

# THE PROPERTIES AT WRIGHT FIELD



5924 Hickam Dr. Dayton, OH 45431

937.253.6009

WPAFBHomes.com

# RESIDENT HANDBOOK

## WELCOME CENTER

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

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

## MAINTENANCE OFFICE

6931 Chapel Lane  
Dayton, OH 45431  
937.253.3488, Opt. 3  
maintenance@wpafbhomes.com

**After-Hours Emergency:**  
937.253.3488, Opt. 0

**Mon-Fri:** 8am-5pm

## SELF-HELP STORE

6931 Chapel Lane  
Dayton, OH 45431  
937.253.3488, Opt. 7  
store@wpafbhomes.com

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

## INTRODUCTION & TABLE OF CONTENTS

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

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

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## SECTION A – “THE PROPERTIES AT WRIGHT FIELD” RESPONSIBILITIES

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

**APPLIANCES:** Ranges, refrigerators, dishwashers, and garbage disposals are furnished and serviced by PWF. For service-related issues, contact PWF by telephone or through our website (See Useful Telephone Numbers). Do not attempt repairs. Privately owned washers, dryers, and refrigerators may be used if space allows and hook-ups are compatible. Any furnished appliances may be removed at the resident’s request. For scheduling appliance removal, contact PWF.

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

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

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

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

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

**REFUSE COLLECTION AND RECYCLING DISPOSAL:** Rumpke Waste and Recycling will handle Refuse and Recycling collection and disposal. Refuse must be secured in garbage bags and contained in issued waste wheeler. Additional refuse must be properly secured in heavy-duty, black garbage bags. For further information, contact PWF at 937.253.3488, option 3.

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

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

**RECYCLING:** Residents can typically recycle the following:

- Glass: Bottles & Jars (all colors)
- Metal Cans: Aluminum cans, steel cans & lids (empty aerosol cans and remove the lids and tips)
- Plastic Bottles: Bottles and jugs that have a small mouth and wider base, such as milk jugs, soda bottles, laundry detergent bottles, water bottles, shampoo bottles and contact solution bottles (empty, crush, reattach lid)
- Paper: newspaper, magazines, cardboard, mixed office paper and envelopes, junk-mail, paperboard (cereal boxes), pizza boxes free of food debris and grease, telephone books and catalogs
- Cartons: food and beverage cartons, such as milk, juice, soup, wine, broth and other cartons

#### Recycling Tips

- NEVER place medical sharps or needles in the recycling
- Mix all items together – no separation required
- Empty all bottles, jugs and cans
- No need to remove labels
- For plastic bottles, empty, crush and reattach lids
- For cartons, remove plastic caps and straws
- NOT for Recycling: plastic bags, cassette tapes, bed sheets, hangers, metal chains, garden hoses, batteries, needles, syringes, electronics, polystyrene foam, buckets, butter tubs, car parts, food, yard waste, light bulbs, drinking glasses, ceramics, pots, pans, and scrap metal
- DON'T use plastic bags

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

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

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

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

Available items include:

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

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

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

## SECTION B - RESIDENT RESPONSIBILITIES

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

### CARE OF EXTERIOR:

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

Yards: Following are guidelines for maintaining lawns:

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

Lawn Care: Mow as necessary to maintain a neat appearance. Grass should not exceed three inches in height or be cut to less than two inches. Trim grass / weeds around foundation of house, base of trees, and doorsteps as necessary to include volunteer plants from taking root. Weeding around fence lines is necessary to prevent pooling of water from rains and to maintain a neat appearance. Edge sidewalks, curbs, and driveways to maintain a pristine appearance. Do not dig a trench when edging.

Bushes: Trim bushes and low-hanging tree branches. Notify PWF for removal of dead trees. New branches at base of trees must be cut back to permit tree growth and maintain a sightly appearance. House numbers and utility meters must be visible and accessible.

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

Recycling Yard and Garden Waste: Recycle your yard and garden waste. Try a mulching lawn mower to recycle grass clippings. Other plant material may be turned into the soil to provide extra nutrients.

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

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

Clothes Lines: Clotheslines are not permitted in family housing.

