

COMMUNITY POLICIES

OFFICERS ROW AND WEST VANCOUVER BARRACKS RESIDENTIAL UNITS

WHY THESE COMMUNITY POLICIES ARE IMPORTANT

Officers Row and West Vancouver Barracks, located within the Fort Vancouver National Site, are part of an official Historic District listed on the National Register of Historic Places, showcasing an important element of the City of Vancouver's heritage. A significant investment has been made by the City and its Partners to preserve this historic community asset. The Historic Trust and residents of Officers Row and West Vancouver Barracks are stewards of that heritage and investment.

Residents of Officers Row and West Vancouver Barracks are expected to support these efforts by observing the regulations set forth in this policy.

DEFINITION OF COMMUNITY POLICIES

As adopted, amended, or modified, these Community Policies are incorporated into the rental agreement executed or renewed and apply to all residents, their family, temporary residents, and/or guests. Each resident is responsible for ensuring that his/her family and guests know and follow the Community Policies. These Policies are subject to change at the discretion of The Historic Trust management.

A. Outdoor Policies

1. Outdoor furniture made of wicker, wrought iron or wood slat (e.g., Adirondack-style) are the preferred types that may be used on porches. All other furniture shall reasonably blend into the exterior of the buildings. Colors should be white, black, or subdued tones. Other furniture, tents, portable hammocks, and awnings may temporarily be placed on porches, lawns, and public areas during active use only and must be put away when not in use and/or by 10:00 p.m. each day.
2. Furniture intended for indoor use such as upholstered chairs, sofas, futons, coffee/lamp tables, and comparable items are not acceptable for use on porches or outdoor areas.
3. Recreational items and barbecue equipment may be placed temporarily on lawns or other public areas close to the building, when in active use. Recreational items must be moved indoors and the barbecue moved to the porch or patio area when not in active use and/or by 10:00 p.m. each night. The utilized area must be returned to its clean, original condition when the recreational or cooking activities are complete. Under no circumstances should such recreational items or barbecues remain outdoors in public areas overnight.
4. Only gas or electric barbecues are allowed on the property. Barbecue units may be stored on porches but must be covered by a black or beige cover when not in use. No open flames are allowed on the property.
5. Bicycles, baby carriages, scooters, or other personal belongings are to be stored in designated storage areas to avoid cluttering halls, stairways, porches, and other public areas. Porches may not be used for storage. Halls, stairways, or other public areas in or around the building must not be obstructed with packages, boxes, or other items.
6. Nothing is to be mounted or hung from the exterior surfaces of the buildings. Signs or placards are not to be posted in or about the building. No advertising, signs, theme decorations, or soliciting is permitted.
7. Wires, aerials, antennas or dishes for radio or television, or wires, windsocks, banners, or ropes for clothes drying or any other purpose may not be installed on the roof, porches or other parts of the building or landscape.
8. Lights, candles, lanterns, wreaths, and related items may not be placed on, attached to, or hung from the buildings.
9. Standard window treatments are provided in the unit for uniform appearance. Other shades, curtains or drapes or any other window covering or ornament may not be installed.

10. Leave exterior windowsills and ledges clear and free of bottles, food, or any other items.
11. Do not shake, clean, or leave dust mops, rugs, tablecloths, or clothing in any of the public areas or any window, door, porch, or landing of the building.
12. Living plants may be displayed outdoors, but only on porches or patios, and planted in pots. Pots may not be placed on general use walkways around the buildings or in any landscape beds on the property. The number and size of plants displayed must be reasonable and in moderation. Use of plants that would have typically been displayed during the historic era is encouraged.
13. To avoid water rot damage, pots placed on wooden porches **must have a non-metal drip pan** and be placed on stands that will not trap water against the wood surface. Pots placed on steps that serve more than one unit must not unduly restrict access. Plants may not be placed on porch railings and banisters or windowsills.
14. Landscape beds have been planted with historically appropriate materials and landscape workers must be able to work efficiently to maintain them. Beds may not be used for personal plantings, pots, or other decorative objects. Additionally, tenants may not clear or manicure these areas.
15. Absolutely nothing is allowed to be inserted into the grounds, like poles, shepherds hooks or stakes except for hummingbird feeders in landscape beds (see below).
16. Please wrap all wet garbage and crush all boxes before placing them in the garbage or recycle dumpsters. No garbage shall be placed on porches, steps, yard or anywhere except the dumpsters.

