

# **RESIDENT & COMMUNITY POLICIES ADDENDUM**

## **Capitol Area Development Authority (CADA)**

### **Effective MARCH 1, 2024**

#### **1. GENERAL**

**A. Affordable Housing:** CADA makes 25% of the units it develops and manages affordable to households earning below- median incomes. Waiting lists are opened to CADA residents and the public January through March **when there are openings** in one or more of the affordable housing programs. For more information, Residents may leave a message for CADA's Affordable Housing Leasing Agent at (916) 322-2114.

**B. Barbecues/Grills:** In accordance with California State Law, "Charcoal burners and other open-flame cooking devices cannot be operated on combustible patios/balconies, or within 10 feet of combustible construction." Accordingly, CADA does not allow barbecues or grills of any type to be used at any CADA property.

**C. CADA Directors and Managers (current as of 3-1-2024):**

- Danielle Foster, Executive Director
- Marc de la Vergne, Deputy Executive Director
- Tama Harville, Leasing Services Manager
- Merri Stutes, Resident Services Manager
- Theresa Ellingsen, Accounting Manager
- Russ Juneau, Facilities Maintenance Manager
- Todd Leon, Development Director
- Tara Gandara, Office Manager
- Noelle Mussen, Finance Director
- Karen Ulep, Communications Manager
- Jill Azevedo, Human Resources Manager

You may contact any of the above staff via email through CADA's website at [www.CADA.org](http://www.CADA.org). In addition, CADA employs many non-management staff who perform vital functions, and who are also authorized to make decisions related to the management of CADA's properties.

**D. Car Washing:** Cars, bicycles, scooters, etc. may not be washed in the common areas or parking areas of any CADA property. Residents may not use CADA's outdoor water supply for their own use at any time.

**E. Cash Payments:** For safety and security reasons CADA does not accept cash payments. Resident is encouraged to pay rent through on-line bill pay whenever possible. Resident who does not have a checking account may purchase money orders at his/her bank. Safeway, at 19<sup>th</sup> and R, also sells money orders for a reasonable fee (in amounts up to \$500 dollars), as do all US Post Offices. The post offices nearest CADA are the branches at 8<sup>th</sup> and I, and 21<sup>st</sup> and Broadway. We appreciate Residents' cooperation with this term.

**F. Clotheslines/Drying Racks:** The State of California passed a law in 2015 that allows Residents of multi-family properties to install a clothesline or drying rack outside their apartments, in an area reserved for the Resident's personal use, and for limited periods of time. The type of clothesline/drying rack material and proposed location of the clothesline or drying rack must be approved by CADA, prior to installing/using any clothesline or drying rack. Residents must submit a written request to install a clothesline or drying rack to CADA's Resident Services Manager. Failure to obtain proper permission before installing a clothesline or drying rack will be considered a material breach of the Lease or Rental Agreement.

**G. Concessions:** Resident who receives a rent discount, or "free rent," or any other concession as a condition of signing a Lease, is hereby informed that the dollar value of the concession will be reversed and applied to the rental account if the Lease term is not fulfilled.

**H. Contact Information:** CADA must be able to contact Resident by phone or email at all times, or have a designated contact person to contact who can reach Resident, should the need arise. Residents must keep CADA informed of their current email address, cell phone number, work number, emergency contact person, etc. Residents should use a private email address for correspondence from CADA rather than a work email address. Residents agree to check email and mailbox regularly for important communication from CADA and take care to clear both phone and email messages regularly. Lease renewals and Annual

affordable housing recertifications are sent by mail, so Residents must also empty mail box regularly. If Resident does not receive important information from CADA in a timely fashion due to not checking mail, email, or emptying mailbox or removing postings from door, the effective date of such information will not change to accommodate the delayed receipt of the information.