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



Porches & Patios: Porches and patios must be neatly maintained. Although storage is limited, porches and patios must not be cluttered or otherwise detract from the home's appearance. Waste wheelers and recycle bins must be stored in designated areas and not stored on porches or in front of garages.

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

Windows: Residents are responsible for cleaning all windows. The exterior glass surface need not be washed in temperatures below 32°F. Make every effort to clean windows safely.

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

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

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



Flower beds maintained



Lawn mowed & weeded



Landscape maintained



Lawn needs mowed & weeded



Needs weeded at fence line



Excessive violation

Recreation Areas: Recreation areas are the responsibilities of all residents. Do not leave trash or refuse at the recreation areas. To minimize blowing trash, use trash bags at all times. PLEASE DO YOUR SHARE.

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

### **CARE OF INTERIOR:**

Bathrooms: Walls in tub and shower areas have a tendency to mildew and should be cleaned periodically with a product to combat this problem. Clean fiberglass tubs and showers with non-abrasive cleaners only. Avoid flushing feminine products, disposable diapers, any sort of disposable wipe or other similar materials down the toilet. In case of a plumbing stop-up, try using a plumber's helper (plunger); and if this fails, contact PWF Maintenance for

assistance. Clean commodes frequently to prevent calcium deposit buildup. (See Damage Cost List for charges associated for resident caused damages.)

- Vanity/Sink Tops: Placing hot items, such as curling or flat irons on vanity/sink tops will cause permanent damage
- Do not use suction cup bathmats or harsh abrasive cleaners on tubs and showers as this can damage the finish

Carpets: Residents with partial or whole-house carpeting are expected to vacuum carpet and baseboard edging frequently and dry-clean or shampoo carpet as necessary to prevent excessive soil buildup or staining of the carpet. The replacement of carpet due to pet damage or permanent stains and/or abuse is the responsibility of the resident. During Inspections the carpet will be tested for animal/human urine to include the use of a black light and pulling back carpeting to view the padding and back of the carpet. A limited number of portable carpet cleaners and cleaning solutions are provided through the Self-Help Store.

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

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

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

- Cooking Range: Clean the stove (oven and hood), broiler units, and top burners to prevent grease buildup. Do not use chemicals inside a self-cleaning oven. Do not leave items in the oven when utilizing the self-cleaning feature. It is useful to keep your hood fan on to prevent smoke detectors from sounding off. The broiler portion of the stove is not a storage area. Do not store anything in the broiler due to potential damage or fire.
- Counter tops: Placing hot utensils on counter tops or using counter tops as a cutting board will cause permanent damage

Refrigerator: Clean the interior with water and a baking soda solution. Clean the coils periodically to prevent the excessive buildup of dust and lint. Clean the door gasket and exterior frequently to remove oil and grease. Do not use sharp instruments or use other gritty cleaning solutions to remove ice when defrosting.

Dishwasher: Keep the dishwasher free of food residue and clean the door gasket area frequently. An easy way to do this is to clear your dishes of debris into the trash before placing in the dishwasher.

Garbage Disposal: Avoid overloading the garbage disposal with cooked pasta or similar foods. Always run cold water while operating your disposal. Once a month, run the disposal while loading a tray of ice cubes in it to keep the cutting blades in top condition. FIBROUS MATERIAL, SUCH AS ONIONS AND CELERY, WILL CAUSE THE CUTTING MECHANISM TO JAM. MOST IMPORTANTLY, DO NOT PUT GREASE IN THE GARBAGE DISPOSAL. COOKING GREASE IN THE SEWER LINES IS THE MOST COMMON CAUSE OF SEWAGE BACKUPS.



Shelf Paper: Use only regular shelf paper in drawers and cupboards. The use of rubber liners or adhesive-backed paper, such as contact paper, damages surface when removed and are not permitted.