B. Unit Interior Policies

1. Use only approved picture hooks or picture rails to hang pictures, mirrors, and decorative items on the walls. Tape or other adhesive products must not be used to mount such items.
2. Heavy items or those requiring an anchor or bracket attached to the wall will require a Maintenance Request via the tenant portal to have the Preservation Team mount these items at the current labor charge. Please inquire as to the current minimum labor charge.
3. No waterbeds are allowed.
4. Candles, lanterns, incense, or anything with an open flame are not allowed within your unit.
5. The major appliances provided may not be replaced with the tenant's personal items. Additionally, any other fixture such as lighting may not be replaced with a tenant's personal items.
6. All appliances, toilets, sinks, bathtubs, and anything provided in the unit should be used for purposes for which they are designed. Any damage caused by misuse on the tenant's part will be repaired or replaced at tenant expense.
7. The laundry machines are provided for washing and drying the usual personal and household articles. Please do not utilize them for dyeing items or place items exposed to flammable materials in the appliances.
8. Lightbulbs for overhead fixtures or those in other locations that require special equipment or tools to access them will be furnished and replaced by the landlord upon the request of the tenant.

C. Vehicle Policies

1. The speed limit on Officers Row and West Vancouver Barracks access roads and parking areas is 10 miles per hour. For the safety of our tenants, employees, and the public, this limit must be observed.
2. Tenant parking on the premises is limited to vehicles that have Officers Row and West Vancouver Barracks parking stickers. Each residential unit will receive two Officers Row or West Vancouver Barracks parking stickers. Parking stickers must be displayed in tenant vehicle(s) and returned upon move-out with the unit's keys. Guests may park in public streets and lots according to the parking rules of those locations.

3. Automobiles, trailers, boats, motorcycles, motor homes or campers must not be stored, washed, or repaired on Officers Row and West Vancouver Barracks. Parking areas are for operable automobiles only. Automobiles may not be used for storage. Please plan to park trailers, boats, and campers, etc., at facilities other than Officers Row and West Vancouver Barracks. Unauthorized or inoperable vehicles, or vehicles without stickers, may be towed at the owner's expense.

D. Safety Policies

1. Please keep unit doors and buildings locked. You will be provided with all the keys for the unit, building, mail, and storage areas upon move-in. Keys are not to be duplicated. Please return all the keys to us upon move-out. The tenant will be charged for every key not returned. There is a fee for calls for lock-out assistance.
2. Please do not climb on the roof except in case of emergency.
3. Flammable or combustible materials may not be stored in the unit, building, parking, or storage areas, or anywhere near the building. Any firearms must be owned and stored according to Washington State law.
4. In cases of fire, danger or other personal safety or medical issues, contact 911 immediately.

E. Smoking Policy

1. Smoking, including the use of vaporizers, e-cigarettes, and similar devices is prohibited within all units and 25 feet of any building.
2. Tenants are responsible for ensuring all guests comply with this policy.

F. General Policies & Safety

1. Most Officers Row and West Vancouver Barracks buildings allow pets on the Premises only under a pet agreement signed and approved by the Landlord, subject to the terms and conditions set forth in the Agreement. Service animals and ESA's are exempt from the pet agreement but must be properly documented for safety and security.
2. Do not feed wild animals, including birds, other than hummingbird feeders. Hummingbird feeders must be placed at the rear of the building, mounted on a narrow-diameter steel stake, placed in an existing garden area where the grounds have already been disturbed and droppings would not be noticeable, and cleaned frequently to remain ant-free.
3. Promptly submit Maintenance Requests via tenant portal for all defects or problems with your unit.
4. Contact the emergency maintenance line for any unit floods or other serious property emergencies. Please utilize 911 for all life safety emergencies.
5. Premises are not to be occupied by any other people for an extended period of time other than those listed on the lease. Written permission is required if any guest remains longer than 14 days.
6. Please be mindful of your activities to ensure the peace, comfort, and enjoyment of other tenants in the buildings. Musical instruments, radios, televisions, etc., must be played at a reasonable volume. Property quiet hours are 10:00 p.m. to 8:00 a.m.
7. Neither tenant nor tenant's guest may interfere with any management operations of The Historic Trust staff or its contracted vendors.
8. Tenants must provide 24-hour notice to landlord for any request to access basement or otherwise locked areas for utility repairs, replacements, or new services.
9. Vendors and outside contractors must be disclosed to The Historic Trust management, except for standard cleaning services.

BY SIGNING BELOW I/WE ACKNOWLEDGE HAVING RECEIVED AND READ A COPY OF THIS POLICY AND WILL ABIDE BY ITS TERMS AND CONDITIONS.

SIGNATURE

DATE

SIGNATURE

DATE