- I. Daycare:** CADA does not permit the operation of a daycare on the Premises.
- J. Document Drop-box:** CADA has a document drop-box for residents' use when the CADA office is closed – located at the southern end of the building, to the left of the front doors when facing the CADA office. **No Rent.** Rent must be deposited in the rent drop-slot located at the other end of the building. Rent may be considered late if it is not deposited in the correct location.
- K. Door Mats:** Door mats are not allowed at CADA properties, due to their potential as a trip hazard.
- L. Guests:** Guests who stay more than **14** days in a row, or more than **30** days in a calendar year without permission of CADA constitutes a breach of the Rental/Lease Agreement. Residents who desire to have guests for longer than these limits must submit a written request to CADA's Resident Services Manager for allowance of longer-term guest, and sign associated **"Long-term Guest Addendum."** At CADA's discretion, guests may be required to go through the application process and, if approved, must sign a Rental/Lease Agreement. Resident is responsible for any violation of these rules and the Rental / Lease Agreement terms, by Resident's guest(s).
- M. Inspections:** Resident is hereby informed of CADA's intent to inspect each apartment on an annual basis, in accordance with the City of Sacramento's Residential Rental Housing Inspection Program. On March 4, 2008, the City of Sacramento adopted Chapter 8.120 of the Sacramento City Code, establishing a Rental Housing Inspection Program. The purpose of this program is to address the issue of substandard rental properties, promote greater compliance with health and safety standards and preserve the quality of Sacramento's neighborhoods and available housing. The program achieves compliance of health, safety and welfare code violations in/on Residential rental property that are: A threat to the occupant's safety; a threat to the structural integrity of the building; a negative impact on the surrounding neighborhoods. The City allows CADA to conduct its own inspections, and self-certify that its apartments are in compliance (i.e. clean, safe, no pest issues, no fire code issues, no hoarding, etc.). During the inspection CADA staff will also ensure the smoke detector/s and carbon monoxide detector/s (if any) are working properly, and change heating and air filters, as needed. In some instances, staff will need to enter the Premises up to four times per year, or more, if the heat and air filter service schedule requires this, or if the Resident fails the Annual Inspection. Resident will be notified in advance.
- N. Intercom Systems:** Some CADA properties have an intercom system that remotely opens the front door or front gate of the property to allow visitors to enter the property without a key. A working phone line is required for operation. Some of CADA's properties require an actual installed phone line. Please contact the Maintenance office with any questions at (916)324-8494.
- O. Laundry Machines:** Coin and card operated dryers and washing machines are provided for the Resident's use only. No heavy items such bath rugs, blankets, spreads, etc., are to be washed and/or dried in machines. Resident must clean up any mess or spill that occurs during process of doing laundry. Any damage to the laundry equipment due to Resident's negligence will be billed to the Resident's rental account. For safety and security purposes, laundry rooms that open to the exterior of the Premises are locked each night at **9 PM**, and are re-opened the next morning by **7 AM**. Residents must plan accordingly. If machines are not working correctly, Resident is instructed to call the laundry company that services the equipment at the number posted on the machine or in the laundry room. Use of liquid bleach is discouraged. If Resident chooses to use liquid bleach, extreme caution must be taken when transporting the bleach to and from the apartment as it can cause serious damage to carpeting in hallways and in the apartment. No dyeing of any kind is allowed in the washing machines.
- P. Lease Renewals:** Resident who does not receive his or her lease renewal/rent adjustment due to not checking mail on a regular basis – or not receiving the renewal in the mail - is still obligated to pay the new rental rate on the effective date. If the lease is not renewed by the deadline it will be entered as a month-to-month term, at the month-to-month rental rate. If Resident later desires to enter into a lease term - after the original effective date - the new term will start on the first of the month the transition from the month-to-month term to the fixed term lease occurs, and will be in effect for the remainder of the original term. All adult occupants of the apartment must sign the renewal. The names typed on the renewal must match the names of the Residents living in the apartment. New Residents in the apartment must be approved to rent before moving into the apartment and signing the renewal. The original Resident(s) of the apartment should inform CADA's Market-rate Leasing Agent of the desire to add a roommate and provide the contact info for that individual. The new roommate must submit a rental application and pay the application fee. Any roommates who are leaving upon expiration of the lease term must provide CADA with a Notice to Vacate, and the remaining roommate may be asked to re-qualify to continue renting without the income of the roommate who is leaving. If a roommate desires to leave prior to the expiration of the lease term, the remaining Residents must agree to take full responsibility for the remaining lease term. Failure of the departing roommate to receive approval from the remaining roommates will require everyone to vacate and the assessment by CADA of early-termination charges.