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

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

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

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

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

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

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

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

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

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

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

Guardian Water & Power  
Call: 800.444.9283  
8:30 AM to 8:00 PM (EST)

<http://www.guardianwp.com/>  
Email: [support@guardianwp.com](mailto:support@guardianwp.com)

- **Electricity:** You can help by minimizing the use of electrical appliances and lights, especially during the peak demand periods of 0600 - 0800 and 1700 - 2100. Do not leave outside exterior lights on during daylight hours. When buying Christmas lights, buy only Underwriter Laboratories (UL)-approved, energy-efficient lights.
- **Heat:** The standards for home temperature settings are 68°F to 72°F during the day and 65°F at night. Turning the thermostat up to the maximum temperature setting does not decrease the amount of time to warm up the room. Setting the thermostat to the desired temperature will warm the home up just as fast and save energy in the process. Water heaters are normally set to a maximum of 140°F. If your water appears to be too hot or cold, call PWF Maintenance to adjust the setting. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. Remember, saving fuel saves you money.
- **Water:** Excessive water usage results in increased costs to everyone and depletion of the supply. Our policy is to reduce or eliminate unnecessary waste. Water should not be allowed to puddle in yards or run-down streets when watering lawns.

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

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

Landlord will not maintain any such insurance on behalf of Resident and Landlord will not have any liability whatsoever to Resident for any loss or damage to the personal property or leasehold improvements of Resident or Landlord. Resident is required to secure liability insurance for all Tenant Caused Damages due to water, fire, or smoke damage to home due to Tenants personal property failing to function properly or Tenants actions which cause damage to the property. Failure to maintain the foregoing insurance shall be default under this Lease, and Tenant shall provide upon execution of this Lease and from time-to-time as reasonably required by Landlord, proof of such insurance. In addition, residents shall be charged for repair of drain blockages or stoppages caused by Tenant misuse.

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

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

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

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

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

Unattended vehicles must be moved to a long-term parking, or you must provide to PWF the name, phone number, and address of a responsible contact person who can move your vehicle. This is necessary to facilitate snow removal or street cleaning. Vehicles or conveyances obstructing the cleaning or snow removal from housing areas will be reported to the Law Enforcement Desk and towed at the owner's expense.

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

**SEWAGE BACKUPS:** Sewage backups can be minimized by taking precautions against flushing foreign objects down toilets. When they do happen, however, there are some health precautions to observe when handling sewage-damaged items. PWF is not responsible or liable for personal property loss. Following these suggestions will help prevent the spread of any potential bacteria:

Wear rubber gloves, rubber boots, and clothing that can be washed immediately. Immediately after handling contaminated materials, clean gloves and boots with a cloth or towel saturated in a liquid bleach and water solution (two capfuls per gallon of water). Wash contaminated clothing separately from other items. Wash hands with soap and water immediately after handling contaminated items and again before eating or

drinking. Bathe before going to bed. Keep children and pets away from the contaminated area. Call PWF Maintenance for assistance in sanitizing the contaminated area.

## **SECTION C - FIRE PROTECTION AND SAFETY**

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

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

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

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

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

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

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

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

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

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

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

## SECTION D - SECURITY POLICY

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

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

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

**MOTOR VEHICLE TRAFFIC POLICY:** The following traffic policies are extracted from Base Traffic Code:

- Abandoned/non-operational vehicles: Any vehicle partially dismantled, non-operational, wrecked, junked, or in a derelict condition, parked on a public street or public parking lot, will be impounded at the owner's expense.
- Maintenance In-Parking/Family Housing Areas: Changing engine oil, transmission oil, antifreeze, etc., are prohibited in the parking lots of family housing. Major overhaul or major maintenance such as removal/disassembly of the transmission, rear end, motor, or body repair of any vehicle is not authorized. Please consult with the base auto-hobby shop or a local repair facility.
- Parking: Privately owned vehicles must be in authorized parking areas only. You must remain aware of snow removal during and after snowfall. In the event of your absence, you must arrange to have your vehicle(s) moved from normal parking areas to facilitate snow removal operations. Vehicles parked in active snow removal areas may be removed at the owner's expense.

Specific "no parking" areas are:

- Within fire lanes
- Within 15 feet of a crosswalk or fire hydrant
- In front of a common garage, this prevents access/use and it impedes traffic flow
- Common driveways/entrances, where it impedes traffic flow
- On grass, seeded, or dirt areas
- Within 10 feet of any building or structure except in designated parking spaces
- Within 15 feet of trash containers (dumpsters) except in designated parking spaces
- In drive-through areas where the traveled road surface is less than 15 feet
- On sidewalks
- Prohibited Areas: The driver of a motor vehicle will not drive through an area that is posted, marked, or barricaded by means of barriers or cones.

