

# *CENTURY COURT*

## **COMMUNITY POLICIES**

### **EXHIBIT A Effective April , 2016**

#### **CENTURY COURT COMMUNITY POLICIES EXHIBIT A**

## INDEX

---

### **SAFETY**

#### **COMMUNITY CLEANLINESS**

- S1. SECURITY
- S2. ACCESS TO THE PROJECT
- S3. VIDEO SURVEILLANCE
- S4. KEYS
- S5. PERSONAL SECURITY TIPS

#### **COMMUNITY LIVING.**

- L1. FIREARMS/WEAPONS
- L2. ALCOHOL
- L3. DRUGS AND ILLEGAL SUBSTANCES
- L4. VERBAL AND/OR PHYSICAL ABUSE
- L5. FAILURE TO COMPLY
- L6. NOISE
- L7. BARBECUE GRILLS
- L8. SMOKE DETECTORS
- L9. COMMON AREAS
- L10. SMOKING PROHIBITED (certain areas)
- L11. NUMBER OF OCCUPANTS
- L12. VISITORS
- L13. MINOR CHILDREN
- L14. SATELLITE TELEVISION DISHES
- L15. INSPECTION/ENTRY/  
HEALTH AND SAFETY INSPECTION/ENTRY
- L16. UNIT RESTRICTIONS
- L17. ROOMMATE AND NEIGHBOR COUNSELING
- L18. TRANSFERS
- L19. CCCC STUDENT CODE OF CONDUCT COMPLIANCE
- L20. IMPLIED CONSENT
- L21. CHRONIC MISBEHAVIOR

#### **OFFICE & MAINTENANCE SERVICES**

- O1. OFFICE HOURS AND SERVICE PROCEDURES
- O2. MAINTENANCE MANAGEMENT SYSTEM
- O3. CARPET CARE
- O4. RENT PAYMENTS
- O5. SECURITY DEPOSIT REFUNDS
- O6. UTILITIES
- O7. ON-SITE MANAGEMENT STAFF

#### **COMMUNITY CLEANLINESS**

- C1. UNIT CLEANLINESS
- C2. TRASH
- C3. PATIOS AND BALONIES
- C4. PETS

#### **AMENITIES**

- A1. LAUDRY FACILITIES
- A2. CLUBHOUSE USE
- A3. POSTING
- A3. PARKING AREAS AND PERMITS
- A4. POOL AND SPA
- A5. VIDEO SURVEILLANCE

## CENTURY COURT COMMUNITY POLICIES EXHIBIT A

**WELCOME TO CENTURY COURT**, the unique residential community for students at Collin College. This property is only for residents who appreciate a beautiful environment and the convenience of on-campus living, and who will make a strong commitment to caring for the community in which they live. The cleanliness, beauty, and enjoyment of the property will be enhanced if you will speak up whenever you observe a thoughtless act, unsafe condition, or questionable person on the grounds. The community will be governed by the rules of common courtesy and common sense.

You must follow the **STUDENT CODE OF CONDUCT** of the College. *By enrolling at the College a student neither loses the rights nor escapes the responsibilities of citizenship. All students are expected to obey federal, state and local laws, the rules and regulations of the College and directives issued by an administrative official in the course of his/her duties. A student who enrolls at the College is charged with the obligation to conduct himself/herself in a manner compatible with the College's function as an educational institution; consequently, conduct which interferes with the use or utilization of College facilities by other persons may be punished regardless of whether such conduct is specifically proscribed by the provisions of the Student Code of Conduct.* **APPEALS** may first be addressed in writing to the on-site Manager. If you are unsatisfied with this decision a written appeal may be forwarded to: Student Housing Foundation Chair, Century Court, 5800 Jupiter Rd., Plano, TX. 75074.

### SAFETY

**S1. SECURITY** - It is not possible for any property owner or manager to insure "security" or "safety." However, Century Court does have safety features, including video camera surveillance. The Plano Police Department and Collin College Campus Police provide police services in the Project from time to time at their sole discretion. You should not assume their presence. We believe in the effectiveness of neighbors looking out for each other and we encourage residents to get to know their neighbors. You must promptly report any incident of theft, vandalism, or unsafe conditions to the Plano Police and our office. Whenever possible, please furnish a detailed description of the offender, date and time of day, make and color of car, license plate number, etc. Please call 972-509-0247 during office hours, and 214-680-9699 after hours for non-emergencies and 911 to report any emergency. We will support your vigilance and will, where appropriate, prosecute acts of vandalism, trespassing, and theft.

