

BREWERY SQUARE

RESIDENT

HANDBOOK

BREWERY SQUARE
Managed by THE SHORELINE CORPORATION

One Brewery Square
New Haven, CT 06513
(203) 776-8426

March 2007

Brewery Square
One Brewery Square
New Haven, Connecticut 06513
Tel: 203 776 8426
Fax: 203 777 8518
E-mail: manager@brewery-square.com

Brewery Square

Dear Resident,

Welcome to Brewery Square. We are pleased that you have chosen to make this community your home.

We are proud of the attractive, modern apartments Brewery Square offers. We look forward to doing whatever we can to make your living here comfortable and convenient.

We have written this handbook to familiarize you with your apartment and the Rules and Regulations at Brewery Square. It should answer many of the questions you may have about the services and facilities here. Of course, as with anything new, there will be some matters we have not covered. We want you to feel free to contact our Management Office should you have any questions or problems whatsoever. The telephone number of the Management Office is (203) 777-8426. In case of emergency you may reach our Live-In at (203) 390-5381.

Sincerely,

Building Management
Brewery Square

BREWERY SQUARE

IMPORTANT TELEPHONE NUMBERS:

1. Brewery Management Office.....(203) 776-8426
2. Police or Medical Emergency 911
3. New Haven Police.....(203) 946-6316
4. Fire Department.....(203) 946-6237
5. Poison Control Center.....1-800-343-2722
6. Yale New Haven Hospital.....(203) 785-2222
7. Hospital of St. Raphael.....(203) 789-3000
8. Southern Connecticut Gas.....(203) 777-7311
9. Southern New England Telephone1-800-992-2217
10. United Illuminating.....1-800-722-5584
11. Comcast Cable.....(203) 865-0096
12. Social Security Office.....(203) 773-2160
13. Department of Social Services.....(203) 789-7555
14. Senior Citizen Center.....(203) 787-8550
15. Department of Mental Health.....(203) 789-7300

Brewery Square Emergency Number

(203) 390-5381

TABLE OF CONTENTS

INTRODUCTION	1
MANAGEMENT OFFICE	1
MAINTENANCE REPAIRS & CHARGES	1
SECURITY DEPOSIT	2
THE LEASE	2
RECERTIFICATION (For Subsidized Units)	3
MOVE-IN PROCEDURES	3
ENTRY TO YOUR APARTMENT	3
INSPECTING THE APARTMENT	3
RENT	3
LOCKS AND KEYS	4
MAIL AND DELIVERIES	4
SECURITY	5
INSURANCE	6
DECORATING	6
APPLIANCES	6
REFRIGERATORS	6
DISHWASHERS	7
RANGE HOOD	8
STOVE	8
OVEN	8
DISPOSAL	9
BATHROOM AND KITCHEN FIXTURES	9
FLOORS	11
WALLS	10
WINDOWS	10
OUTLETS	11
LIGHT BULBS	11
CIRCUIT BREAKERS	11
ELECTRICITY AND HEATING	11
TRASH & GARBAGE	11
FURNISHING RESTRICTIONS	12
PETS	12
HALLWAYS	12
NIGHT APPAREL	12
PUBLIC FURNISHINGS	12
STORAGE	13
PEST CONTROL	13
LAUNDRY FACILITIES	13
COMMUNITY ROOM	13
HEAT AND SMOKE DETECTORS	14
SMOKE AND FIRE	14
EMERGENCY EXITS	15

EMERGENCY PULL CORDS	15
NOISE AND DISTURBANCES	15
PEACEFUL ENJOYMENT	16
UNLAWFUL ACTIVITY	16
CHILDREN	16
LAWN AND SIDEWALK AREAS	17
PARKING	17
SNOW REMOVAL	18

INTRODUCTION

Brewery Square is located on the Quinnipiac Riverfront in the Fair Haven section of New Haven, Connecticut. The property's rehabilitation has been a key factor in the dramatic revitalization of the neighborhood. The 104 residential units have the unique characteristics of a historic renovation. The unusual interior spaces have brick walls and dramatic oversized windows overlooking the river view. Of the total 104 units, 38 are designated as subsidized and the remaining 66 are market rate. The property is conveniently sited with access to a wide variety of stores and public transportation. Police and Fire Departments are close by and a U.S. Post Office is within walking distance of the building.