- Q. Lease/Rental Agreement Updates – Proof of Service:** From time to time, CADA must provide continuing Residents with important updates to their Lease or Rental Agreement, or mandatory disclosures required by law. CADA's primary vehicle for the distribution of this information is through the Connections Newsletter. A CADA Resident Services Representative will leave a copy at the door of each apartment. Once the newsletter is posted, we consider that the information has been formally "served." Residents may also receive any important information with their annual lease renewal or affordable housing re-certification.
- R. Lease Term:** Resident who signs a fixed-term Lease at move-in is advised that CADA ends all Leases on the last day of a month, which may cause the term to be six or twelve full months, **plus some additional days if the Resident moves in on any date other than the first of the month.** Resident is encouraged to carefully review the Lease term noted on the Lease Agreement, and ask a CADA Rental Agent for clarification if the Lease period is not clear.
- S. Lockouts:** Resident who is locked out during business hours should contact his or her Resident Services Representative (RSR) for re-admittance (see Phone List included herein for phone #'s). Lockouts can take up to one hour to resolve, as staff must obtain a key to the residence from a locked cabinet at one of CADA's offices. If Resident is locked out after 4:00 PM on any weekday or anytime on Saturday or Sunday, a service-call charge will be assessed (presently \$65/hour; subject to change without notice). In addition, Resident may be assessed additional charges if the lock out requires staff to perform additional work, or spend additional time in order to assist the Resident to gain entrance to the Premises. Resident must produce picture ID for access. **If Resident is locked out more than three times during the tenancy, the Lease/Rental Agreement may be subject to termination.**
- T. Move-out Notice:** Resident on a Month-to-Month Rental Agreement must inform CADA *in writing* of intent to vacate their apartment *thirty (30) days in advance of desired move-out date (7 or 30 days' advance notice for vacating parking space)*. Upon receipt, CADA will send Resident written acknowledgment of having received the Notice. If Resident does not receive said acknowledgement this means CADA has not received Resident's vacate notice, and Resident should call the CADA Office immediately. **Rent will continue to be charged through the proper notice period and date keys are returned to the CADA Administrative Office, whichever is later.** Resident on a fixed-term lease is encouraged, but not required by law, to provide CADA with advance notice of vacating the premises. Any holdover past the last day of the lease will result in the creation of a month-to-month tenancy, which then requires resident to provide CADA with 30-days' advance written notice of vacating the premises.
- U. New Policies:** New policies and rules or amendments to this document may be adopted by CADA upon 30 days' notice in writing to Resident, either by mail, or by a posting of CADA's Connection Newsletter. Residents are obligated to read the information that is provided.
- V. One-Roommate Move-out:** CADA requires all adult Residents residing on the Premises to complete an Application, be approved to rent, and sign the Rental/Lease Agreement prior to moving in. In the event one roommate wishes to vacate before the other, the Resident who is moving is still liable for rent, damages, etc., for the duration of the lease term. If Residents are on a month-to-month term, the Resident who wishes to vacate must give a 30-Day Notice of Intent to Vacate to CADA, as well as to the remaining roommate(s). If Residents are on a fixed-term that has not yet expired, the Resident who is vacating must have the written approval of the remaining Resident(s) as well as CADA, in order to leave early and be released from any rent obligations. If the departing Resident is leaving at the end of the lease term she or he must still provide a written Notice to Vacate to CADA, and the **remaining Resident may be asked to re-qualify to continue to rent the apartment on his or her own, on a new lease term.** Financial matters should be settled between co-Residents at the time one roommate or co-Resident moves out. **CADA will not arbitrate or become involved in a dispute between co-Residents.** The Security Deposit that is paid at the time of the rental stays on the account until ALL Residents have vacated.
- W. Pets:** Up to two pets with a **combined total weight of 35 pounds** are allowed at CADA properties with the exception of 1619 Q Rooming House, where NO pets or support/service animals are allowed due to the shared nature of the housing. Before bringing a pet to the Premises, Resident must have permission of CADA, execute a separate **Pet Addendum**, and pay an Increased Security Deposit for keeping a pet. No refunds will be made of the increased portion of a security deposit paid to keep a pet until the apartment is vacated. Exceptions to this rule may be made in cases of hardship, and must be approved by CADA's Resident Services Manager and Accounting Supervisor. Prior to bringing ANY pet to the Premises, Resident must refer to the CAA Pet Addendum for specific obligations when keeping an approved pet at the Premises. Pets must not visit the Premises without written permission of CADA. Refer to the Pet Addendum for more information.
- X. Political Signs:** California law allows Residents to post political signs, subject to certain limitations:
- a. A "political sign" is one that relates to any of the following:**
- An election or legislative vote, including an election of a candidate to public office.
  - The initiative, referendum, or recall process.
  - Issues that are before a public commission, public board, or elected local body for a vote.