**S2. ACCESS TO THE PROJECT** - Access to the Project is limited to you and your invited guests. While on the Project your guests are expected to comply with the same Community Policies as our residents. Access to the Project is not actively monitored by Century Court staff; however, Century Court reserves the right to request your guests to leave if they are not compliance with our Community Policies and the local, state and federal laws.

**S3. VIDEO SURVEILLANCE** - The community is equipped with a number of Closed Circuit TV cameras. These cameras have been installed for the purpose of recording events for later viewing. The cameras are NOT monitored and are NOT installed for the purpose of stopping an event in progress. You should always protect yourself by always being aware of your surroundings and by being alert for dangerous circumstances. Further, since the cameras and recording equipment are mechanical and require the involvement of humans, they may not always be working properly due to mechanical or operator problems. Do NOT rely upon these cameras in any way for any purpose.

*WAIVER OF WARRANTY; RELEASE OF LIABILITY – The Collin College District Foundation Inc., Collin College, Collin College District Student Housing Foundation, Century Court, and their respective managers, agents, representatives, officers, directors and employees make absolutely no warranty, express or implied, as to the effectiveness of the deadbolts and video surveillance system. You expressly waive any warranty, express or implied, as to the condition of the video surveillance system, their fitness for any particular purpose, or the likelihood of video surveillance, will increase the amount of protection of you or your property, or decrease the possibility of forced, illegal, or unwanted entry into your Unit or the Project parking lots and grounds. You acknowledge that the video surveillance system is mechanical devices that periodically fail or are rendered inoperative. We do not guarantee that the video surveillance will prevent theft, assault, vandalism, or damage to you or your property. You acknowledge that neither The Collin College District Foundation Inc., Collin College District, Century Court, nor their respective managers, agents, representatives, officers, directors and employees shall be liable for any disruption in the operation of the video surveillance, nor shall they be liable for any loss you suffer as a result of any problem, defect, malfunction or failure of this equipment. These Community Policies do not impose any responsibility, duty or liability upon Owner, their respective managers, agents, representatives, officers, directors and employees, and you release Century Court, the College, their respective managers, agents, representatives, officers, directors, employees, successors and assigns from all liability connected therewith.*

**S4. KEYS** - Keys belong to us and must be returned to us at the end or termination of your lease. You will be charged \$30.00 for each mailbox key that is not returned and \$35.00 for each key not returned; likewise for each replacement key that you request. Do not duplicate any keys.

**INITIAL \_\_\_\_\_**

## CENTURY COURT COMMUNITY POLICIES

## EXHIBIT A

### S5. PERSONAL SECURITY TIPS

#### PERSONAL SECURITY – WHILE INSIDE YOUR UNIT

- Lock your doors and windows, even while you're inside.
- Turn off interior lights before going to sleep..
- When answering the door, see who is there by looking through a window or peephole. If you don't know the person, first talk with him or her without opening the door. *Don't open the door if you have any doubts.*
- Don't put your name, address or phone number on your key ring.
- If you're concerned because you've lost your key or because someone you distrust has a key, ask us to rekey the locks. You have a statutory right to have that done. You will pay \$35.00 for the rekeying.
- Dial 911 for emergencies. If the 911 number does not operate in your area, keep phone numbers handy for the police, fire and EMS. If an emergency arises call the appropriate governmental authorities first, and then call us.
- Check your smoke detector monthly for dead batteries or malfunctions.
- Check your door locks, window latches, and other security devices regularly to be sure they are working properly.
- Immediately report the following to us in writing, dated and signed.
  - Any need of repairs of locks, latches, doors, windows and smoke detectors and
  - Any malfunction of other safety devices outside your dwelling, burned-out lights in stairwells and parking lots, blocked passages, broken railings, etc.
- Close curtains, blinds and window shades at night.
- Mark or engrave identification on valuable personal property.