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

- Boats are not permitted in the housing areas except for loading and unloading before or after a trip. All repair work on boats, except for canoes, is prohibited in family housing areas. Canoes stored on storage racks are permitted.
- All-Terrain Vehicles (ATV): ATVs may be kept in the housing areas provided they are parked in the resident's designated parking spot and are not kept on any unpaved areas or patio areas. No more than



two ATVs per quarters are permitted. ATVs may not be ridden in family housing areas, as they are not street legal.

- Pickup Shells: Shells for pickups may not be left unmounted in housing areas at any time.
- Camper Units, Slide-In: Slide-in pickup camper units may not be left unmounted in housing areas at any time.
- Motor Homes: The designated area for motor-home parking is the RV storage lot in Area B. When parked in housing areas, motor homes may not block driveways or other egress areas where emergency vehicles must pass.
- Trailers: Trailers may not be parked in family housing areas. Active loading and unloading is limited to no more than 24 hours.

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

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

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

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

## SECTION E - GOOD NEIGHBORS

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

**PETS:** The following are pet owners' responsibilities:

- **Pet Deposit/Fee:** Active-duty military residents paying rent based on BAH may possess or maintain two pets without paying a deposit. A third pet may be approved by management with a deposit equal to one-half of one month's rent be paid to the Leasing/Management Office. Residents paying market rent may possess only two pets with a fee. Excesses caused by pets giving birth must be removed from the home within eight weeks. Residents are responsible for all damages related to all pets. Refer to WPAFB AFI 48-101 for further details regarding pet policies.
- **Dog Breed Restrictions:** Effective 1 December 2022 – Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow and wolf hybrids. Residents that have a prior registered dog of the above listed breed/s, in their leasing file have been grandfathered in.
- **Nuisance/Vicious Pets:** Pets that cause a public nuisance or are vicious will not be allowed to remain on Wright-Patterson AFB. Continued howling, barking, and other nuisance behavior will result in the pet's removal from Wright-Patterson AFB.
- **Prohibited Pets:** The following animals as pets are specifically prohibited: farm, ranch, or wild animals, rodents, primates (monkeys and apes), skunks, reptiles, snakes, raccoons, exotic felines, marsupials, spiders, and any animal requiring a permit from the Fish and Wildlife Service. Excluded are guinea pigs, hamsters, gerbils, ferrets, rabbits, pet birds, and fish (see Pet Deposit/Fee paragraph above).
- **Registration:** Prior to being kept on Wright-Patterson AFB, all privately owned pets over four months of age must be micro-chipped, registered with the Veterinarian and have certificates showing they have received the required vaccinations. Registered animals are required to wear a registration tag showing they have had a rabies vaccination. You must provide copies of all such registration to PWF.
- **Cleanliness/Sanitation:** If you own a pet, you must clean pet areas daily, or more often, if necessary, to prevent the areas from becoming a public nuisance. This must be done year-round. If outside the animal's domicile, you must immediately clean up feces left by the pet.
- **Control:** Effective control of pets by a responsible and capable person must be maintained when they are indoors and outdoors to prevent excessive barking or biting of visitors. Security forces may remove unattended pets that create a public nuisance, such as barking and whining.
- **Restraints:** Pets must be on a leash when outside the animal's domicile and under control of a responsible person capable of controlling the pet under any circumstances. Pets may not be walked in other residents' yards. Pet restraining devices may not be connected to any fixtures such as trees, downspouts, porches, or buildings.
- **Doghouses:** Doghouses are permitted in family housing. Dog houses must be maintained in good condition and be located five feet from any structure. Portable containers used for transporting pets may not be used. Use of bright contrasting colors must be avoided. Doghouses should be moved periodically to avoid damaging the yard.
- **Kennels:** Kennels and dog runs are not permitted in family housing.
- **Shelter:** Leaving pets outside for unreasonable periods of time or without proper food or sufficient water is considered inhumane and cruel. Pets left outside are required to have adequate shelter from the elements. Animals may only be contained in private patio area and/or back yard. Do not leave pets unattended in vehicles.
- **Abuse/Abandonment:** Abuse and abandonment of pets is inhumane and cruel. Person known to be involved will be referred to Security Forces. Should you need to find your pet a new home, please contact local rescue organizations.

