cause the grass roots to rot or mold. *During winter months (Oct - Mar), disconnect garden hoses from exterior faucets.*
 - **Do not water during the heat of the day due to the large amount of water lost due to evaporation. No sprinkler hoses are to be left on overnight.**
- e. Platforms or structures in trees, attaching swings to tree limbs and driving nails into the tree trunks are prohibited.

All requests for landscaping alterations of any kind must be made by completing the Request to Make Alterations Form and submitted to the Community Manager.

19. LITTER CONTROL

- a. Tenants are responsible for picking up trash in their yards. In addition to keeping your community clean and beautiful by:
 - Using tightly covered trashcans. Bag and tie all garbage and trash bags. Do not leave trash sitting out for pets, wild animals, or the wind to ravage.
 - Placing litterbags in cars and being sure to utilize them.
 - Picking up trash when seen.
 - Coordinating and supporting the cleanup projects.
 - Removal of Debris, Etc. The lawn must be free of debris (paper, cans, candy wrappers, toys not in use, etc.). Additionally, items such as tires, plywood, or other miscellaneous items must be stored in the garage and/or storage shed.
- b. A litter free environment shows personal pride in where we live and where our children play and grow. Everyone must do his/her part to keep his or her community litter-free.

20. NOISE

- a. Be considerate of neighbors. Tenants must refrain from making or permitting any disturbing noises by their family members or guests. Any noisy or boisterous conduct, including the loud playing of stereos, televisions or musical instruments, which would disturb the peace and quiet enjoyment of other Tenants, is absolutely prohibited. Car stereos must be turned down when driving within the community.

21. PACKAGES

- a. Tenants may authorize the Community Management Office to accept mail/UPS/Federal Express, etc. packages on a Tenant's behalf. This service is provided as a convenience. Packages are to be picked up within 48 hours of notice of arrival. Failure to do so will result in Community Management returning the package to the delivery service.

22. PARKING, VEHICLES, MOTOR VEHICLES, GARAGES AND CARPORTS

- a. On Street Parking Is Prohibited During A Snowstorm.

- b. Motor vehicles are to be parked in the garage, in the driveway or in authorized parking areas, in that priority. At no time will motor vehicles be allowed parked or driven on the grass, or curb. Any violation of this regulation will result in the vehicle being towed at the Tenant's expense.
- c. Vehicles that are parked in driveways may not block nor hinder the free movement up and down the sidewalks. If vehicles are parked in the driveway, the tenant will be responsible for snow removal. The snow contractor will not shovel out vehicles.
- d. Motorcycles or mopeds may not be parked on patios, sidewalks or grassy areas and are not to be stored or worked on inside the home.
- e. Repairs of any nature or washing of vehicles is prohibited in the community. The Auto Skills Center is located in Bldg 2319 and may be utilized to perform these tasks.
- f. Boats, trailers, recreational vehicles, pop-up campers, camper shells, are allowed up to 12 hours before and after use. But overnight parking is prohibited in the community.
- g. Parking for boats, trailers, recreational vehicles, pop-up campers, camper shells, and utility trailers is prohibited in the community. Call the Services squadron for more information for parking recreational vehicles. They can be reached at extension 247-2004.
- h. Vehicles must be registered with the Community Management Office and display a current Fairchild Air Force Base decal. Inoperable, unlicensed, or abandoned vehicles will be towed away at the Tenant's expense. At no time will vehicles be permitted to be on jacks.
- i. Preventive measures shall be taken to keep the garage and/or carport floor free of stains; i.e., car oil, grease and rust. Garage, driveway and/or carport floors must be free of stains upon move-out.

23. PETS

- a. Only cats, dogs, hamsters, gerbils, fish and birds are allowed in family housing. A maximum of two (2) pets are allowed per home.
- b. No "visiting" pets are permitted without prior Management approval.