#### PERSONAL SECURITY – WHILE OUTSIDE YOUR UNIT

- Lock your doors while you're gone. If you have them, lock your door handle lock, sliding door pin lock, sliding door handle latch and sliding door security bar.
- Leave a radio or TV playing softly while you're gone.
- Close and latch your windows while you're gone, particularly when you're gone for an extended period.
- Tell your roommate where you're going and when you'll be back.
- Don't walk alone at night.
- Don't hide a key under the doormat or a nearby flowerpot. These are the first places a burglar will look.
- Use lamp timers when you go out in the evening or go away for an extended period. They can be purchased at most hardware stores.
- Let us and your friends know if you'll be gone for an extended time. Ask your neighbors to watch your Unit since we cannot assume that responsibility.
- While away for an extended period, have any parcels or delivery service stopped.
- Carry your door key in your hand, whether it is daylight or dark, when walking to your entry door. You are more vulnerable when looking for your keys at the door.

#### PERSONAL SECURITY – WHILE USING YOUR CAR

- Lock your car doors while driving. Lock your car doors and roll up the windows when leaving your car parked.
- Don't leave exposed items in your car, such as cassette tapes, wrapped packages, briefcases or purses.
- Don't leave your keys in the car.
- Carry your key ring in your hand while walking to your car, whether it is daylight or dark and whether you are at home, school, work or elsewhere.
- Try to park your car in an off-street parking area rather than on the street. If you park on the street, park near a streetlight.
- Check the backseat before getting into your car.
- Don't stop at gas stations or automatic teller machines at night, or anytime when you suspect danger.

#### PERSONAL SECURITY AWARENESS

No security system is failsafe. Even the best system can't prevent crime. Always proceed as if security systems don't exist since they are subject to malfunction, tampering and human error. We disclaim any express or implied warranties of security. The best safety measures are the ones you perform as a matter of common sense and habit.

INITIAL \_\_\_\_\_

**CENTURYCOURT COMMUNITY POLICIES  
EXHIBIT A**

**COMMUNITY LIVING**

**L1. FIREARMS/WEAPONS** – We do not allow firearms and other weapons on the property. You must comply with all federal, state, local and College laws and regulations pertaining to all weapons including, without limitation, explosives, bows and arrows, illegal knives, martial arts weapons, air rifles, BB guns or any other object that can be construed as a weapon. **Residents in violation of this policy will be evicted, fined \$600.00 and subject to College discipline and/or arrest. Any such items will be confiscated and removed from Century Court Properties.**

**L2. ALCOHOL** – There is no possession of alcoholic beverages or alcohol beverage containers or consumption of alcoholic beverages at Century Court Student Housing regardless of the legal age to consume alcohol. Century Court Student Housing is considered alcohol free for all community members and guests at all times in all locations. **All alcoholic beverages/containers will be confiscated & emptied by Century Court staff. Residents in violation of this policy will be fined \$100.00** for the first occurrence and be subject to eviction on next occurrence, and possible College discipline and/or arrest if under legal drinking age. Residents will be held similarly accountable for the actions of their guests.

**L3. DRUGS AND ILLEGAL SUBSTANCES** - Use, possession and/or distribution of drugs, any mind altering substances is strictly prohibited and will result in disciplinary actions and referral to law enforcement agencies. This includes possession of any drug paraphernalia. All such items will be confiscated and destroyed by Century Court staff or law enforcement. **Residents will be fined \$400.00 for any drug violation and may receive possible further discipline action and/or eviction.**

**L4. VERBAL AND/OR PHYSICAL ABUSE** – Residents and guests are to treat all neighbors, room mates, visitors, and Century Court staff with courtesy and respect. Verbal abuse will not be allowed including swearing, name-calling or any other language offensive or demeaning to the person. Physical violence towards a person or of any type of damage to property, theft and/or vandalism will not be tolerated. Harassment, irresponsible or inappropriate use of facilities, and failure to abide by the policies and procedures contained herein are violations of the lease agreement and may, at the Owner’s discretion, **subject Resident (s) to eviction, fines, disciplinary action and/or criminal or civil charges.**

**L5. FAILURE TO COMPLY** – You must comply with all written and verbal requests and instructions from Century Court staff and College officials. This includes requests to produce valid identification. Failure to comply will lead to eviction.