- b. Size and Location of Signs:** Resident may only post political signs in the window or door of the Premises leased by Resident in a multi-family dwelling or in the case of a single-family home, from the yard, window, door, balcony, or outside wall of the Premises leased by the Resident. The signs may not be:
- More than six (6) square feet in size.
  - Posted or displayed in violation of any local, state, or federal law.
  - Posted or displayed in violation of a lawful provision in a common interest development governing document that satisfies the criteria of California Civil Code Section 1353.6.
- c. Posting and Removal of Signs:** Resident shall post and remove any political signs in compliance with the time limits set by the ordinance for the jurisdiction where the Premises are located. A tenant shall be solely responsible for any violation of a local ordinance. If no local ordinance exists or if the local ordinance does not include a time limit for posting and removing political signs on private property, political signs may be posted no more than Ninety (90) days prior to the date of the election or vote to which the sign relates and must be removed within fifteen (15) days following the election or vote.
- d. Damages:** Resident may not install or allow a political sign to be installed that causes any damage to or alteration of the leased Premises such as drilling holes; nailing into outside walls, door frames, window sills, railings, etc.; or affixing tape or other sticky material in a way that will cause damage to paint or other finishes. Resident is strictly liable for any damages or injury as a result of such installation, and for the cost of repairs or repainting that may be reasonably necessary to restore the leased Premises to its condition prior to the posting of the political sign(s).
- e. Effect of Breach:** A breach of this Addendum by the Resident shall be deemed a material breach of the Rental/Lease Agreement by Landlord.

**Y. Pool Rules:** The following pool rules apply to **1420 O Street and 1615 P Street properties**, only:

- The Pool is to be used only between the hours of 9 A.M. and 9 P.M.
- The Pool is reserved exclusively for use of Residents of the building, Occupants listed on the Rental/Lease Agreement and their guests. Guests must be accompanied by a Resident or Occupant when using the pool.
- As provided by California law, children under the age of fourteen (14) shall not use the pool without an adult CADA Resident or Occupant in attendance.
- Maximum of two (2) guests per apartment, not to exceed 4 total persons per apartment (Resident, Guests, minors, etc.) using the pool at any one time.
- No food may be served or eaten in or around the Pool area at any time without Landlord's consent. Refreshments must be served in unbreakable containers.
- No alcoholic beverages shall be served or consumed in or around the Pool area at any time. No person under the influence of alcoholic beverages is permitted in or near the Pool.
- Running and jumping, "horseplay", fighting, foul language, boisterous or dangerous conduct, and/or any noisy behavior disturbing to the other Residents, is forbidden in or around the Pool area.
- No radios, record players, or other musical instruments may be used in or around the Pool area without consent of Landlord.
- Residents and their guests are required to be properly attired at all times, going to and from and in or around the Pool area.
- Showering is required prior to using the Pool. Those using the Pool shall dry themselves off before leaving the Pool area.
- Residents and guests will place their own towels over Pool furniture when using suntan oil or other lotions.
- No toys, inner tubes or any other objects whatsoever will be allowed in the Pool at any time.
- Safety equipment is not to be used except in case of emergency.
- Swim diapers are required for infants and children who are not toilet-trained, as well as adults who may be incontinent.
- Pool privileges may be revoked if CADA management determines a Resident or their guests' actions are making the pool unsanitary, unhealthful, or unsafe.
- No lifeguard will be on duty. Persons using pool facilities do so at their own risk. Landlord is not responsible for accident or injury.
- Landlord is not responsible for articles lost, damaged or stolen.