- c. Tenant Responsibilities:
- i. All pets must be registered with the Community Management Office by completing the Pet Addendum when signing the Lease. If additional pet(s) are acquired after move-in, the Tenant must update the Pet Addendum within ten (10) days.
 - ii. All pets are required to be registered at the Veterinary Services within 10 days of arrival or after taking ownership of the animal. Veterinary records, including Rabies vaccination, will be required for this registration. If there is not a vaccination history, a new record will be started after the pet has received the appropriate treatment/vaccination history, for the pet's age and history. Veterinary Clinic is located in Bldg 2428 or can be reached at Extension 247-2584.
 - iii. All pets *must* be kept current with vaccinations, testing, and/or treatments. All dogs and cats must wear their current rabies vaccination tag on their collar or harness.
 - iv. The term "pet owner" will include any person owning, keeping, or harboring an animal. The service member residing in Fairchild Air Force Base shall be deemed the pet owner of any pet owned, kept, or harbored within their home.
 - v. Owners will be held responsible for compliance with current directives and for any damage caused by their pets.
 - vi. Tenants are responsible for removing their pets' solid wastes throughout all areas.
- d. Abandonment of pets is specifically prohibited. Animal owners who no longer desire to keep a pet or who are moving out will not abandon any animal. Unwanted pets should be placed up for adoption.
- e. The privilege of keeping a pet in homes may be revoked and/or a Letter of Caution issued if the pet is determined to be a nuisance. A nuisance is defined as any action of a pet that endangers life or health, gives offense to the senses, violates laws of decency, or obstructs reasonable or comfortable use of property. For example, an animal may be deemed a nuisance if it:
- Habitually or repeated barks in such a manner or to such an extent that it disturbs others.
 - Interferes or obstructs persons engaging in exercise or physical activity.
 - Defecates on the lawn of a home not occupied by its owner.
 - Habitually violates the leash law.

- f. Pet owners have full responsibility and liability for the conduct of their pets. This includes full restitution for any damages to yards, homes, etc., or hospital bills/veterinary bills incurred as a result of injuries inflicted.
- g. **Owners of pets are encouraged to maintain additional liability insurance in the event that their animal bites another person or animal.**
- h. Control of Pets
 - i. Pets will not be permitted to run loose. A Letter of Caution may be issued or the privilege of having a pet may be revoked if a Tenant or guest routinely violates the leash law. When pets are not penned, they will be leashed at all times. Dogs will not be chained outdoors and left unattended at any time. Pets may be left in fenced-in-yards for short periods of time with proper food, water, and shelter.
 - ii. Dogs may not be left unattended unless confined indoors, or outdoors in a securely enclosed and locked pen, or other approved structure designed to completely restrain the animal. A fenced backyard is the only approved method of restraining a dog outdoors. The fence will be installed and maintained at a cost to the pet owner, and or Tenant of the occupied home. Leashes, dog runs, chained posts will not be considered an approved method for securely restraining a dog outdoors. Permission to install a fence is to be obtained by submission of a Request for Alterations Form to the Community Management Office. The Community Manager, or a representative of the Community Manager, will determine if the structure used to restrain the animal is sufficient. Tenants must have an approved Fairchild Form 103 prior to any digging. Anytime a dog is outside the above confined secured areas, it must, at all times, be securely leashed and under the control of the owner or his representative.
 - iii. Doghouses are allowed in homes with yards with authorization from the Community Manager. A Request for Alteration Form must be submitted to the Community Management Office. Doghouses shall conform to the size of the dog, standards of good taste, and shall not detract from the appearance of the property. It must be painted to match the color of the home or painted white and kept to the rear at all times. Tenants are required to remove the doghouse and return the area to original condition with grass seeding at Tenant's expense.
- i. Prohibited Animals
The following breeds are not permitted at Fairchild Air Force Base: Akita, Chow, Doberman, Pit Bull, Rotweiller, American Staffordshire Terriers, English Staffordshire Bull Terriers, wolf hybrids or any other breed with dominant traits geared toward aggression.