MANAGEMENT OFFICE

The Management Office Staff is available weekdays from 9:00 A.M. to 5:00 P.M. The Management Office will be happy to answer questions and provide assistance to all residents and applicants who may have questions concerning occupancy.

One of the roles of Management is to establish guidelines and policies and to see that they are enforced fairly. The following policies were developed in the interest of both Management and the Residents. Residents should recognize these policies as an integral part of the Lease Agreement.

MAINTENANCE REPAIRS & CHARGES

The Maintenance Staff is responsible for the general upkeep of the building and its grounds. The superintendent and staff provide regular maintenance and repairs from 8:30 a.m. to 4:30 p.m. Monday through Friday. Emergencies will be handled on a twenty-four (24) hour basis by priority. We depend on this on-site service to maintain our standards of safety and comfort throughout the building.

- For maintenance services, please contact the Management Office by telephone or by letter. Leave your name, telephone number, apartment number and indicate the nature of the repair. Please state if you wish to be in the apartment while the work is being done.
- Maintenance staff are instructed to respond only to written work order requests issued by the Management Office. Please do not stop a maintenance staff member and ask them to perform a service for you. Call the Management Office first. The landlord pays for maintenance; but

Residents are reminded that they will be held responsible for damages caused by their families or guests.

- Do not wait to let us know about a problem in your apartment. Some appliances are under warranty. The sooner we know about any small problem, the easier it is to prevent it from getting bigger. Leaks are particularly important to report. A small leak from your plumbing, sprinklers, or heating unit can cause extensive damage to a neighbor's apartment.

SECURITY DEPOSIT

- A security deposit equal to one or one and half month's rent. Security deposits are held in interest-bearing accounts. Residents receive security deposit interest annually at the end of each year of tenancy. Residents complete a move-in checklist acknowledging the condition of the unit at move in. Upon vacating a unit, Residents are asked to conduct an exit inspection with the Management Staff to assess the condition of the vacating unit and to identify any damages beyond reasonable wear and tear. The security deposit will be applied against any damages assessed. Residents are advised that a security deposit is not to be used to apply to the last month's rent.
- A written notice must be given for termination of tenancy prior to the first of the month which must be a minimum of thirty (30) days prior to date of move-out. Subsidized tenants must provide notice of their intention in writing in strict accordance to their lease. Vacating Residents are requested to provide the Management Office with a forwarding address specifying where to mail the security deposit refund. Security deposit refunds will be returned within 30 days after move-out.

THE LEASE

- All residents must sign a lease with Brewery Square Apartments before moving into the building. Two copies of the lease will be signed; Management will retain one and the second will be provided to the Resident for their records. Your initial lease runs for one year. Management reserves the right not to renew a lease in accordance with the conditions of the Lease Agreement. Residents are advised that visitor or guest stays are limited to two weeks. Management must approve any guest staying longer than two weeks.

RECERTIFICATION (For Subsidized Units)

- After initial income certification, all subsidized Residents are required to recertify income annually in order to verify their continued eligibility and calculate their rent, as per a requirement of the Section 8 Program. The guidelines for certification are established and regulated by the U. S. Department of Housing and Urban Development (HUD) and implemented by the Management Office. Residents experiencing a change in income level should contact the Management Office and complete the recertification process in accordance with the requirements of the Lease Agreement and HUD. Failure to comply with annual recertification will result in your being required to pay fair market rent.

MOVE-IN PROCEDURES

- Move-ins are by scheduled appointment only.
- Check for weight and size of any extraordinarily large or heavy pieces. Advise your movers to be careful in public areas and in your apartment so as not to damage walls, rugs and the like. Moving during daylight hours is recommended. Moves cannot begin before 8:00 a.m. and must end before 10:00 p.m.

ENTRY TO YOUR APARTMENT

- From time-to-time, it will be necessary for us to enter your apartment for repair work which you may not have requested; for example, a toilet back-up which has not yet affected your unit. Except in case of emergencies, we will try to notify you of the date and approximate time of our entrance at least twenty-four hours in advance. Outside vendors will always be accompanied by a Brewery Square staff member. Tenants wishing to be present for repairs should submit a written request to management.