- Z. Premature Lease Termination:** In accordance with California law, Civil Code Section 1951.2, Resident who signs a fixed-term Lease agreement is obligated to fulfill the term in accordance with guidelines set forth in the Lease. Should Resident desire to terminate the Lease early in order to vacate the Premises the Lease specifies that Resident must pay rent until another Resident takes possession. Resident is responsible for any other amount necessary to compensate the Landlord for damages caused by the breach, such as costs incurred by the Landlord in his or her attempts to re-let the unit. In some circumstances, CADA may allow Resident to pay an "Early Termination Penalty." Please contact CADA's Accounting Manager for more information. If approved to pay the Early Termination Penalty to terminate the lease early Resident must provide CADA with a written Notice to Vacate at least 30-days in advance of the desired vacate date. If Resident plans to continue renting the Premises on a month-to-month term, the rent is subject to being increased to the month-to-month rental rate upon notice by CADA.
- AA. Receipts:** CADA no longer provides written receipts for rent payments. Resident must use cleared check as evidence of payment.
- BB. Rent / Late Rent:** In addition to the information provided in the Rental/Lease Agreement regarding how to pay rent, when it's due, etc., CADA wishes to inform Residents of some additional information regarding rental payments: 1) Rent should be dropped in the Rent-Drop slot at the north end of the CADA admin office. No cash. 2) We ask that Residents refrain from paying rent with temporary and "over the counter" bank checks, as they can't be read by CADA's rent scanner. These types of checks usually have no check number, a zero for the number, or the same check number each month. 3) Please write your payment amounts clearly and correctly in dark blue or black ink, as our rent scanner also can't read other colors. 4) Please make sure that your payment lists your current CADA address and apartment number. **Please note that paying rent late is considered a violation of the Lease / Rental Agreement. Repeated late payments may jeopardize the tenancy.**
- CC. Roommates:** All roommates must be approved by CADA before they are allowed to move-in to a CADA apartment. Residents must inform a CADA Leasing Agent of their desire to add a new roommate and provide the contact info for that individual. CADA will provide the potential roommate with a Rental Application and collect the application fee. Once approved, the new roommate will sign the Rental/Lease Agreement, all Addendums and the Community Policies then in effect. All approved roommates must inform CADA in advance of their intent to vacate and must fulfill the lease term, unless released by the remaining resident(s). **Adding a roommate without receiving advance approval from CADA is considered a serious violation of the Rental/Lease Agreement, causing the tenancy to be subject to termination.**
- DD. Security Deposit:** The Security deposit stays on the rental account until the apartment is completely vacated. If residents do not provide instructions to CADA for how we should disburse the Security Deposit when the apartment is fully vacated, we will return the deposit (after deductions for items not considered normal wear and tear, if any) to the "head of household," made out to ALL of the roommates in possession at the time the apartment goes vacant.
- EE. Sub-leasing:** Sub-leasing is not allowed. All additional Residents/Occupants must apply to rent and be approved by Landlord/CADA. **NO "AirBnB" or "VRBO," or any other short-term rentals allowed at any time.**
- FF. Support and Service Animals:** Residents who desire to have a support or service animal in order to have equal opportunity to use and enjoy the apartment and community must submit a written request to CADA's Resident Services Manager and provide verification by a medical or other logical provider. Upon approval, Residents must execute and abide by the terms of either the **CAA Support Animal Policy Addendum or Service Animal Policy Addendum, as needed.** Please note that Support and Service Animals are NOT allowed at CADA's Rooming House property at 1619 Q Street, due to the shared nature of the housing.
- GG. Telephone Service:** CADA provides one working phone jack in each apartment, as required by applicable law. If Resident wishes to have additional phone lines installed the work must be completed by a licensed professional at Resident's expense.
- HH. Unit Transfers:** Unit transfer requests are processed in the same manner as a new rental. No waiting list will be maintained. Transfer fee applies. In order for the transfer to be approved: Resident's existing Lease term must be fulfilled; Proof of qualified income must be provided; Resident must not have a history of late rent payments or Lease violations; Resident must allow a maintenance and pest control inspection of the Premises to confirm that the apartment has been well-maintained during the Tenancy. If the transfer is denied, and Resident still desires to vacate the Premises, Resident must provide CADA with a written notice of intent to vacate at least thirty days in advance of the move-out date, AND pay an Early Termination fee if terminating lease early. Before requesting a transfer, Resident should consider how long they've lived in the apartment and the work that may be needed to prepare the apartment for a new Resident. The longer an apartment is occupied, the greater the wear and allowance provided by CADA to offset the cost of carpet cleaning and any painting that may be needed. Please refer to Section 5, "Maintenance, Repairs and Alterations/ Useful Life of Fixtures/Finishes" for more information about wear and tear allowances.

**II. Utilities:** Resident agrees to pay all utilities supplied to the apartment (**as noted on the Utilities Information handout included herein**), unless otherwise specified. Resident must keep utilities on at all times, effective on the date of the Lease/Rental Agreement. To avoid a break in service Resident must contact the applicable utility company to establish service in his/her own name. Resident must inform CADA if the electric or gas utilities have been shut off for non-payment. Resident agrees to call PG&E to light the pilot light and conduct an inspection of the appliances if the gas seems to be working incorrectly, or is turned off any time. **Resident must call PG&E to light the pilot light no earlier than the day of the move-in in order to have the gas turned on at the Premises, and anytime during the residency if the gas has been turned off. CADA re-bills for electricity at the following addresses, due to a shared meter. Failure to pay the utility bill when asked is considered a breach of the Rental/Lease Agreement.**

- 1510 O Street, #10
- 1524 17<sup>th</sup> Street, #'s 1, 2, 3

- 1631 P Street

**JJ. Waterbeds:** Residents who desire to have a waterbed or liquid-filled furniture must execute a **"Waterbed and Liquid-filled Furniture Addendum"** prior to installing such furniture on the Premises. Waterbeds and other liquid-filled furniture are only permitted at the following CADA properties (built after 1973): Biele Place (1421 15<sup>th</sup> Street), 1506-1520 17<sup>th</sup> Street (17<sup>th</sup> Street Commons), 1401-1415 Carriage Pathway, 1500 N Street (Brannan Court Apartments), 1400-04 O Street (Greentree Commons), 1616-1640 O Street (17<sup>th</sup> Street Commons), and 1001-1035 Q Street (Somerset Parkside). Resident must pay an additional Security Deposit equal to half of one month's current market rent for having a waterbed.

