



COMMUNITY POLICIES

OFFICERS ROW AND WEST VANCOUVER BARRACKS

WHY THESE COMMUNITY POLICIES ARE IMPORTANT

Officers Row and West Vancouver Barracks, located within the Vancouver National Historic Reserve, 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 tenants of Officers Row and West Vancouver Barracks are stewards of that heritage and investment.

Tenants 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 tenants, their family or staff, visitors, and guests. Each tenant is responsible for ensuring that those occupying or visiting the units 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 night.
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. Use of common area and landscape for large (more than 10 people) gatherings, or assemblies must have pre-approval from Landlord. 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 must be a minimum of 10 ft from buildings, porches, or other flammable items when in use or while still hot. 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, including all types of firepits, lanterns, and torches.
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 and the areas underneath the 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. Nothing is to be mounted or hung from the exterior surfaces of the buildings or in the landscape. Signs or placards are not to be posted in or about the building. No advertising, signs, theme decorations (i.e., pumpkins or wreaths) or soliciting is permitted. This is to help keep the uniformity of the buildings'

appearance. Flags and bunting will be displayed for all buildings at certain times of the year by Preservation Team along with boughs, lights, and wreaths during the holidays.

6. 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.
7. 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.
8. Leave exterior windowsills and ledges clear and free of bottles, food, or any other items.
9. 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.
10. 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. No plastic or fake greenery is allowed.
11. 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.
12. 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.
13. Absolutely nothing is allowed to be inserted into the grounds, like poles, shepherd's hooks, or stakes except for hummingbird feeders in landscape beds as detailed under Section F. Item 2.
14. Trash cans in common areas are not to be used for garbage from individual tenants. All garbage must be taken to exterior dumpsters. Please wrap all wet garbage and crush all boxes before placing them inside the garbage or recycle dumpsters. No garbage or recycling shall be placed on porches, steps, yard or anywhere except the dumpsters. Large item disposal must be coordinated with the property manager at tenant expense.

B. Unit Interior Policies

1. Tenants may not paint the interior of their premises. The hanging of pictures is permitted with regular picture hooks, nails, and small screws; tenants are advised to consult with Management to determine best hanging method. Molly bolts, anchors, brackets, or other mechanisms used to hold large or heavy objects, are prohibited unless approved by Management. Management reserves the right to require such items to be affixed by the Preservation Team and tenant to be charged the applicable labor rate at the time the work is completed. Use of adhesive style items such as hangers, clips, and wall coverings is strictly prohibited.
2. No waterbeds are allowed.
3. Candles, lanterns, incense, or anything with an open flame are not allowed within your unit. Fireplaces in units are only to be used if previously equipped with gas logs. No other use of any kind is permitted.
4. 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.
5. 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.
6. 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.

7. 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.
8. Use chair pads under rolling chairs at all times.

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 on public streets and in parking lots according to the parking rules of those locations. Commercial tenants and their guests may park in designated "Commercial" parking spaces or public streets and in parking lots according to the parking rules of those locations. Commercial tenants are to utilize parking spaces for only the business purposes as defined in Section 5 of their lease.
3. Automobiles, trailers, boats, motorcycles, motor homes, or campers must not be stored, washed, or repaired on Officers Row or in the 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. Tenants are encouraged to leave exterior lights on at all times. You will be provided with all necessary keys for the unit, building, mail, and storage areas upon move-in. Keys are not to be duplicated. Please return all keys to management 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 and ammunition 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 within 25 feet of any building.

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 ESAs 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 with 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.