INSPECTING THE APARTMENT

- Before an apartment is turned over for occupancy, it is refurbished by our maintenance staff and inspected by Management. Nevertheless, you may find some items which still need attention. Management will do a move-in inspection with the Resident on the day of move in and fill out an apartment inspection checklist.
- Management conducts an annual inspection of all apartments in compliance with HUD regulations. You will be notified approximately one week prior to this inspection.

RENT

- All rent is due on the first day of each and every month. Rent is to be paid by check or money order only. **We do not accept cash.** Please make your check or money order out to Brewery 3

Square. Your name and apartment number need to be printed on the front of the check or money order. Rent payments are to be placed in the rent box located at the door of the rear office off the lobby. Residents will be charged \$25.00 for any check returned for insufficient funds. Any Resident who has had two 2 checks returned for insufficient funds will be required to pay all rent thereafter by certified check or money order.

- If mailing your rent payment, please send it to the following address:

Brewery Square Apartments
Management Office
One Brewery Square
New Haven, CT 06513

LOCKS AND KEYS

- Residents will be provided with three keys: one to the apartment, one FOB (electronic key) for all entry doors to the building, and one to the mailbox. There is a \$10.00 charge per key for lost, stolen or additional apartment or mailbox keys. Should you lose your FOB, there will be a charge of \$25.00 per FOB. A \$10.00 fee is charged for the replacement of card keys for the electric gate entrance to the enclosed parking lot. If you should be "locked out" there will be a \$25.00 charge for any lock outs that occur after 5:00 p.m. or on a weekend or holidays. The fee is due at the time of the lockout. Please call the Management Emergency number at (203) 390-5381. Give the telephone number where you can be reached and make them aware of your situation.

Immediate lockout service is not guaranteed.

Residents are not allowed to add or change apartment door locks. If locks are damaged by tenants, lock replacement is charged at Locksmith rates.

MAIL AND DELIVERIES

- In order to receive your mail promptly, you should notify your present Post Office of your change of address including unit number.
- Mailboxes are located in the main residential entrance lobby. The Post Office sorts mail from an –approved occupants list provided by the Management Office and will not deliver mail to those not on this list. The Management Office assumes no responsibility for misdirected mail. Unclaimed or misdirected mail should be brought to the Management Office or given directly to the mail carrier for proper delivery.

- The Management Office will accept package deliveries as an accommodation to Residents. Due to the constraints of space we must set limits on the size of packages that we will accept. Management reserves the right to refuse packages that in our sole discretion are too large to be accommodated in the Management Office. Management assumes no responsibility for losses which may be incurred in the performance of this Management service.
- Your new address is:
One Brewery Square Apt. # _____
One Brewery Square
New Haven, CT 06513

SECURITY

- The building is equipped with an intercom system. Residents should never buzz anyone into the building without first identifying the person on the intercom. Be certain you know who you are letting into the building. Resident safety depends on the care and cooperation of all residents in this matter.
- Use your peephole in your apartment entrance door when someone knocks on your door.
- Notify management of any suspicious persons at the entrances or in the halls and of any suspicious noises.
- When you leave your unit make sure that your doors and windows are locked.
- Get to know the people on your floor. Use a buddy system. Find out when your floor neighbors usually return home and watch each other's apartments.
- The fire exits are for emergency use only. Once they are opened, anyone can walk in. Do not open them for any reason except fire.
- Door-to-door soliciting is prohibited in the building. Please inform the office immediately of anyone, child or adult, knocking door to door for this purpose.

INSURANCE

- You are responsible for protecting yourself financially in case of loss. Management is not responsible for loss or damage to your personal belongings in apartment units, or to vehicles.
- We strongly suggest that residents purchase comprehensive apartment renters insurance coverage. This includes coverage of loss of your personal property and furnishings due to theft, fire, water damage, etc. and also protects you against liability claims.

DECORATING

- Your lease does not permit alterations to your unit such as painting, electrical or plumbing work. Residents may not affix, stick or attach anything to the wooden cabinets, the doors, or the closets of the apartment. Nothing should be hung from the ceiling.
- Pictures may be hung by using picture hooks only. Residents may not use any Stick-on type of hook. No sign, notice or advertisement may be exhibited or hung elsewhere on the property or from apartment windows or balconies. Tenants who have a heavy item (such as a mirror) to hang may wish to personally engage a member of the maintenance staff for assistance. This assistance is completely voluntary on the part of our staff and, if provided, is available for a small fee. This transaction for such personal assistance is directly between the Resident and member of the staff and offered as a convenience only. Management takes no responsibility for such personal transactions.
- You are responsible for the upkeep inside your unit such as keeping your vents, window and window tracks clean. Carpets should be shampooed at least once a year. The apartment should be left in the condition that it was in when it was first occupied, less reasonable wear and tear.