## 2. NOISE AND CONDUCT

- A. Activities & Conduct:** Resident shall refrain, and shall ensure that Resident's guests likewise refrain, from activities and conduct outside of the unit (in common areas, parking areas, or recreation facilities), which are likely to annoy or disturb other persons.
- B. Complaints & Violations:** Resident is requested to notify the CADA's Resident Services Manager *in writing* (with as much detail as possible) when desiring to lodge a concern or complaint about a neighbor or a CADA decision or action. If about a neighbor, a written violation will be issued to the offending party if CADA determines that a term of the Lease / Rental Agreement has been breached. Continued breaches will result in termination of residency. Resident may also request the assistance of CADA's Courtesy Patrol for noise and nuisance issues after hours. All complaints will be kept confidential, unless it is impossible to do so. Please refer to the "Important Numbers" page included herein for Courtesy Patrol contact information. If the concern or complaint is about a CADA decision or action, the appropriate staff member will respond as soon as his or her schedule permits.
- C. Downtown living:** Resident is reminded that he/she is living in an urban setting in the heart of a vibrant downtown. In such a setting there may be increased noise related to nearby restaurants and bars, special events, park activities or increased noise and dust related to new development projects being built. To the best of our ability, CADA strives to mitigate the impact of such events and projects on our Residents.
- D. Noise/Quiet Hours:** Resident and his/her guests shall not make or allow any excessive noise in the unit, nor permit any actions, which will interfere with the rights, comforts or conveniences of other persons. Resident and his/her guests shall refrain from playing musical instruments, television sets, stereos, radios, and other devices at a volume which will disturb other persons. Resident and his/her guests shall refrain from creating, or allowing to be created, any noise that is disturbing to other Residents at any time. Extra care must be taken between the hours of 10 *PM* and 7 *AM*, in accordance with the *City Noise Ordinance*.
- E. Staff / Vendor Safety:** For the safety and well-being of CADA employees and vendors, CADA will not tolerate any harassment (sexual or otherwise), or abusive language or behavior, by Resident (or guests of Resident) toward CADA staff or vendors. Violation of this term will be grounds for immediate termination of Lease / Rental Agreement. Misconduct between Residents should be handled by sending a written complaint to CADA's Resident Services Manager as noted in Paragraph B, above.
- F. Unlawful Activity:** Resident, members of the Resident's household, and any guest or other persons under the Resident's control shall not engage in criminal activity, including drug-related criminal activity, on or near property Premises:
- "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802)).
  - Resident, members of the Resident's household, and any guest or other persons under the Resident's control *shall not engage in any act intended to facilitate criminal activity*, including drug-related criminal activity, on or near property Premises.

- Resident and members of the household *will not permit the dwelling unit to be used for, or to facilitate, criminal activity*, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
- Resident and members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any location, whether on or near Premises and property or otherwise.
- Resident, any member of the Resident's household, or a guest or other person under the Resident's control shall not engage in acts of violence or threats of violence, including, but not limited to the unlawful discharge of firearms on or near property/Premises.
- *Violation of any of the above provisions shall be a material breach of the Rental/Lease Agreement and good cause for termination of tenancy.* A single violation of any of the provisions of this Addendum shall be deemed a serious and material violation of the Rental/Lease Agreement. It is understood and agreed that a single violation shall be good cause for termination of the Rental/Lease Agreement. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.