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

- Excessive stereo and television volumes: Do not assume your neighbors enjoy the same type of music or television programs you do. Please keep the volume down.
- Parties: Many complaints can be avoided by informing your neighbors before having a party
- Barking Dogs: Barking dogs can be very annoying to other residents. Be considerate of neighbors by keeping dogs under control and control excessive barking during non-quiet hours.
- Quiet hours are:
  - 10:00pm to 6:00am Sunday through Thursday
  - 11:00pm to 6:00am Friday and Saturday
- Pet quiet hours are:
  - 10:00pm to 8:00am Daily

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

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

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

## SECTION F - COMMUNITY/RESIDENTIAL ACTIVITIES

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

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

**CARPET INSTALLATION:** If you wish to install additional carpeting, you may use only loose-laid carpeting. No additional permanent carpeting installations are allowed unless prior written approval by PWF. Loose-laid carpeting does not require an approved Service Request Form. It is the resident's responsibility to remove loose-laid carpeting from the home for the final inspection.

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

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

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

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

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

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

- Adult supervision is strongly encouraged
- Trampolines must be located a minimum of 10 feet from any structure or appurtenance, i.e., fences or sheds
- Placement of trampoline must not impede common area or neighbors' yards
- The tops of all trampolines must be fully caged and encased in protective padding, including the springs

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

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

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

**PERSONAL PLAY EQUIPMENT:**

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

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

## SECTION G - SELF-HELP WORK

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

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

**BORDER PROTECTORS:** Small border protectors, which are designed to be decorative in nature and are not exceeding 20 inches in height, may be installed around flowerbeds, and if they are neat and properly maintained. The decorative protectors cannot penetrate the ground more than four inches. Under no circumstances will they be made with pointed pickets. A completed Service Request Form is not required for border protectors.

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

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

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

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

**FENCES:** Residents of The Woods and the contemporary homes in The Prairies may be authorized to construct chain-link fencing, provided request is submitted on a Service Request Form prior to installation and pre-approved guidelines and specifications are followed. Please contact PWF maintenance office at 937.253.3488, option 3 for specifics. Attached form (Page 28 & 29) must be signed by all parties prior to installation.



## SECTION H - TERMINATION OF FAMILY HOUSING

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

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

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

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

- Preliminary: The preliminary inspection will assist you in preparing for your final inspection and includes an inspection-procedure review designed to answer your questions. The quality control specialist also identifies normal maintenance to be accomplished and damages above normal wear and tear. The quality control specialist will discuss your individual cleaning needs.
- Final: THE RESPONSIBILITY FOR FINAL CLEARANCE OF FAMILY HOUSING RESTS SOLELY WITH YOU, THE RESIDENT. The final inspection ensures that the standards of cleanliness are met and identifies additional maintenance needs. If you fail your final inspection, contact PWF and schedule a re-inspection for the next working day or as soon as the housing inspection schedule permits. Being properly prepared for your inspection is very important. A timeline has already been prepared to put your house into maintenance so it will be ready for a new resident on time. For your information, we have provided cleaning standards and an estimated cost sheet. These will also be provided when you give your notice to vacate the home.