APPLIANCES

Your apartment is equipped with a Refrigerator/Freezer, Range, Dishwasher and Disposal.

REFRIGERATORS

- Do: Maintain energy saver switch in "on" position to help reduce operating costs. If ice forms on the cooling coil, adjust temperature to a lower setting. If water drips from the coil, turn temperature dial off. Clean coil with a solution of four (4) heaping teaspoons of electric dishwasher detergent to one pint of water.
- Always keep refrigerator plugged into original outlet.

Always unplug refrigerator when replacing bulb. Turning control to OFF does not remove power to light circuit.

Return coil to "ON" position - adjust temperature setting as needed.

Do not: **Do not let anything touch the coil when refrigerator is on.**

Be careful that water does not run onto the floor. Refrigeration section defrosts whenever the temperature dial is turned off. Melted frost will drain from cooling coil into the trough on rear wall, down to a drain tube at the bottom of the refrigerator and into pan behind grill where it evaporates.

Cycle Defrost:

Food section has automatic defroster built in, and defrosts this section automatically.

To Clean:

Inside: Use a solution of one-tablespoon baking soda per one quart of water. Be careful when cleaning near electrical parts. Wring moisture out of cloth/sponge to prevent solution from getting into any electrical part.

Outside: Clean with a non-oily liquid polish or wax. Pan located behind grill at bottom of refrigerator should be cleaned once a year or whenever food is spilled in refrigerator.

IN CASE OF PROBLEMS

- Check temperature control dial.
- Check circuit breaker
- If freezer is too warm, grill and condenser may need cleaning.
- If there is water on the floor, check to see if defrost pan is full or not in position.

DISHWASHERS

Do: Prepare and rinse your tableware, pot and pans and load your dishwasher as follows: load glasses, cups, saucers, dishwasher-safe plastic and wood items in the upper rack. Place silverware in the basket with the handles up.

Add Detergent.

Do: Always use the automatic dishwasher detergent only. The wash and dry cycle is approximately 1-hour long.

Do Not: Never use laundry detergent or hand liquid detergent—these detergents are too 7

mild and high-sudsing to work in automatic dishwashers.

Do not leave the dishwasher unattended during the wash and dry cycle.

Care and Cleaning:

Do: Use high-grade wax cleaner on the exterior.

Do not: Do not use scouring pads and harsh cleaners which may mar the finish.
Instead, use a non-abrasive liquid cleanser such as Soft Scrub.

RANGE HOOD

Do: Your Range Hood should be turned on whenever you are cooking. The removable filter should be cleaned regularly in hot, sudsy water.

STOVE

To Clean:

Do: Disconnect the stove before cleaning. Go to circuit breaker box and put switch marked for stove in OFF position. Wait until range has cooled down. Mop up spills immediately.

Control knobs are plastic and may be removed by holding tight and pulling straight up.

Top burners may be completely removed for cleaning. Tilt unit up and pull out - like a plug. Remove drip pan for cleaning.

Do Not: Do not use abrasives.

Do not use a screwdriver as a lever to remove control knob, as this will break the knob.

Do not scour burner element. Soak in hot water and do not wet plug end of element.

Allow element to dry before replacing.

OVEN

Do: Clean immediately after use. If this is not possible, a pan of household ammonia may be placed in a closed oven overnight to remove grease and dried-on particles. Burner elements may be moved up or down for access to top and bottom of oven.

IN CASE OF PROBLEMS:

An indicator light comes on when any surface unit or the oven is on. Should this not light, check to see if heat is coming from the burner. If so, then the bulb is not working.

If there is no heat, check the plug at rear of stove and/or circuit breaker box. Switch for stove is marked accordingly. If in OFF position, call management and do not touch anything else.

DISPOSAL

Do: The switch above the kitchen sink turns the disposal on. Always run cold water before, during and after the use of disposal. Keep disposal covered when not in use to prevent silverware from falling in.

