

## **2025 LEGACY VILLAGE Important Tenant/Guest Notice:**

Our mission at Legacy Village is to provide a premier off campus living experience for those who value personal/green space, quality amenities and a commitment to safety/security set in a college community. We expect tenants to abide by presented guidelines and their contractual lease provisions, be respectful of our community and our neighbors as well as ownership's investment and to live in a manner similar to how one would in their own home/property.

Tenants are responsible for the safe and proper utilization of all features/equipment provided in homes at Legacy Village. They also assume responsibility relative to all guests' utilization and/or actions. If ever unsure of how to proceed, they are encouraged to seek guidance from LV staff. Social events are for our tenant community and not for the general school population and must conform to accepted practices. Parents will be contacted if and when specific problematic situations arise.

### **Refrigerator**

Overloading of refrigerators especially the door racks, removal of shelves, improper use of the freezer/ice machine, causing damage or missing/broken parts will incur the appropriate charges.

### **Dishwasher/Oven**

Dishes should always be hand rinsed prior to placing in dishwasher. Damage to the dishwasher or water overflows caused by food clogging the filter may subject you to the appropriate damage charges. Please keep the oven mat covering the heating element in oven in place at all times.

### **Washer/Dryer**

Commercial grade equipment has been provided but can be damaged if overloading occurs. Also, clothes do not clean or dry properly if load is too large. The lint trap needs to be cleaned after each load in order to properly dry. Damage to equipment from improper use can be the responsibility of tenants.

### **Toilets**

Commercial grade toilets were installed but they too are only designed to handle human waste and toilet paper only. Tenants may be subject to charges if it is determined that other materials caused a clog. Inappropriate materials flushed down toilets can also damage the community lift station-in those cases damage that cannot be identified to the unit becomes a potential expense to all tenants.

### **Windows**

Keep windows locked at all times. Open and close windows slowly and **open no more than 45 degrees** to avoid potential wind damage or damage to the mechanisms. Do not muscle the cranks or the latch that opens/closes the window. Contact staff immediately with problems opening/closing. You may be subject to repair/replacement charges if these simple steps are not followed. Windows should not be open on high wind days.

### **Heating/Cooling**

**Units must be set to run with the fan in the auto position only** at all times. Units must be set at a minimum 68 degrees in extreme cold conditions. The use of portable heaters is prohibited. Bedroom/bath doors should be left open whenever possible to allow for efficient use of the either heating/cooling system and to allow proper air circulation. **AC should never be run when windows are open as you can damage unit(s). Heat and cooling systems cannot be run simultaneously.** Tenants can be held responsible for damages to equipment due to neglectful/improper operation.

### **Disposal**

We recommend little or nothing being put down the disposal. Food waste should be placed in the garbage. Never try to remove anything that may inadvertently fall into the disposal i.e. coins/beverage caps..... Contact staff for assistance.

### **Grills**

Gas grills are to be operated using the automatic starter only. Gas to the grill should always be shut off after use at the burner and preferably at the gas line connection. Grill covers should always be placed back on the grill when not in use to preserve proper use.

### **Showers**

Tenants are responsible for periodic cleaning of showers to prevent mold/mildew. You can minimize that issue by taking showers with your door to vanity area open. Humidistat switches operate exhaust fans and should not be altered. Spray down your shower with Tilex or similar product periodically to prevent mold. Report persistent mold issues immediately to staff.

### **Furniture**

Tenants are responsible for proper care of both leather and hardwood furniture. **Furniture should never be moved outside or into another unit.** If tenants use leather furniture and surfaces are damaged or discolored due to sweat/sun tan lotion etc. tenant will be charged for remediation. If in doubt, purchase slip covers for the year and then discard.

### **Glass**

For safety of our tenants and their property--Glass of any nature, i.e. glassware, bottles etc. are strictly prohibited on the grounds of Legacy Village at any time.

### **Mechanical Rooms**

Tenants are asked to stay out of all mechanical rooms on either the first or third floors and to not tamper with equipment in those rooms. Tenants will be shown how to use the main water shutoff in cases of emergency.