**L6. NOISE** - You and your guests must respect the rights of others at all times by behaving in a manner that is conducive to sleeping and studying. High volume sounds from home and car stereos, televisions, electrical instruments, and such are not permitted. While we may establish specific “quiet hours,” you are expected to show consideration and courtesy to other residents 24 hours a day, seven days a week. **Mandatory Quiet Hours are Sunday through Thursday 11:00 p.m. to 8:00 a.m. and Friday and Saturday 1:00am to 8:00 a.m.** If another person can hear your stereo, voices, or any other form of sound from outside your door, windows or through the walls, you are being too loud. Please pay special attention to the level of bass you play on radios and stereos. Playing of percussion or amplified instruments is not allowed. We ask that you visit your neighbor and request them to be quiet. If this is not corrected satisfactorily, then contact the Office during working hours and Resident Advisor at 214-680-9699 after hours.

**L7. BARBECUE GRILLS** – The local fire code prohibits the storage or use of barbecue grills on the sidewalks in front of each building and on the unit patios and balconies. You may be referred to the local Fire Marshal if you fail to comply. Flammable liquids may not be stored in your suite nor Unit. Any and all such items will be confiscated by Century Court staff and removed from property. **Violation will result in \$200. Fine.**

**L8. SMOKE DETECTORS** - At the beginning of your lease we will test the smoke detector(s) in your Unit for proper operation and working batteries. Thereafter, it is your responsibility to replace the batteries. **Do not render the smoke detector(s) inoperable or fail to keep working batteries installed. Report to us any malfunctioning or inoperable smoke detector(s). Removal of batteries and/or tampering with smoke detectors will result in a \$250.00 fine** from Century Court and possible additional fines by the local Fire Marshal.

**L9. COMMON AREAS** - You are expected to use common sense and consideration for others when using these facilities. Your use of the common areas is a privilege that we can withdraw for any reason. Do not make loud noise or play music in the courtyard, clubroom, pool area, or other common areas. You and your guests are required to follow the posted rules and regulations.

**L10. SMOKING PROHIBITED** – We do not allow smoking in our office, the model, the clubroom or the laundry rooms. **Smoking within a Unit is permitted only if all roommates agree that the unit is earmarked as a smoking unit.** Properly dispose of cigarette butts in containers and do not dispose of them on the grounds, on walkways or parking areas. Improper disposal of cigarette butts will result in cleaning fines and or disciplinary action. **Smoking or evidence of smoking in a non-smoking unit or common area will result in resident(s) being fined \$75.00.** Smoking of hookah is prohibited in all areas of the property and units.

**L11. NUMBER OF OCCUPANTS** - The maximum number of people living in a Unit shall be no more than two people in an efficiency , two people in a two-bedroom Unit, and four people in a four-bedroom Unit. **No overnight guests are allowed after 1:00a.m. as of 6-10-2015.**

INITIAL \_\_\_\_\_

## CENTURY COURT COMMUNITY POLICIES EXHIBIT A

**L12. VISITORS** - You are responsible for your guests' compliance with all of these Community Policies and parking regulations. **Guests who stay after 2:00 AM will be considered overnight guests. Tenants will be assessed a \$50.00 fee per guest for each overnight stay.**

**L13. MINOR CHILDREN** - An adult must supervise the children of you and your guests, when outside your Unit. Patios and balconies are considered "outside."

**L14. TELEVISION CABLE:** Frontier offers Century Court residents cable services, high speed internet, and mobile phone through its FiOS program. Each resident is responsible for contacting Verizon/Frontier and all contractual agreements are between individual residents and Verizon. Please contact our office for more information and how to contact Verizon.

**L15. PROPERTY INSPECTION/ENTRY / HEALTH AND SAFETY INSPECTION/ENTRY** – Residents have both a right and a responsibility to abide by College and Community policies, and state and civil laws while living in student housing. The management, through its representatives, reserves the right to enter a Unit or room for the purpose of inspection, repair, inventory, verification of safety-regulation compliance, or to correct a potentially hazardous, disruptive, or life threatening situation. The Manager and/or his/her designee may enter Units/rooms at their discretion if they believe a College or Community policy or state or civil law is being broken, or a person is in danger or needs assistance. Staff may also enter a Unit /room during a fire alarm, for noise violations, and for any suspected drug and/or alcohol related infractions. Residents are not required to be present for staff members to enter a Unit or room. Items that represent a violation of College or Community Policies or that are against state or civil laws will be confiscated. All such incidents will be documented and Residents held accountable for the violation.