Do Not: Do not use disposal for bones, gristle, pits, corn cobs, rice or fibrous vegetable matter. Do not place grease or cooking fats down any disposal or sinks. Remember, do not use your disposal for any non-food items.

If Disposal Jams:

Clear disposal of any material. Push RED reset button located on the disposal (under sink).

If disposal still does not operate:

Call the Management Office. If any non-food item or any item from the above mentioned list of items not appropriate for disposal use is found, the resident will be charged for the repair or replacement.

BATHROOM AND KITCHEN FIXTURES

BATHROOM:

Do: Immediately wash up spilled medicine, hair dye and drainpipe solvents, or they will discolor tiles and fixtures.

Do Not: Do not drop or flush refuse, sanitary napkins, cardboard tubes or paper towels into toilet. Do not clean with abrasives (Comet, Ajax or steel wool). Bathroom tiles and fixtures should be cleaned with spray tub and tile cleaner. To clean between tiles, use brush and mild scouring liquid.

COUNTERTOPS:

Do: Clean with liquid cleaner such as ammonia and water or a diluted bleach solution. Baking soda is also effective.

Do Not: Do not use countertops for chopping or cutting. Use a cutting board for chopping or cutting. Do not place anything hot directly on countertops.

KITCHEN CABINETS:

- Do: Clean with spray (such as Windex, Formula 409 or Fantastic).
Use unpasted shelf paper.
- Do Not: Do not clean with abrasives.
Do not nail, paint or glue anything onto cabinet or closet doors, including self-sticking contact paper.

FLOORS

CARPET:

Your apartment has wall-to-wall carpeting. Vacuuming regularly and immediately cleaning any spill will keep the carpeting in good condition.

- Do: Wipe up spills immediately. If you spill coffee, juice, etc. - staining agents, put cold water directly on spill and then wipe gently until stain is lifted. Vacuum carpet regularly to reduce wear from dirt and grime. Carpet should be shampooed yearly. We have found Resolve Carpet Cleaner to be very effective in spot removal from carpeting.
- Do Not: Do not install wall-to-wall carpeting over the existing carpeting. You may, however, place area rugs on the carpeting.

KITCHEN, BATHROOM:

Your kitchen floor is covered with vinyl tile. A little special care will keep this attractive floor covering in good condition.

- Do: Kitchen and bathroom floors can be washed. Use extra fine steel wool to remove heel marks and food stains.
- Do Not: Never use lacquer or varnish.

WALLS

- Do: Clean sheet rock with a damp sponge and mild soap.
- Do Not: Do not place furniture directly against the walls. It will leave marks.
Walls may not be wallpapered or covered with contact paper.

WINDOWS

Your apartment is equipped with Kassell Aluminum Thermopane windows, screens, and vinyl shades. The bottom window is released by pulling the black slides at the corners toward the center,

releasing the window from its track. The bottom window can then be lowered onto the window sill while still attached to the tracks. The window does not come out! Windows snap back onto position by lifting and pressing firmly into the tracks. Do not force the windows.

OUTLETS

If any appliance does not work (except oven), check circuit breaker box. If circuit breaker is in OFF position, turn it to ON. If in ON position, switch OFF then ON again. Check to see if another appliance works on the same outlet. If not, call the office.

LIGHT BULBS

Each apartment will be equipped at the time of occupancy with electric light bulbs. Thereafter, any burned out incandescent bulbs are to be replaced by the resident. If the long fluorescent bulbs burn out, please contact the Maintenance Office to have staff replace them.

CIRCUIT BREAKERS

Each apartment has an electrical panel which houses circuit breakers. These circuit breakers are the safety valve in each unit's electrical system and will trip to the off position when a circuit is overloaded. Residents should unplug the appliance that may be causing the trouble, and reset the breaker switch.

ELECTRICITY AND HEATING

The heat and hot water in your apartment is included in your rent. You are responsible for paying your own electric bills.

TRASH & GARBAGE

Tower:

A trash chute is located in the trash room of each floor.

Courtyard:

A compactor chute is located at the top of the west stairwell. A trash room is located adjacent to the west stairwell entry on the main level (Off East Pearl Street).