### **PWF's CLEANING STANDARDS:**

- Replace all burned-out or missing light bulbs. All broken light globes must be replaced. Light globes may be obtained from the Self-Help Store for a nominal fee.
- Any excessive build-up of dirt, wax, stains, (other than discoloration due to hanging pictures), or calcium deposits are not considered normal wear and tear and must be removed by the resident. This also includes crayon marks; heavy smudges on the walls, or excessive dirt. Please note that walls must be clean, regardless of projected painting. The quality control specialist will advise you during the preliminary inspection as to the nails that must be removed and the holes that must be patched. Painted walls must be properly restored prior to final inspection.
- If you have used stickers, wallpaper borders, and contact paper on your cabinets, drawers, or walls, you must remove them as well as all adhesive film residues. You must clean the interiors of all cabinets, drawers, and closets, and the tops of any exposed cabinets.
- Cabinets, closets, drawers, shelves, and all woodwork must be free of dirt, oil stains, shelf paper, adhesive residue, staples, tacks, etc. Clean registers and cold air returns, making certain they are free of dirt, sediments, and stains.
- Clean windows inside and out so that they are free of spots, streaks, or film. Clean all windowsills, blinds, screens and baseboards. Curtain rods must be removed and nail holes filled prior to final inspection.
- Clean and disinfect bathrooms including toilets, bathtubs, washbasins, shower mirrors and shelves, towel rails, sinks, and related hardware. Bathrooms need to have any excessive buildup of calcium deposits and soap scum around fixtures, caps, or on walls removed. Toilet bowls must be cleaned both inside and out. Tiles and mirrors must be free of soap build-up or streaks.
- The refrigerator must be defrosted and any accumulated dried food particles removed. Pull out the refrigerator to clean behind and under it. If you feel you are not capable of moving the appliance out to clean, or might tear the vinyl flooring, please contact PWF and arrange a service call for them to move the appliance for you. Remove all grease, stains, and dirt sediments from the range hood both inside and out. Clean and replace filters. The range top, oven, and exhaust hood must be free of heavy grease and burned-on residues. The exterior of the stove and range must be free of grease and food particles. Clean all appliances thoroughly on the inside and outside to include applicable doors, sides, tops, seals, and gaskets, racks, broiler pans, drip pans, control surfaces and knobs, storage areas, and refrigerator condenser coils. Move appliances away from wall for cleaning and move back after cleaning. Wall surfaces surrounding the range areas and sides of cabinets adjacent to the range must be free of grease and food residues.
- Storage/laundry areas must be broom cleaned. This includes being dusted down, free from any accumulated trash and swept out, including walls, ceilings, floors, windows, and stairs.
- Vacuum carpets, remove stains, and then deep clean. Remove dirt and wax sediments from floor areas. Damp mop floors and apply a light coat of wax on tile floors. Vinyl floorings are no wax. Remove dirt, dust, and smudges from cove base, baseboards, walls, and ceilings. Clean doors, both interior and exterior, including frames and thresholds. Doors should be free of dirt and stains on both sides. Carpet shampoo machines are available, on a first come/first serve basis, at the Self-Help Store. During the final inspection, carpeted areas will be tested for animal/human urine and carpet will be lifted up to view the underside for staining and/or damage.
- Balconies, patios, and garages must be broom cleaned. This includes removal of accumulated debris and sweeping of the area. Excessive accumulations of dirt, gummy materials, oil, and grease stains must be removed. Areas must be free of dirt, stains, and grease. Remove trash from crawl spaces, storage areas, and trashcans. Garage floors and driveways must be cleaned removing gas, oil, and grease stains to prevent permanent damage to concrete and asphalt. PWF reserves the right to assess and charge for damages upon final inspection.
- Perform yard maintenance including any snow removal or lawn mowing. Repair pet damage to yards, decks, sheds, and fences. Ensure that all pets' feces have been removed from the yard.
- Remove personal items from all areas of the residence, including utility sheds, and garages. Have all keys, garage door openers, and any approved conveyance letters on hand for the final inspection. Conveyance items require pre-approval by PWF.
- Remove television/internet satellite dish from premises. This includes all poles & wiring unless otherwise directed.
- All trash must be properly bagged, secured, and placed in the dumpster area at Self-Help prior to your move-out inspection date. Items remaining at the curb on your inspection appointment will result in charges. Trash cans may only be set out 24 hours prior to the scheduled pick-up day.
- This list of standards is not all-inclusive and is to be used as a guide. For items not specifically addressed, contact PWF for clarification. The purpose of these cleaning standards is to create basic criteria for all residents.
- For specific questions or concerns, please contact The Properties at Wright Field at 937.253.6009.

