



4985 Battle Creek Road SE, Suite 200  
Salem, OR 97302

503-585-8789 Office  
503-363-2358 Fax

## COMMUNITY POLICIES

*Woodscape Glen Community Policies are considered an addendum to all rental agreements.  
These policies apply both to tenants and where applicable, guests.*

**Updated April 2017**

### RENT AND DEPOSITS

- Nonrefundable Application Fee: \$40 per adult.
- Refundable Security Deposit: Varies by unit.
- The first month's rent is pro-rated if move in occurs after the first of the month.
- Rent checks are payable to **Wildwood, Inc.**
- Rent may be mailed, dropped off at the office, or left in the rent drop-box located to the left of the Wildwood office front door and labeled *Wildwood*. Please do not use envelopes in the drop-box.

### SMOKING

- Woodscape Glen is a **non-smoking property**. Smoking is not permitted anywhere on the Woodscape Glen property, or the Pringle Schoolhouse property. There shall be no smoking of any cigarette, marijuana (recreational or medical), or inhalant delivery system on the Property, including within the Premises. The Oregon Health Authority defines "inhalant delivery systems" as devices that can be used to deliver nicotine, cannabinoids and other substances, in the form of a vapor or aerosol. These include e-cigarettes, vape pens, e-hookah and other devices. Please note that this applies to tenants, as well as guests.

### PETS

- Cats (up to two) are allowed with a \$300 pet deposit per cat. Pet rent of \$20/pet will be added to the monthly rental rate. Dogs are not allowed at Woodscape Glen. Please note that this applies to tenants as well as guests.
- No pets of any kind are allowed in the Fully Furnished Executive Suites.
- No breeding of any pet is allowed.
- No pet with a history of aggressive, threatening or violent behavior is allowed.
- Pet(s) will not be allowed out of the unit except when being carried by Resident or when on a leash under Resident's control.
- Pet(s) will not be allowed to use any part of the Premises for depositing waste. Should this occur accidentally, Resident will immediately pick up the waste. Pet waste that is accumulated in a tray inside the unit will be disposed of promptly & properly.

## UTILITIES

- Tenants are responsible for all utilities: water/sewer, natural gas, electricity, garbage service, phone, cable, internet service. Tenants are expected to have utilities established in their own name immediately following execution of the rental agreement.
- Trash and recycling bins should be out by 7 a.m. on Friday for pick up and returned to individual garages the same day. Garbage and recycling bins must be stored in the garage and are not allowed to be stored outside the residences. Furniture, excess garbage, recycling, etc. is not allowed to be stored outside the residences.

## NOTICE TO VACATE

- A written 30-day notice to vacate is required.
- Any refund of rent and security deposits will be made after all keys and garage door openers have been returned and the unit inspected. Refunds are issued promptly within 30 days of moving out.

## FEES AND CHARGES

- Rent is due on the 1<sup>st</sup> of each month and considered late after the 4<sup>th</sup>. A \$25 late fee is imposed for rent not received by end of day on the 4<sup>th</sup>.
- There is a \$35 fee for all returned checks.
- There is a \$250 fee for tampering with the smoke detector.

## PARKING

- **All vehicles in the possession of tenants must be parked either in the garage or in the driveway of their unit.**
- The guest parking bays at Woodscape Glen are reserved exclusively for guests and are **not** to be used as overflow parking for tenants.
- **Parking is not permitted on Wildwood Drive or on Wintercreek Way.** The Fire Department requires that the streets be kept free of all vehicles to allow passage of emergency vehicles.
- The gravel turnaround area at the end of Wildwood Drive cannot be used as a parking area. This area is to be available at all times for the Fire Department as a turnaround in emergency situations.
- There are three parking spaces at the East end of Wintercreek Way in the gravel turnaround. The remainder of the gravel area, which is marked, is not to be used for parking and is to be available at all times for the Fire Department as a turnaround in emergency situations.
- Boats, trailers, recreational vehicles, etc. are not permitted and must be stored off-site.
- All vehicles must be in running condition, have current license plates and used regularly.
- Motorcycles must be parked inside the garage.
- Garages are meant for vehicle use only. Garages are not intended as storage units or to be used for other activities.

## GARAGE SALES

- Garage sales are not allowed at Woodscape Glen.