All Residents:

- Residents are to place all household trash in a securely tied plastic bag before placing the plastic bag in one of the trash chutes or dumpsters. Please follow the instructions placed in the trash room or on the trash chute. Do not leave trash in the hallway or in elevator landings. Please do not place recyclables, cardboard boxes, or cartons in trash chutes. Food garbage should be

deposited in the kitchen sink garbage disposal. Please refer to the appliance section for proper use of your disposal.

- All newspapers, glass bottles and cans should be recycled. Marked containers for these items are available in the trash rooms.
- Furniture removal - Residents must make separate arrangements for furniture removal as any type of furniture is not allowed in the dumpster. Should we find furniture in the dumpster that can be tracked to a particular tenant, that tenant will be charged for removal of items.
- Hypodermic needles and all medical supplies should be carefully and properly disposed of. They are not to be thrown loosely into the trash chute.
- If visitors, relatives, or home-care providers are responsible for discarding Resident's trash, it is the Resident's responsibility to inform them of the trash policy.

FURNISHING RESTRICTIONS

- Waterbeds, portable dishwashers, washing machines, or dryers are not permitted.
- No water-filled, or any liquid filled furniture, is allowed on the premises at any time.

PETS

- Tenants needing an "assist animal" should contact the office for more information.
- Please inquire in the Management Office with regard to the Pet Policy.

HALLWAYS

Our maintenance staff will clean hallways, elevators, the front lobby and other common areas inside and outside on a regular basis. However, we can best maintain orderliness and cleanliness by picking up bits and pieces. We ask that you do not use the corridors for storage. All personal belongings (boots, umbrellas, wheelchairs, etc.) must be stored in your apartment. There are no exceptions to this regulation.

NIGHT APPAREL

There will be no night apparel (night dresses, bathrobes, etc.) worn in the halls, or any other public area. Proper attire including shirts and shoes is required at all times.

PUBLIC FURNISHINGS

Residents may not remove any property from any of the public spaces. This includes plants, furniture, wall hangings, signs, etc. Any such removal shall be considered theft.

STORAGE

We regret that there is no additional storage for resident's personal belongings. The storage of kerosene, gasoline or flammable materials is absolutely prohibited.

PEST CONTROL

Pest control is a regular and integral part of our building maintenance program. Residents are asked to actively participate in this program by reporting pest problems immediately. When left unattended, small problems grow quickly. Professional pest control service is available at no extra charge, but residents are required to prepare their apartments for treatment.

LAUNDRY FACILITIES

There are two self-service laundry rooms at Brewery Square. One laundry room is located on the second level off the west stairwell (off E. Pearl Street). The other laundry room is located on the second floor (Tower) off the elevator lobby. Laundry rooms are for the use of Brewery Square residents only. Washing machines and dryers are not permitted in any apartment at Brewery Square.

- The laundry is a convenience provided to Residents but the machines are owned and operated by a private company. If money is lost in a machine, or a machine is not operating properly, Residents must contact the toll-free number listed on the machine and then contact the office so there is a follow-up to the problem.
- Laundry room hours of operation are posted in the laundry room. Be sure to bring your own laundry detergent with you because it is not available in the laundry room. Directions for operating the washers and dryers are posted near the machines. Management will maintain the floors and general area; however, users are responsible for the cleanliness of the interior of the machines after each use. As in all of our shared facilities, please consider your neighbors.

COMMUNITY ROOM

The Community Room is located on the first floor of the Tower Building and has been created for use by residents of Brewery Square. It is available by reservation for many activities, organizational meetings, parties and the like. Please contact the Management Office if you would like to reserve the Community Room for a special function. A \$100.00 deposit is required for the use of this room, which will be refunded unless it is necessary to use the Brewery Square staff to clean up and/or repair damages. If any of the cleaning or damage charges exceed the amount of the required deposit, the outstanding balance will be charged to the resident. The Community Room is open from 9:00 A.M. until 11:00 P.M.

HEAT AND SMOKE DETECTORS

All Brewery Square apartments contain heat and smoke detectors for your added safety. Smoke detectors are also located throughout the building. We will advise you at least twenty-four hours in advance of any test to or on the fire alarm system.