### 3. CLEANLINESS AND TRASH

- A. Common Areas:** Common areas are areas shared by all Residents, including hallways, stairwells, walkways, pool areas, courtyards, basements, etc. Resident and his/her family and guests are to conduct themselves in a manner that will not disturb neighbors' peaceful enjoyment of the Premises, or which constitute a nuisance. Noise, odors, or any other actions, which cause unreasonable disturbance to other Residents or interferes with their rights, comforts, or convenience are not permitted. Resident shall refrain from leaving personal items (including bicycles, scooters, plants, ashtrays) in the hallways, walkways or any other common area. Residents and Guests are not allowed to engage in social or recreational activity in any common area, including stairwells, hallways, and walkways used for ingress and egress to and from the units and buildings. Resident must not throw trash, cigarette butts, or any item from balconies or windows. No skateboarding, rollerblading, or biking in the common areas is allowed. All pets must be cleaned up after. CADA is not responsible for items left in common areas and may remove and dispose of such items, as needed. Parties (or large gatherings of Residents and guests) are not allowed in the common areas without the express written permission of CADA. Residents or guests are not permitted on roofs of buildings at any time. Bicycles and motorcycles may not be stored in common areas except as designated by Management.
- B. Dust & Debris:** Resident shall refrain from shaking or hanging clothing, curtains, rugs, and other coverings and cloths outside of any window, ledge, or balcony.
- C. Furniture:** Resident shall keep all household furniture inside the unit and keep unsightly items out of view. **Only furniture specifically designed for outdoor use may be kept on Resident's private patio/balcony.** Resident shall ensure that outdoor furniture is well maintained at all times; if it is not, CADA will ask you to remove it. Only one or two pieces of outdoor furniture is allowed, so that the patio or balcony does not look unduly cluttered.
- D. Good Housekeeping Practices for Pest-Free Apartments:** When Residents and the property management team work together, pests can be prevented. Maintaining clean and clutter-free homes and adhering to these recommendations may help you enjoy a pest-free environment:
- Keep clutter to a minimum. Remove stacks of newspapers, magazines, or cardboard.
  - Vacuum carpeting more than once a week. Vacuum thoroughly; a small crumb is a feast for any pest.
  - Store dry or prepared food in sealed plastic or glass containers.
  - Remove kitchen trash before nightfall. Empty all other trash containers frequently.
  - Check for pests in packages or boxes before carrying them into your home.
  - Report pests immediately to the CADA Maintenance office. Failure to do so could result in additional pest control charges that will be passed on to the Resident.
  - Clean up spills immediately.
  - Keep your dishwasher closed or empty.
  - Pick up and clean pet food bowls when your pets are done eating.
  - Do not leave pet food dishes outside. Pet food dishes left outside will be removed and disposed of by CADA staff.
  - If applicable, follow all instructions given by pest control professionals.
  - Do not use any store-bought liquid pesticide sprays after professional pesticide treatment in your home.

- Do not feed pests by allowing cooking grease, oils, or other food particles to remain in your kitchen.
- Do not leave unwashed dishes in the sink overnight.
- Do not let water accumulate anywhere in your home. Report water issues to CADA's Maintenance office promptly.
- Do not keep paper bags or cardboard. Insects feed on the glue and nest in the folds.
- Do not use strong cleaners around pest control baits.

**E. Objectionable Odors:** Resident shall keep the unit clean, sanitary and free from objectionable odors at all times. Odors that penetrate into other units or common areas will be considered a breach of the "Quiet Enjoyment" term of the Rental/Lease Agreement. Residents who smoke **MUST** do so outside of the apartment, at least 20 feet away from doors and windows of the Premises, in order to alleviate the potential for smoke to penetrate into a neighbor's leased Premises. **NO SMOKING ALLOWED AT ANY CADA PROPERTY, including inside or outside the apartments, anywhere on the premises, and all common areas.**

**F. Patios/Balconies/Railings:**

- Resident shall keep all household furniture inside the unit and keep unsightly items out of view. **Only furniture specifically designed for outdoor use may be kept on Resident's private patio/balcony.** Resident shall ensure that outdoor furniture is well maintained at all times; if it is not, CADA will ask Resident to remove it. Only one or two pieces of outdoor furniture is allowed, so that the patio or balcony does not look unduly cluttered.
- Resident shall ensure that patios and balconies are not used for storage of any items other than plants (with proper drip-pans) and outdoor furniture. Storage of regular household items is not allowed. No items should ever be stored on railings.
- Plants or patio furniture must never block ingress or egress to/from apartment.
- All plants are to be securely placed so they will not cause a hazard for staff or other Residents.
- Plants and planters are not allowed to be placed on railings at any time.
- **Resident may only place plants on private patios and balconies that are reserved for the Resident's exclusive use. CADA limits the number of total plants to five (5).**
- Care must be taken when watering plants so water does not flow onto patio or balcony of a downstairs neighbor.
- French Balconies (such as those at Brannan Court Apartments - 1500 N Street) are to be used to display plants only, and only in the appropriate holders provided. Because of the minimal depth of the French Balconies and space between the bars, these balconies are designed as a complement to the décor of the building, and are not intended to be used for entertaining or as a play area, or for storage of mops and brooms or other items.
- Resident is responsible for keeping patio or balcony free of dirt and debris at all times, and must not allow leaves to accumulate that have blown in or dropped from bushes and trees planted inside or outside the patio or balcony (regardless of whether the leaves are from plants owned by Resident or CADA).
- Refer to the **CADA Landscaping Addendum** for more information about Resident's responsibility to maintain landscaping inside of private patio/balcony.

**G. Personal Belongings:** Resident shall ensure that no personal belongings, including bicycles, play equipment or other items shall be left unattended in the halls, stairways, walkways or common areas of the building. CADA is not responsible for items left in common areas and may remove and dispose of such items, as needed.