**CLEANING/DAMAGE PRICE LIST**

	ITEM	DESCRIPTION	PRICE
<b>INTERIOR CLEANING</b>	1	BASEBOARDS	\$10.00 EACH
	2	BATHTUBS (INCLUDES TILE & FAUCET)	\$50.00 EACH
	3	CABINETS	\$37.50
	4	CARPORT / PATIO / WALKWAYS / GARAGE FLOOR	\$75
	5	CEILING FAN	\$25.00 EACH
	6	MINI BLINDS	\$20.00 EACH
	7	DISHWASHER	\$30.00
	8	DOORS	\$10.00 EACH
	9	DRAWERS	\$37.50
	10	LIGHT COVERS (REMOVE & CLEAN)	\$10.00 EACH
	11	RANGE HOOD/MICROWAVE	\$50.00
	12	REFRIGERATOR	\$100.00
	13	REMOVAL OF SHELF PAPER (CABINETS & DRAWERS)	\$20.00 EACH
	14	SINKS (KITCHEN & BATH)	\$10.00 EACH
	15	STOVE / OVEN	\$100.00
	16	VINYL/LAMINATE FLOOR CLEANING (MINIMUM OF 1 SQ. FT)	\$1.00 SQ. FT.
	17	TOILETS	\$45.00 EACH
	18	VENTS	\$10.00 EACH -
	19	CLEANING WALLS	\$100.00 ROOM
	20	WINDOW SCREEN / PATIO SCREEN	\$10.00 EACH
	21	WINDOWS	\$20.00 EACH
	22	CARPET CLEANING	\$150.00
	23	GENERAL CLEANING (EXCLUDING APPLIANCES AND CARPET)	\$200.00
<b>EXTERIOR CARE</b>	24	DOG FECES CLEANUP	\$150.00
	25	HOLES IN TOP-SOIL (FILL IN)	\$40/sq yd
	26	RAKING LEAVES	\$50.00
	27	MOWING OF GRASS (FRONT & BACK)	\$50.00
	28	REMOVE SATELLITE DISH	\$25.00
	29	REPAIRING/REPLACING LAWN (SOD REPLACEMENT)	\$5.00 PER SQ FT
	30	FLOWERS/SHRUBS AND PLANTS REPLACEMENT	\$40.00 EACH
	31	SIDING (DEPENDING ON AMOUNT NEEDED)	\$80/PIECE
	32	SNOW REMOVAL (DRIVEWAY, WALKWAY, ETC.)	\$125.00
	33	TOP-SOIL FOR FLOWER BEDS	\$30.00 PER AREA
	34	TRASH TOTE	\$75.00
	35	TRIMMING & EDGING	\$50.00 PER AREA
	36	TRIMMING & SHAPING BUSHES & SHRUBS	\$25.00 PER EACH
	37	WEED REMOVAL (FLOWER BEDS, ETC.)	\$30.00 PER AREA
<b>SMOKE DAMAGE/ODOR</b>	38	SEALING / KILLZ PER ROOM	\$175.00
	39	DUCT CLEANING	\$500.00
	40	REPAINTING PER ROOM	\$175.00
	41	CLEANING WALLS INTERIOR PER ROOM	\$125.00
	42	BAR CLIP (EACH) / BUTTER LID / CRISPER DRAWER	\$16/\$40/\$80