- The individual apartment smoke detectors are electrically wired and do not require battery changes. However, you should check your smoke detector periodically and notify Management if the red light is out. Do not disconnect your smoke detector. If a smoke detector is deliberately shut off, it shall be seen as a lease violation and considered cause for eviction.
- If Residents activate a smoke detector in their apartment, they should open all windows to clear the smoke. The individual apartment smoke detectors warn the occupants only and are not connected to the central alarm system. Residents should never open their apartment door to air out the smoke into the corridor as this may activate the heat and/or smoke detectors in the hallway. The smoke detectors located in the public areas (such as hallways) are connected to the fire alarm system described above. If a smoke detector in a public area goes off, an alarm will ring in that building and the fire department will be alerted automatically.
- All apartments in the Brewery Square tower have heat-activated sprinklers which are connected to the fire alarm system. In the event a sprinkler goes off an alarm will go off in the building in which the sprinkler is located and the fire department will be notified automatically. Should you notice a leak from any sprinkler or should a sprinkler go off accidentally, please notify the Management Office immediately.
- Residents should **never** assume an alarm is a test or false alarm. Management will advise Residents at least 24 hours in advance of any test to the fire alarm system.

TAMPERING WITH THE HEAT AND/OR SMOKE DETECTION SYSTEM
WILL NOT BE TOLERATED.

SMOKE AND FIRE

- Residents who notice the presence of smoke are requested to report it immediately to Management and alert on-duty staff to inspect the area. Pull stations should be used only in a true emergency of confirmed fire. Fire extinguishers are located in hallway cabinets to be available for small fires. In case of fire, first notify the Fire Department, and then contact the Management Office to report fire or accidental discharge of a fire extinguisher.

- In Case Of Fire:
 - a) Get out of the Building immediately.
 - b) Use the stairs. Never use the elevators.
- Call the Fire Department immediately from the nearest telephone after leaving the building. Do not depend on someone else to do this.

EMERGENCY EXITS

Emergency Exit Stairways are located in several locations in the Building. Use these stairways for emergencies only. Once you have entered one of these stairways the only door that will open without a key is the door on the ground floor. Residents are urged to familiarize themselves with all building exits and to select an exit route that directs them to safety and away from the scene of danger.

EMERGENCY PULL CORDS

Emergency Pull Cords are located in the bathroom and bedroom(s) of the handicapped apartments only. After pulling the cord, the light outside your apartment will go on and a loud bell will ring in the hallway signaling your need for assistance. When activated, E.M.T.'s are automatically called. Please make sure these cords are pulled for emergencies only. Do not let visiting children play with these devices.

Remember: The pull cords are to be used for emergencies only.

NOISE AND DISTURBANCES

Every Resident has the right to privacy and quiet enjoyment of their unit. Residents, their families, and their guests are expected to respect the rights of their neighbors and be especially sensitive to the hours when other Residents may be sleeping. The close proximity of apartment requires reasonable accommodation to other individuals. In the event of an apparently serious public disturbance, Residents are encouraged to report the incident to the New Haven Police Department and call the Management Emergency Number to notify staff of the disturbance.

- General noise complaints can be handled by contacting the Management Office.
- Music should be kept down as to not bother your neighbor.

Residents are reminded that they are responsible and accountable for the behavior of their visitors and guests.

PEACEFUL ENJOYMENT

- Remember that your lease entitles both you and your neighbors to the peaceful enjoyment of your apartments. Please be considerate of your neighbors.
- Abusive language and gestures are not permitted inside or on the grounds. All Residents are expected to conduct themselves appropriately.
- The courtyard at Brewery Square is designated for quiet relaxation and enjoyment. Residents with children are reminded that they must adhere to the Courtyard Rules that are prominently posted.

UNLAWFUL ACTIVITY

- Residents may not use, suffer or permit any person or persons, in any manner whatsoever, to use any part of Brewery Square for any purpose in violation to the laws of the United States or the State of Connecticut or the ordinances or other regulations of the Local government or of any other lawful authority.
- Consuming alcoholic beverages in any public area of the building or grounds is strictly forbidden. Residents are perfectly free to enjoy alcoholic beverages in the privacy of their apartments.
- Residents and guests may not participate in any illegal activities on the premises including, but not limited to gambling, the sale of alcoholic beverages or the sale or use of narcotics.
- Any resident involved in buying or selling drugs will be evicted immediately. Any resident arrested for any involvement in drugs will be evicted immediately.