**L16. UNITS** – We recognize the importance of personalizing your housing suite. However, in order to comply with fire codes (which exist for your protection and safety), to reduce the risk of accidents, and to prevent other damage to the Unit, we have established the policies that follow. **If you fail to follow these policies, we will charge you a minimum fine of \$75.00.**

- A. We do not allow hot plates in your Unit.
- B. We do not allow multiple-outlet, "octopus," plugs in your Unit unless they have a self-contained circuit breaker. All extension cords must be U.L. approved.
- C. **You may not have halogen lamps, candles, incense, hookah pipes or any type of open flame items in your Unit. If the power goes out, use flashlights only for light. Do not store flammable liquids in or around your Unit.**
- D. You may not hang, stick, or erect anything in, on, or about any windows or anywhere else on the outside of any building.
- E. All decorations should be temporary in nature so as to not permanently deface or damage any of your Unit finishes. You can hang posters and other wall decorations with poster putty, thumbtacks, or any other method that will not damage painted wall surfaces. No wall papering or painting is permitted in your Unit.
- F. Do not use nails, stickers or tape on the Unit entrance, bedroom and closet doors, or kitchen cabinet surfaces.
- G. We do not allow waterbeds.
- H. **Do not hang anything from sprinkler heads. Damage to these may result in flood damage, which you will be responsible.**
- I. Aluminum foil may not be placed in windows as insulation or decoration. No Exterior TV Dishes or TV antennas are allowed.
- J. Live Plants with electric lights (e.g. Christmas Trees) are not permitted.

ANY OF THE ABOVE MENTIONED ITEMS A. – J. MAY BE CONFISCATED BY CENTURY COURT STAFF AND HELD FOR 3 DAYS BEFORE BEING REMOVED FROM CENTURY COURT PROPERTIES.

**L17. ROOMMATE AND NEIGHBOR COUNSELING** – Conflicts occur due to a lack of communication between people and resistance to compromise. All residents agree to follow the ROOMMATE/NEIGHBOR CONFLICT RESOLUTION process:

- A. The complaining resident discusses the problem with our staff; staff will give tips on how to talk with the roommate/neighbor; the complaining resident addresses the concern directly with the roommate/neighbor.
- B. Our staff will follow up with the complaining resident. If the problem remains, a resolution meeting is held among roommates/neighbors and our staff. A roommate/neighbor contract may be formulated to help negotiate a compromise.
- C. Our staff will follow-up and revise the roommate/neighbor contract if needed.
- D. Roommates/neighbors electing not to work through this prescribed resolution process will be required to change Units and be assessed a \$150.00 transfer fee.

INITIAL \_\_\_\_\_

## CENTURY COURT COMMUNITY POLICIES EXHIBIT A

**L18. TRANSFERS** - You may move from one unit to another if you have our approval and you agree to pay a transfer fee of \$150.00. If you move to another unit or bedroom within a unit without our prior approval, you will be sanctioned and have to pay \$150.00. You may not intentionally abuse or ignore your roommate's rights to provoke the roommate to want to move. If you do, you may be charged for the resulting transfer fee of \$150.00 and face disciplinary action.

**L19. CCCC STUDENT CODE OF CONDUCT** – All resident of Century Court Student Housing are subject to the Student Code of Conduct found in the [Collin College Student Handbook](#).

**L20. IMPLIED CONSENT** – All students in a room/area will be held responsible for their behavior/objects in that room or area. In addition, residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. This is called implied consent. If a resident is not present, he/she will be held responsible unless it can be clearly demonstrated that he/she had no knowledge of the violation.

**L21. CHRONIC MISBEHAVIOR** - A resident establishes an unacceptable pattern of misconduct when he or she is frequently in trouble, though individual offenses might be minor. A pattern of recalcitrance, irresponsible conduct, or manifest immaturity may be interpreted as a significant disciplinary problem. Generally, the third violation of policy will result in eviction.

### **OFFICE & MAINTENANCE SERVICES**

**O1. OFFICE HOURS AND SERVICE PROCEDURES** - Our business hours will vary during the course of the year. Please check the office hours posted at the office entrance. When the office is not open, the phones will be transferred to voice mail. A staff member is also available after hours. Dial 214-680-9699 and leave a voice mail message.