- j. Breeding or raising animals in housing is prohibited.
- k. Farm, exotic and wild animals are not allowed in family housing. These animals include all animals normally used as work animals and those kept for the production of food, or opossums, raccoons, and any other species of animal not usually considered to be domestic.
- l. **Animal Bites:**
All humans bitten or injured by an animal are considered to be potentially exposed to rabies and should report to a medical facility for treatment. The animal must be transported to the nearest Veterinary Facility for examination. The Community Manager must also be notified.
- m. A Letter of Caution may be issued or the privilege of having a pet in family housing may be revoked as a result of a pet biting a person or another animal.
- n. **Pet Violations:**
Complaints concerning stray or unattended pets and general upkeep of grounds around pets should be directed to the Community Management Office.

24. PLAYGROUNDS

- a. Playgrounds are located throughout the Fairchild Air Force Base Community. The streets and neighbors' yards are not to be used as children's playgrounds.
- b. Children under the age of six (6) years are not permitted on playgrounds without adult supervision.
- c. Playground equipment swings, slides, etc. are fixed in place and are not to be removed, relocated, changed or altered. No personal equipment will be installed in the playgrounds.

25. PLUMBING FIXTURES/EQUIPMENT

- a. The plumbing fixtures/equipment in the bathrooms and kitchens is not to be used for any purpose other than that for which they were constructed. No rubbish, rags, disposable diapers, tampons, sanitary napkins, or other obstructive substance shall be thrown into the toilets.

- b. Do not place metal, string, grease, coffee grounds, nutshells, glass, olive or fruit pits, corncobs, paper, wire, bones, rice, pasta or non-food in disposal or sink. Tenants will be responsible for all damages resulting from the improper use of such equipment and liable for the cost incurred to repair such equipment and any related damages.
- c. Used grease should be placed in a container and once hardened, thrown in the trash. Misuse may result in sewer line back-ups that present unsanitary conditions that could overflow in to the yards. Furthermore, such back-ups could potentially result in damage to your household goods and the inconvenience of water outages while repairs are undertaken. Your assistance in keeping our sewer lines healthy is appreciated.
- d. Removal or replacement of existing plumbing fixtures and devices with non-comparable components is prohibited. Upon move-out, the final inspection will confirm the presence of aspirators and low-flow showerheads. Tenants will be charged for the replacement of missing devices.

26. SATELLITE SYSTEMS (TV)

- a. Satellite systems are permitted; however, they will not be larger than 39 inches in diameter. In order to ensure installation does not damage homes or detract from the appearance of the homes or the community, the Tenant must agree to the terms of the Satellite Dish Addendum and execute such addendum which will become a binding part of their lease. These systems will be grandfathered with proof of Air Force approval. You must be able to show proof in writing from the Air Force.
- b. ***Satellite dishes cannot be attached to the quarters or fences; they are not allowed to be installed on the siding or the roof, and no holes may be drilled for routing cable).***
- c. Television and radio antennas are prohibited.
- d. Ham radio antennas may be authorized if approved by the 92nd Communications Squadron. Antennas must be free standing and cannot be attached to the house, garage, fence, etc. If guide wires are needed, a safety inspection will have to be accomplished.
- e. ***A Satellite Dish Addendum must be executed prior to installing this equipment.***
- f. ***A Fairchild Form 103 must be approved prior to any digging.***

27. SIDEWALKS, DRIVEWAYS, PARKING, YARDS, PORCHES, and PATIOS

- a. To preserve a crisp, clean appearance in your housing communities:

Bikes, toys, patio furniture and lawn equipment, when not in use, should be moved to the backyard or garage.
- b. Patio furniture, used daily, properly maintained and in good taste may remain on the patio/balcony or in the back yard area when not in use.
- c. Couches, chairs or other furniture not built or intended for outdoor use is prohibited.
- d. Backyards are expected to be well-maintained and neat in appearance.
- e. The playing of uncontrolled baseball games and practicing of golf in areas that are not designated for such, is not in the best interest of all Tenants and is prohibited.
- f. Platforms or structures in trees, attaching swings to tree limbs and driving nails into the tree trunks are prohibited.
- g. Disposal of cigarette butts in the roadways, parking lots, sidewalks, or any other public areas or in landscaped areas is prohibited.
- h. Bicycles and toys shall not be left unattended in public areas or on sidewalks where they may become a hazard or nuisance. When not in use, these items should be stored in the garage.
- i. Skateboard ramps are prohibited.
- j. Storage on patios or in carports is prohibited.
- k. Swing sets and other similar types of children's exterior recreational equipment are permitted in rear yards of homes with authorization from the Community Manager prior to installation. The Tenant must submit a Request for Alterations Form to the Community Management Office. Equipment must be whole and without defect so that it does not present a health and safety risk. Tenant is responsible for the safety, supervision, and upkeep of equipment. Tenant is also responsible to restore damaged areas of turf/landscape caused by use of said equipment.
- l. The use of portable barbecues is permitted as long as they are 10 feet away from any building or structure.

- m. Tenants are not allowed to attach any athletic devices or basketball backstops to any portion of the home. Freestanding units are authorized; however, they should not be located in a position that encourages children to play in the street.
- n. Umbrella type clotheslines may be used in the backyard. Clotheslines of any kind are not permitted on patios. Approval must be requested from the Community Manager prior to installation and an AF Form 103 shall be submitted for approval prior to installation. The clothesline shall be removed prior to clearing unit and area should be returned to original condition.
- o. *Failure to comply with these provisions may result in the termination of the Lease.*

28. SMOKE & CARBON MONOXIDE DETECTORS

- a. Smoke and carbon monoxide detectors have been provided (if your home does not have one, one will be provided when either new construction or renovation occurs) to comply with local safety ordinances and should not be deactivated or removed. Any questions about operation or performance can be directed to the Community Management Office. Tenants agree to immediately report a malfunctioning device to the Community Management Office.

29. SNOW REMOVAL

- a. Balfour Beatty Communities will provide snow and ice removal from all streets, driveways, and sidewalks. Please help us help you by removing any obstacles from these areas.

30. SPEED LIMIT

- a. The speed limit within the housing area is 15 MPH. If children are in or around the street or poor weather conditions exist, 15 MPH may be too fast and you are expected to drive accordingly. There are too many children and the risk is too high for the speed limit not to be STRICTLY ENFORCED. DO NOT SPEED.

31. STORAGE BUILDINGS

- a. Storage sheds are permitted with the permission of the Community Management Office. Please contact the Community Management Office for the specifications and

requirements. These buildings will be grandfathered with proof of Air Force approval. You must be able to show proof in writing from the Air Force.

- b. ***All requests for Storage Buildings must be made by completing the Request to Make Alterations Form and submitted to the Community Manager.***
- c. ***A Fairchild Form 103 must be approved prior to any digging.***

32. SWIMMING & WADING POOLS

- a. The use of swimming pools is prohibited, except in the case of an AF approved pool in place before privatization. These pools will be grandfathered at their current address, as long as the pool is behind a fence. Small wading pools up to 6 feet in diameter and one foot in depth are permitted in the backyards only. When wading pools are in use by children, adult supervision is required. When wading pools are not in use, they must be emptied and stored. By ensuring these wading pools are emptied and stored when not in use, this will help to prevent them from becoming a breeding ground for mosquitoes. The pool must be emptied daily and stored where it will not cause damage to the housing unit or yard.

33. TRAMPOLINES

- a. Trampolines are prohibited. Residents who live in housing and have trampolines already approved by the AF, and have the trampoline before privatization will be allowed to keep them until they vacate housing. New residents who move into housing will not be permitted to have trampolines.
- b. RECREATION EQUIPMENT (Basketball hoops, hot tubs, swimming and wading pools, etc.). (ALL RECREATION EQUIPMENT MUST BE LOCATED IN THE BACKYARD ONLY).