CHILDREN

- The Management Company wishes to maintain a positive environment for the children living or visiting in the building. A child's safety and well being is always a special concern, and Management requests that parents and caretakers do not allow children to play unsupervised in hallways or other areas of the building. Children should not be left unattended in any of the common areas, which include the laundry room, lawn areas, courtyard, and the parking lot.
- For their own safety, as well as the safety and well being of our neighbors, children are to be supervised by an adult when out on the grounds. Children may not use the elevator without an adult present. You are responsible for your guests, children as well as adults. Any damage caused by your guests will be charged to you.

LAWN AND SIDEWALK AREAS

As part of our continuing program of maintaining the building's grounds, your cooperation in keeping the lawns free of litter is requested. In addition, all sidewalks, entrances, and passages may not be obstructed in any way and may be used only to enter and to leave your apartment.

PARKING

There are two parking areas at Brewery Square.

- The enclosed parking lot located at the front of the building has a maximum capacity of 104 vehicles and is for resident use only. The spaces located in this gated parking area are available for rental at a monthly cost established by the Management Office. A card key is required in order to access this lot while in your vehicle. The pedestrian walk-thru gate is to be used at all times entering and exiting the lot on foot. A key and card will be issued to residents who park in the gated lot. A \$10.00 fee is charged for the replacement of card keys for the electric gate entrance to the enclosed parking lot. The side parking lot is available for tenant parking only. This lot is available on a first-come/first-service basis. There is no charge for Resident use of this lot.
- Cars parked in both lots must display Brewery Square parking stickers, to be issued by the Management Office. In order to receive a parking sticker, a resident must present to Management a valid and current Connecticut Registration for the vehicle showing that it is registered under the Resident's name. The vehicle must have valid license plates and be maintained in an operable condition.
- The Brewery Square parking sticker must be permanently affixed to the approved resident vehicle and placed in the lower corner of the rear window behind the driver's side. If no rear window exists, place the sticker on the left side vent window. It is the vehicle owner's responsibility to ensure that the sticker remains visible. Non-stickered cars parked in the lots run the risk of being towed at the vehicle owner's expense.
- Parking stickers must be returned at move-out. If a resident replaces their car they must scrape off and return their old sticker to the Office in order to receive a new and valid sticker.
- Management reserves the right to cancel parking stickers upon a 24-hour written notice for non-compliance with the Brewery Square Parking Lot Rules & Regulations.
- Residents must advise all visitors to park in designated visitor spaces in front of the building or in any available parking space on East Pearl Street or Chapel Street.

- The following vehicles may not be parked on the premises: trailers, motor homes, boats, campers, motorcycles and unauthorized commercial vehicles.
- Residents must remove any inoperable vehicle upon request of Management. If such vehicles are not removed within three days after the posting of a notice, the vehicle shall be removed at the owner's expense. Vehicles that are abandoned, leaking oil or have flat tires will be towed at the Owner's expense. Performing any car maintenance, cleaning or washing of your automobile in the Brewery Square Parking Lots is not allowed.
- Parking is permitted in designated spaces only. Vehicles cannot block the fire lanes, (indicated by yellow curbing or signs), the entry doors, dumpster areas, or any other area that may require use by an emergency vehicle. Residents may not take up more than one parking space.
- All drivers must drive slowly and safely realizing that residents are walking to and from their cars. Drivers will defer to pedestrians at all times.

SNOW REMOVAL

- After a snow event, Brewery Square's streets, parking areas, and main sidewalks will be cleared of snow. In order to facilitate snow removal, Residents will be asked to temporarily remove their car from the parking area. Vehicle owners must remain alert to tow zone notices for resident moving and snow removal. Cooperation in this respect is a necessity so that the front drive and parking areas can be kept open for use. Unattended cars that are blocking snow removal will be towed at the Resident's expense. If for any reason a resident is unable to move the car, it is the Resident's responsibility to make arrangements to have it moved. Management staff is prohibited from moving tenant vehicles. Management regrets any inconvenience caused by required towing, but it is necessary in order to maintain a clear avenue at the building's entryway.
- Residents are requested to obey all posted parking, snow alerts and traffic regulations. Parking lot rules and regulations are enforced and vehicles that are not parked in conformance with the rules will be towed at the owner's expense.