**O2. MAINTENANCE MANAGEMENT SYSTEM** - We take pride in providing you a well-maintained home. We demand high standards of service from our suppliers, subcontractors, and service personnel. Except during emergencies, residents must submit a maintenance request by going online to Century Court – Maintenance and filling out his/her service request. Be sure and note your unit number. Verbal requests are not allowed, except for emergency issues; flooding, fire, water leaks, etc. . Your cooperation with this policy will help us provide you better service. If you make a second request for service and do not receive service within forty-eight hours, please send an email to Century Court @ centurycourt.com and a manager will forward your request and contact you. Emergency maintenance such as power failures, losses of heat (if the outside temperature is below 40°F), losses of air conditioning (if the outside temperature is above 90°F), and rising water may be reported by calling the after hours staff member at 214-680-9699. Promptly report water leaks and equipment malfunctions to minimize your inconvenience and property damage. **Failure to report water leaks will result in tenant being held responsible for damages.**

**O3. CARPET CARE** – To reduce damage and preserve the appearance of your carpet, you must vacuum frequently (at least weekly). Please call us immediately for special instructions and assistance in handling carpet stains or damage. Annually, upon renewal of your contract, we will shampoo your carpet at no cost, per your request.

**O4. RENTAL PAYMENTS** - Rental payments are due in advance, without demand from our office in accordance with your Lease Contract. **You will be assessed a \$30.00 late fee for payments received after 6:00 PM on the third day of the month.** You must make payments by e-check or credit card through your Personal Tenant Portal at the Century Court website.. Our policy is to pursue all legal remedies for lease defaults, including court action and filing reports with the credit bureaus. You will be charged \$30.00 for returned checks, plus the late fee and you must make all future payments by Pay-Slips issued by Century Court Office staff. Should you ever require an exception to the rental policies, please contact the on-site Manager, prior to the due date. Rents are payable at the student housing office during regular business hours.

**O5. PROPERTY DEPOSIT REFUNDS** – All or part of your property deposit will be refunded by mail thirty (30) days after the expiration of your lease, if you have met all the conditions of your lease term. We will inspect your suite/unit after you have completely moved out. No partial refund of your deposit will be made at any time during the lease term. You must leave us your new address and phone number using the Move-Out Notice form provided. **You will not receive a refund of your deposit unless you have given us a written Move-Out notice at least 30 days prior to the expiration of your lease that includes your actual move-out date.** In addition, you must check out properly and return all keys by the move-out date. **Daily Rent plus a \$50.00 fee will be assessed for failure to checkout on specified move-out date.** *Refer to Holdover section of your Lease.*

**O6. UTILITIES** - We expect our residents to conserve and not waste water and electricity. Notify the office immediately to correct water leaks and dripping faucets. TV's and lights should not be left on when not in use. Windows and doors should not be open when the A/C or Heater is on. **Failure to comply will lead to an excess consumption charge to all residents in unit.**

## CENTURY COURT COMMUNITY POLICIES EXHIBIT A

**O7. ON-SITE MANAGEMENT STAFF** - Century Court Student Housing has staff Available at the community's site during normal business hours. After-hour concerns may be addressed to the Evening Asst. Manager on call. **The ERM on call is accessible by dialing 214-680-9699.**

### COMMUNITY CLEANLINESS

**C1. UNIT CLEANLINESS** – You must maintain your suite & Unit in a clean, orderly and sanitary condition at all times. **Unclean conditions creating an unhealthy environment for a roommate will result in a minimum fine of \$75.00 or possible eviction.**

- A. If we must clean your unit to assure sanitary conditions, you must reimburse us for all costs incurred.
- B. If one roommate of a shared unit moves out, all roommates must satisfactorily clean the common area of the unit. If the unit is not cleaned, cleaning charges will be assessed to all roommates.

**C2. TRASH** – Put all trash in tightly closed plastic bags and deposit them in the dumpsters provided. Do not put trash between the dumpsters and the fence. Do not put your trash in the trashcans in the courtyards or common areas. We do not provide door-to-door trash pick-up. **You will be charged a \$30.00 service charge if you place any trash outside your UNIT or anywhere else on the property (other than inside the dumpsters).**

**C3. PATIOS & BALCONIES** – Keep patios and balconies clean and uncluttered at all times. Only appropriate patio furnishings (furniture made for outdoor use only) should be used. No TV dishes or antennas. Patio furniture may not obstruct the entrance or exit from any unit Do not dry clothing or linens or store unsightly personal property on your patio or balcony at any time, including but not limited to boxes, tires, recyclables, and broken furniture. No inside furniture is allowed on patios. **Violations will result in tenant receiving a \$50.00 fine.**

**C4. PETS** - You are not permitted to have pets of any kind. **If you violate this policy, you will be assessed a fine of \$100.00.** After notification that you have a pet, you must remove the pet within 24 hours. If you violate this pet policy more than once, there will be additional fines and other disciplinary action. Trained dogs are permitted for the visually impaired.