34. WATERBEDS

- a. Use of waterbeds is authorized on first floor bedrooms only. Tenants will be held liable for any damages caused by the use of a waterbed.

35. WEAPONS POLICY

- a. Tenants and family members residing in the home may possess and store privately owned weapons, which include firearms, crossbows, and BB and pellet guns.
- b. All Installation and local laws regarding firearms must be met. For more information about Base requirements call 92 SFS Operations Section at 247-5546 or 92 SFS Armory Section at 247-5762.
- c. All firearms should be kept in an unloaded condition. All firearms and other potentially dangerous weapons must be stored out of children's reach and access.
- d. **Violations of the Weapons Policy may be grounds for termination of the Lease.**

36. WEATHER - SPECIAL CLIMATIC CONDITIONS

a. Care to Prevent Freezing

Severe freezing weather usually does not arrive until November. Preparations should be made prior to the first of October to prevent cold weather damage to plumbing, house plants, fish bowls, canned foods, and other materials subject to freezing. You should do the following:

- Drain and store all garden hoses. Hoses left connected to faucets may damage water lines. Such damage will be repaired at occupant expense.
- If you plan an absence from your quarters during winter, especially during periods of extreme cold, you must make arrangements for prudent care and inspection of your home during your absence. Notify the Community Management Office in writing and provide them with the name of the person or persons designated by you to have access and perform normal occupant maintenance, i.e., inspections and snow removal. A Winter Watchman can be issued through the Community Management Office to alert your designated representative or neighbor of a heating problem. (A Winter Watchman is a red light that has a thermostat attached to the end of the cord which plugs into any normal outlet. The light is then hung in a front window. If the temperature in your house drops below the setting on the thermostat, the light will turn on and alert passersby).
- During periods of extreme cold (Nov-Mar), all vacant houses are equipped with a Winter Watchman. If you observe one of these red lights, please call Housing Maintenance at 244-5643 immediately.

- Under no circumstances should you attempt to drain the plumbing system. Call Housing Maintenance in case of trouble.
- Remove snow and ice from steps, sidewalks, and driveways as needed to reduce the risk of slipping or falling. Salt, calcium chloride, or any other chemicals should not be used. These chemicals can cause damage to shrubs, lawns, and other vegetation as well as damage to the concrete. The recommended method of ice control is to keep walks, driveways, and steps shoveled clean of snow and apply a light coating of sand on the ice.

b. Winterization

Tenant should perform certain actions concerning outside spigots:

- Shut off outside water valves
- Drain outside spigots
- Remove hoses

If the homes have interior water shut-off valves, they are to be turned to the “off” position prior to draining the outside spigots. The outside spigots should be kept in the open position throughout the winter.

37. WINDOW COVERING

- a. All blinds that have been provided must remain in place. Any other material used to cover a window that is not the original material that comes with your home, for example, aluminum foil, cardboard, bed sheets, blankets, etc, must be approved in writing by Balfour Beatty Communities before installation.

PHONE NUMBERS

Emergency	911
Fairchild Security Forces:	
Emergency	911
Crime Stop	5555
Non-emergency calls:	247-5493
Fire/Medical	
Emergency:	911
Non-emergency:	247-5215
Ambulance	247-5661
Fairchild Veterinary Services	247-2583
Directory Assistance	Dial "0"
Community Management Office (Balfour Beatty Communities)	244-6500
Service Request Desk (Balfour Beatty Communities)	244-5643
Hospital Appointment Desk	247-2361
Phone Companies	
Quest	1-800-244-1111
AT&T:	1-800-222-0300
MCI:	1-800-444-3333
Sprint:	1-800-746-3767
Base Information:	247-1212
Cable TV/Satellite Companies:	
Direct TV:	1-800-200-0014
Dish Network:	1-800-200-0711
Com Cast	1-800-comcast

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