### ***Luxury Vinyl Plank***

Vinyl plank while durable can be damaged by excessive moisture/liquid spills. Proper care should be taken if this situation occurs. We recommend putting plastic down when situations dictate. Mats and carpet remnants should always be used to help preserve the flooring at door entrances. Vinyl plank should only be cleaned with warm water/mild soap mixture or with Armstrong Flooring multi surface cleaner.

### ***Parking***

All tenants with a vehicle on site must display a LV decal or run the risk of their vehicle being towed. Please do not park in handicap accessible spots unless your situation permits you to do so. Do not park in unauthorized areas typically marked by yellow curbing. In the winter, please make sure the front of your car is behind the sidewalk so that we can properly execute snow removal.

### ***Television***

The main television in the family room is to be used for viewing only. Settings are not to be altered. Gaming should be done only on personally owned television unit(s). **Effective 22/23, cable service was eliminated and tenants may stream services of their choice and pay privately.**

### ***Fireplaces***

Fireplaces are activated by the switch on the wall. They have an auto shutoff as well. If the unit does not turn on, submit a maintenance request immediately.

### ***Trash***

Trash in any private room/common area room should be removed on a regular basis and placed only in the designated dumpsters. Pay particular attention to this request when gone on weekends or school breaks. This minimizes the risk of pest infestation which tenants may bear the cost to treat due to carelessness. Trash must be placed in dumpsters at all times, not around them or left outside homes. Large trash cans have been provided to each home to accommodate party gathering trash needs. Trash cannot be discarded over the fence and on to Church/neighbor's property. Tenants can be subject to cleanup charges for failure to clean up common areas within 24 hours of a tenant event.

### ***Alarm System***

Alarm systems are to be used regularly especially controlling door access. Each unit at the start of the school year will select a tenant to be the specified security contact for that respective unit. One tenant per unit will be assigned the primary contact of the monitoring company.

### ***Tenant Housing***

Only contracted tenants may live at Legacy Village. An overnight guest is permissible but not for any extended period.

### ***Privacy***

Maintaining a home vs an apartment is dramatically different. Periodic maintenance is required of which we try to do most while tenants are on breaks from school. Some work becomes necessary throughout the school year. Outside contractors will always be escorted by LV staff unless tenants decide differently. At the same time, we understand and respect tenant privacy. General practice is for a tenant to authorize access into the home by being present at a time-of-service request fulfillment unless a unit agrees to something different with staff. Service schedules are disclosed at the start of the school year. We reserve the right to handle emergencies as deemed necessary and appropriate.

### ***Security Camera Monitoring-Social Gatherings***

Legacy Village monitors activities throughout the parking lot/social gathering areas. The purpose is to ensure tenants and invited guests adhere to appropriate conduct while gathering. Tenants/guests are strictly prohibited from gathering on any porch or shed roof. Consequences are noted in your lease. Stages cannot be used, other event structures i.e. pools, trampolines, bull ride machines etc. are prohibited as they create potential liability issues for owner and tenants. Excessively large tailgates and or gatherings beyond what is acceptable per lease guidelines can be shut down by ownership. Owners will always work with tenants regarding an event's logistics if advised of any event and/or requests provided advance notice. Ownership will use private security from time to time to insure safe events.

### ***Maintenance Requests***

Tenants should file maintenance requests or general questions thru their on-line portal account or can reach out to staff on site. Staff takes great pride in their responsiveness and consistently desires to remediate problems as quickly as possible. Service requests are typically addressed within 72 hours of notification except in situations when professional contractors are needed or replacement parts are deemed necessary. Emergencies will be handled accordingly on a case-by-case basis.

### ***House Cleaning***

Homes should be periodically cleaned in order to maximize security deposit returns. Legacy village partners with Maid Pro's for cleaning services. You can reach them @ 574-213-5689 (Nicole) or @npetty@maidpro.com

**Contact Information Property Manager-Administrative/Billing Issues: Jayne Piraccini 574-300-6506**

**Buildings Manager-Maintenance/Operational Issues: Woody Emmons 574-532-9300**

**Ownership: 630 -640-6455**