

IPSWICH HOUSING AUTHORITY
One Agawam Village
Ipswich, MA 01938
(978) 356-2860 FAX (978) 356-7715

SECTION XIX- RULES AND POLICIES

#1 LOCKOUTS

All after hours, weekend and holiday lockouts by tenants will carry a charge of the following:

1st time lockout \$30.00

2nd time lockout \$60.00

3rd time lockout Actual Expense of a Maintenance Personnel @ time+½

#2 KEY POLICY

Every tenant is supplied with keys upon move in. If additional keys are requested or required there will be a charge of five dollars (\$5.00) per key.

Tenants may request the Ipswich Housing Authority to rekey the locks at no charge to the tenant if a household member has obtained a restraining order which is in force against another household member on account of domestic violence.

3 RUBBISH

Residents of the Caroline Avenue development shall place their trash in barrels. Maintenance personnel shall take the barrels out to the street for municipal pick-up.

Residents of all other developments shall place their trash in one of the dumpsters located closest to their building.

Tenants may only dispose of household trash sealed in garbage bags in the dumpsters. Tenants may not dispose of any electronics or furniture in or around the dumpster.

#4 HALL USE

All community halls are for general benefit of the tenants. Tenants of the Ipswich Housing Authority will have priority when scheduling the use of all community halls. All requests made to the Ipswich Housing Authority for the use of the community hall must be in writing, at least 7 days in advance and be approved by the Executive Director.

Prospective users of the community room who are not IHA tenants must comply with the following requirements:

- a.) The prospective user must be an incorporated, non-profit organization.
- b.) The prospective user must comply with "Guidelines for LHA Community Room Use" as published by DHCD December 21, 1988, a copy of which may be made available upon request.
- c.) The prospective user must adhere to all state and local policies, which include the completion and signing of a Request for Use, Rental Agreement, affidavit of Liability Insurance and Indemnification Agreement. Users should also furnish a copy of their organization's Certificate of Organization and a Certificate of Vote of Authorization authorizing a representative to enter into an Agreement for Hall Use with the IHA.
- d.) The User Fee/Rental Cost is \$75.00 per event for the Agawam Village and Caroline Ave community hall. At the discretion of the Executive Director this fee may be waived.

#5 TRANSACTION CHARGES

There will be a handling fee of \$15.00 per check for each returned check marked 'insufficient funds'. This \$15.00 fee applies to all tenants residing in all Ipswich Housing Authority developments. This fee reflects the actual bank charge incurred by the Ipswich Housing Authority.

The actual cost of legal expense in the effort of collection of money due for back rent, damages, evictions or unreported income will be assessed to the tenant unless the IHA elects to waive this charge based on mitigating circumstances raised by the tenant.

#6 ROOF AND BUILDING ANTENNAS

As per lease, no alterations, additions or deletions of a unit or building can be made by a tenant without written consent of the Board of Commissioners, i.e. antenna, sheds, satellite dishes, air conditioning frame, etc. (revised 6-10-03)

#7 GARDENS

Gardens will be allowed for the purpose of growing flowers or vegetables as long as the garden does not extend beyond three (3) feet in width and six (6) feet in length. Tenants must place a written request to the Executive Director stating the location in which they wish to establish a garden. The tenant who establishes the garden will be responsible for maintaining that area. All tenants are eligible to request a space for a garden. Preference will be given on a first come first served basis.

#8 FENCES

None are allowed.

#9 SNOW REMOVAL

The IHA Maintenance staff will be responsible for removing snow from the parking lots and main walkways. The Maintenance staff will also clear snow from the steps and walkways of tenants residing at Agawam Village Elderly (667-4), Southern Manor (667-1) and Whittier Park (667-3/2) developments. Tenants residing at Southern Heights (200-1) and Agawam Village Family (705) are responsible for removing snow from the steps and walkways under their exclusive use. The IHA maintenance staff will clear snow from the common walkways at all developments.

#10 SWING SETS

Not allowed on the property at any time.

#11 SWIMMING POOLS

Not allowed on the property at any time.

#12 AIR CONDITIONER POLICY

Air Conditioner units are the sole property of the tenant. The Ipswich Housing Authority is not liable for the installation, maintenance, repair, replacement or disposal of tenant-owned conditioners. Please note that the disposal of air conditioner units is the responsibility of the tenant and must be done in accordance with the recycling regulations of the Town of Ipswich. Air Conditioner units may not be placed in or around the dumpsters.

Air conditioners may be installed no earlier than May 1st annually and MUST be removed no later than October 15th annually. Tenants who do not remove their air conditioner by October 15th will be subject to termination proceedings.

Tenants with a disability may apply for a reasonable accommodation to waive any part of this policy. Any air conditioner that is allowed to remain installed in the unit after October 15th as a reasonable accommodation must be properly installed and covered. Information on the proper installation of air conditioners will be available at the office of the Ipswich Housing Authority.

#13 COMMON AREAS

Tenants may not use common areas to store any personal belongings in compliance with State Sanitary Code CMR 410.451. Common areas include hallways, porches and all outdoor areas. Tenants may only place personal items in areas under their exclusive control. The Ipswich Housing Authority reserves the right to remove and/or discard any item that is in violation of this policy.

#14 HALLWAY STORAGE

No person shall obstruct any exit or passageway. The owner is responsible for maintaining free from obstruction every exit intended for use by occupants of more than one dwelling unit. The occupant shall be responsible for maintaining free from obstruction all means of exit from his unit and not common to the exit of any other unit. (105 CMR: 410.450 & 410.451). No front or back hallway may be used to store personal belongings. The Ipswich Housing Authority maintenance will remove any belongings left in common hallways and such violations could be subject to termination of their tenancy.

#15 GRILLS

Operation of a grill needs to be at least ten (10) feet away from any building or building structure.

Storage or use of LP-Gas containers above the first floor of a building used for habitation is prohibited. Grills may be stored on the exteriors of the buildings but need to be stored five (5) feet away from any vent or entrance way.

#16 CONSERVING ENERGY

Tenants at Caroline Ave, Southern Manor, Agawam Village Elderly and Agawam Village Family are required to conserve energy in all forms. Please close all storm doors and lock all windows, during the winter months. Please turn off all lights, appliances, air conditioning (summer months) when you are not home.

COMPLIANCE WITH THESE RULES AND POLICIES IS A CONDITION OF THE ORIGINAL LEASE, SECTION XIX

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Tenant: _____