	ITEM	DESCRIPTION	PRICE
DAMAGE	43	BASEBOARDS	\$3.12/ft plus labor
	44	CEILING FANS	\$150.00 EACH
	45	COUNTERTOP DAMAGE	\$73 -\$600
	46	COLD AIR RETURN VENT DAMAGE	\$25.00
	47	DOOR BIFOLD/BYPASS DOORS (CLOSETS, ETC.)	\$200.00 SET
	48	DOOR CUPBOARD / DOOR JAMB INTERIOR	\$120 (each) / \$175
	49	DOOR TRIM CASING (FRAME AROUND DOOR)	\$30.00 PER PIECE
	50	DOORS INTERIOR (BEDROOM, BATH, ETC.)	\$170.00 EACH INSTALLED
	51	EXTERIOR DOOR	\$315.00 to \$653.00 EACH
	52	EXTERIOR DOOR INSTALLATION	\$200.00 TO \$700.00 EACH
	53	STORM DOORS / INSTALLATION	\$234.00 / \$200.00
	54	REFRIGERATOR BAR/ HANDLE / DOOR	\$25/\$125/\$300
	55	GARAGE DOOR REMOTE	\$45.00 EACH
	56	TOWEL BARS / SHOWER RODS / BRACKETS	\$6/\$20/\$6
	57	GRILL / CAP / BURNER	\$60/\$65/\$35
	58	LED BULB (small) / LED BULB (long tube 4x8)	\$15.00/\$30.00 EACH
	59	MINI BLINDS	\$20/small \$30/large
	60	FAUX BLINDS	\$75/small \$100/large
	61	PAINT INTERIOR (PER ROOM)	\$175/small \$250/large
	62	RANGE FILTER/RANGE KNOB (each)/RANGE LATCH	\$20/\$20/\$100
	63	RECORE ALL LOCKS FOR HOUSE	\$50.00
	64	REMOVAL OF NAILS, HOOKS, ETC.	\$2.00 EACH
	65	RESCREENING	\$30.00 EACH/\$63 REBUILD
	66	RESURFACE BATHTUB	\$500.00
	67	SEALING FLOOR DUE TO URINE DAMAGE	\$4.00/sq ft
	68	DRYWALL REPLACEMENT/SMALL HOLE UP TO FULL SHEET	\$40 TO \$260
	69	DRYWALL ANCHOR HOLES/ TV MOUNT HOLES	\$10.00 EACH
	70	SLIDING SCREEN DOOR (PATIO)	\$125.00
	71	SMOKE DETECTOR	\$35.00 EACH
	72	SMOKE DETECTOR/CO	\$60.00 EACH
	73	STOVE DRIP PAN REPLACEMENT	\$50.00
	74	FIRE EXTINGUISHER	\$35.00
	75	THERMOSTAT/INSTALLATION	\$33.00 / \$75.00
	76	THERMOSTAT WIRE TO CONDENSOR	\$75.00
	77	TOILET / TOILET TANK LID	\$175.00 / \$55.00
	78	VINYL SIDING (INCLUDING CORNER PIECES)	\$80 / PIECE
	79	VINYL SLATS (FOR CHAIN LINK FENCE)	\$3.00 PER SLAT
	80	WINDOWS	\$200 parts \$150 labor
	81	WINDOW FRAME / WOODEN BASE BOARD	\$50.00/ \$4.00 PER FOOT
	82	BACK DOOR GLASS (CONTEMPORARY, WOODS)	\$145.00 PARTS/\$75 LABOR
	83	PLANK FLOOR REPAIR/REPLACEMENT	\$3.29/SQ FT PARTS, \$75/HR LABOR
	84	CARPET REPLACEMENT	\$15/SQ YD PRORATED ON 7 YRS

THIS LIST IS NOT INCLUSIVE AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION.  
ADDITIONAL CHARGES MAY BE ASSESSED AS NECESSARY.

## USEFUL TELEPHONE NUMBERS

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

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

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

### SATELLITE DISH AND ANTENNA INSTALLATION NOTIFICATION

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Resident Signature



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

### SATELLITE DISH AND ANTENNA LEASE ADDENDUM

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

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

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

Management \_\_\_\_\_

Resident \_\_\_\_\_

Date \_\_\_\_\_

Resident \_\_\_\_\_

## *The Properties at Wright Field, LLC.*

### **FENCE GUIDELINES**

#### **The Properties at Wright Field – The Prairies and The Woods**

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

#### **Requirements:**

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

#### **Restrictions:**

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

#### **Specifications:**

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

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

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

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent, The Properties at Wright Field

\_\_\_\_\_  
Date

THE PROPERTIES AT WRIGHT FIELD  
5924 HICKAM DRIVE  
DAYTON, OH 45431  
937.253.6009  
937.253.6013 —FAX  
[WWW.WPAFBHOMES.COM](http://WWW.WPAFBHOMES.COM)

Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent, The Properties at Wright Field

\_\_\_\_\_  
Date