## OUTSIDE DECORATIONS

- No items shall be placed on walls or in landscaped areas without prior permission from the manager.
- No items shall be fastened or installed on the outside of the units without prior permission from the manager (including but not limited to: satellite dishes, air conditioners, hanging planters).
- Window mounted air conditioners are not allowed. Portable air conditioners with a small window vent attachment are not permitted without prior management approval.
- Outside decorative items such as planters, statues, or fountains may not be placed on patios or walks if they obstruct the sprinkler system or safe passage for people and vehicles. Please refrain from using any kind of decorative planters that might leave a stain on the concrete or wood surfaces.
- Please use caution when watering planters on wooden decks. The moisture can cause dry rot resulting in a need to replace decking.
- Management takes care of all holiday lighting. Please do not put up exterior holiday lights at individual units without permission from management.

## SATELLITE DISHES/ANTENNAS

- Satellite dishes and/or antennas may not be fastened or installed on the outside of the residences or in common areas without prior written permission from management.

## MAINTENANCE, QUESTIONS AND EMERGENCIES

- Management is happy to take care of maintenance issues. If you have any maintenance requests or questions, please feel free to call the Wildwood office at **503-585-8789** during regular business hours; or complete an online maintenance request form <http://woodscapeglen.com/current-residents/>; or e-mail [Bill@wildwoodco.com](mailto:Bill@wildwoodco.com);
- If a true emergency should arise after business hours or on the weekend, please call **503-602-2078**.
- Residents will be charged for maintenance calls that are a result of negligence or improper use. The extra charge only applies to issues that are obviously caused by the resident and not a result of faulty equipment or appliances.
- Examples of maintenance issues that will be billed to the resident include (but are not limited to) the following: filling the toilet with too much toilet paper or non-flushable items, locking keys inside the unit, filling the disposal with too much food waste or non-food items, etc.
- Items **not** to be put into the sink or disposal: pasta, eggshells, coffee grounds, rice, popcorn, bones, grease, vegetable peels (potatoes, zucchini, carrots, etc.), fruit pits or seeds, celery, chard, kale, lettuce, anything in bulk. These items (and similar ones) will clog the sink. Clearing these types of clogs will result in a fee to the resident.

## STORAGE

- Please do not use the space under decks as storage. The use of this space is prohibited.

## SAFETY MEASURES

- A minimum of \$100,000 Personal Liability Renters Insurance is required. Proof of insurance must be submitted to the office immediately following execution of the rental agreement. Resident must name Wildwood Inc. as an interested party on Resident's renter's liability insurance policy authorizing the insurer to notify Wildwood Inc. of: (A) cancellation or nonrenewal of the policy; (B) reduction of policy coverage; or (C) removal of Wildwood Inc. as an interested party.
- We are not a Retirement Community or Care Facility. If you need living assistance, please contact a local service.
- **BBQs:** Please keep all barbecues at least 18 inches away from deck or wall siding. The heat from the barbecue can melt the siding. Tenants will be billed for siding damaged by placing barbecues too close to the siding. Please do not allow BBQ grease, food, or ash to deposit onto the deck or patio.
- Check smoke/carbon monoxide detectors at least once a month, using a broom handle to press the button in the center of the detector.
- Residents are responsible for replacing light bulbs and batteries, which need replacement during the tenancy. If you are unable to safely reach these items, please call the office.
- Do not put objects in front of the GFI circuit protector on the wall in the garage.
- Please do not attempt to fix any equipment or appliances yourself.
- Mini-blinds: Do not use WD-40 or any other oil based products to lubricate the hardware. If you are experiencing difficulty maneuvering your mini-blinds please call the office.
- Most of the **wood burning fireplaces** on Wildwood Drive are equipped with an outside combustion air intake controlled by a knob on the front of the fireplace bottom. Please be sure to move the knob to the open position when starting a fire. This enables you to keep the glass doors closed which prevents heated air in the living room from being used for combustion air and lost up the chimney. This also controls flying embers.
- Some fireplaces have been retrofitted with gas or electric inserts. These inserts are not removable. Burning is not allowed and will cause significant damage.
- Gates are padlocked by management and are to remain locked at all times. The Mahonia Landscaping team may access the gated areas occasionally to prune trees and clear brush. This is done to maintain the health of the vegetation throughout the community.
- Once per month, our pest control service provider will be onsite. This provider will also access the gated areas to perform pest prevention services.