### AMENITIES

**A1. LAUNDRY FACILITIES** - Laundry facilities are for our residents' use only. We are not responsible for unattended laundry.

**A2. CLUBHOUSE USE** - We will utilize the community's clubroom for a variety of educational, recreational, and social programs. The clubroom is also available for your use (i.e., study groups, organization meetings, etc). For further information on utilization of the clubroom facilities, please contact our office.

**A3. POSTING** - All signs and posters must be pre-approved by us before being posted. If approved, posters, signs, and other items can only be posted in designated areas. Posting or displaying of any items is not allowed in windows or elsewhere outside the buildings. Aluminum foil is not allowed on windows at any time.

**A4. PARKING AREAS & PERMITS** - All vehicles that you operate on the property must be registered at the on-site Housing office. Owner reserves the right to alter parking regulations to meet current demands of the community without notice. A parking decal will be issued to each resident who intends to park a vehicle at Century Court upon filling out a registration form . Parking lot speed is 5 mph. You are required to display in your vehicle a current parking decal. If change of vehicles is made during occupancy, please register the new vehicle immediately, to change decal information. You may not store commercial vehicles, boats, campers, trailers, or large recreational vehicles on the property, even temporarily, without our prior written permission. All vehicles that have not been properly registered may be towed at the owner's expense if the vehicle is not located in a designated visitor's space. You may not maintain, repair or wash vehicles on the property. You may have only one vehicle registered in your or your parent's name parked on-site at any time. Overnight guests must obtain a temporary parking permit at the housing office at the time the guest is registered. Failure to obtain this permit may result in the guest's vehicle being towed at his/her expense.

**MOTORCYCLES** – Motorcycles and all other motorized two or three-wheeled vehicles must be licensed for operation on public roadways. We may not allow you to use these types of vehicles on the property. However if we do so allow, the vehicle must be registered with the housing office and parked in a parking space.

**BICYCLES** – Ride bicycles on the streets only. Do not chain bicycles to trees, fences, or stairwells. Bike racks are provided for your convenience. If you keep a bicycle on the property, you do so at your sole risk of loss or damage.



**CENTURY COURT COMMUNITY POLICIES  
EXHIBIT A**

**A5. POOL & SPA** - Commercial swimwear must be worn at all times. Residents and guests are expected to use decorum and exhibit appropriate public behavior at all times. Please follow posted hours of operation. A lifeguard is not on duty. A public telephone is available for emergencies. Additional rules may be posted in this area. Running, horseplay, or loud noise is not allowed. Glass containers are not permitted. At no time are alcoholic beverages allowed on premises.

**A6. VIDEO SURVEILLANCE – A Portions of the community** is monitored by 24-hour video surveillance. Residents and guests acknowledge their installation and that activity in public areas may be being monitored. You acknowledge that they do not prevent crime and that the equipment is mechanical in nature and may fail from operating at any time.

-----

*These Community Policies are part of the Resident’s lease for an accommodation having the characteristics described in the lease and identified, or to be identified by Unit Number therein (the “Unit”) and located at Century Court Student Housing. All Residents of the Unit are jointly and severally liable for compliance with all provisions. If you violate any of these Community Policies you are also breaching your lease. Such violation may, at our sole discretion, cause you to be disciplined, fined, and/or evicted. All of your roommates in your Unit must comply with these Community Policies as well. Thank you again for choosing Century Court as your home. If at any time you have suggestions for improving the quality of life or desire assistance, please contact us.*

**My signature below reflects my agreement to abide by the Community Policies of Century Court Student Housing and the Collin College Student Code of Conduct. Reviewed, Agreed and Accepted:**

\_\_\_\_\_  
**RESIDENT SIGNATURE**

\_\_\_\_\_  
**DATE**