**H. Pest Management:** Resident agrees to notify CADA immediately if any pest issues arise. If pests are determined to have been caused by, or brought in by the Resident, the Resident may be held responsible for all charges associated with eradicating the pest/s. Resident agrees to abide by the Good-housekeeping practices listed below, and the Pesticide and Bedbug information included with the Rental / Lease Agreement. Resident is informed that bedbugs are becoming more and more prevalent in communities across the United States, and can be carried into an apartment by any Resident at any time. Residents who travel frequently, shop at second-hand stores, maintain a cluttered living environment, or bring in items other Residents have discarded have a higher probability of contracting bedbugs.



#### 4. Waste Management:

Please refer to the list on Pages 28-29 of these Community & Resident Policies for a list of CADA's properties and the locations of the waste receptacles that are referenced herein. Please refer to the flyers on the last three pages of this document for the types of items that are to be disposed of in each of the three types of waste bins/cans.

- A. Cigarettes:** Resident agrees to abide by the **NO SMOKING POLICY** in place at every CADA property, and further agrees to clean up any cigarette butts and dispose of properly when smoking off the premises.
- B. Food-Waste / Organics Disposal:** As of January 1, 2022, all multi-family properties in the State of California with five or more units must have three required waste services – *if there is space:* garbage, mixed recycling, and organics (food-waste / green-waste). Per California State Law SB 1383, Residents must divert all their food scraps and green waste from garbage bins to an organics bin. If an organics bin is in use at a property, residents must divert the following items into that can: cooked and raw food waste, such as uneaten vegetables, fruits, meats, dairy, bones, baked goods, etc. Food-soiled paper such as used napkins, paper cups, coffee filters, greasy pizza boxes, used paper plates, etc., would also go into the organics / greenwaste container. Landscaping waste (leaves, etc.) is also to be disposed in the Organics bin. ***Pet waste shall always be disposed of in the regular trash bin.***
- C. Hazardous Materials Disposal:** Resident shall refrain from disposing of any combustible or hazardous material in trash containers or bins. It is against the law for any person or household to dispose of Universal Waste items such as household batteries, fluorescent light bulbs, appliances, cell phones and other electronic devices in the trash. Universal waste items contain hazardous materials such as metals that are toxic, including mercury, cadmium, zinc, lithium, and nickel. In Sacramento, these items may be disposed of at the Sacramento Municipal Transfer Station at 8491 Fruitridge Road (916-379-0500), or the Sacramento County Household Hazardous Waste Collection Facility at 4450 Roseville Road (916-875-5555). Residents should call ahead to confirm hours and exact items that will be accepted. For more information about recycling and environmental programs, call the City of Sacramento's Solid Waste Customer Service line at (916) 808-4800.
- D. Recycling:** CADA must help Residents comply with a County and City of Sacramento Ordinance (Solid Waste Authority, Number 20, Title IV, Chapter 4.00) that requires multifamily properties to subscribe to an authorized recycling program. Owners and managers of multifamily properties must notify Residents in writing about the recycling ordinance, which requires all multifamily Residents to separate recyclable materials from other solid waste. Every CADA property has a recycling bin on the Premises, or at an adjacent property, where all recyclable items are to be deposited. Recycled materials should be clean and dry. Materials that must be recycled include:
- **Fiber materials** such as newspapers, cardboard, magazines, catalogues, phone books and junk mail
  - **Food and beverage containers** such as glass bottles and jars, aluminum cans, steel food containers
  - **Plastics** having a #1-7 on the bottom such as water bottles and toys (batteries must be removed)
  - **Metals** such as aerosol, steel and tin cans and small kitchenware.
- E. Trash Accumulation:** Resident shall ensure that garbage is not permitted to accumulate and that it is placed on a daily basis in the trash receptacles provided for that purpose. Resident shall ensure that large boxes are broken apart before being placed in the recycling containers. Resident shall be responsible, at Resident's expense, for hauling to the dump those items too large to fit in the trash containers.
- F. Trash Chutes:** At properties with trash chutes, Resident agrees to securely wrap trash in plastic bags before placing in trash chute. Absolutely no glass or cardboard boxes should be placed in the chute.
- G. Waste Receptacles:** Resident has access to three waste receptacles on the Premises or at a neighboring CADA property. Ask your RSR if you are unable to locate the trash receptacles. Trash must be bagged so that waste does not leak into the trash receptacle. Resident shall ensure that papers, cigarette butts, and trash are placed in appropriate receptacles so that litter is not created in or about Resident's unit. All glass, plastic, and cardboard boxes must be properly recycled. Bulk items should never be disposed of outside of waste enclosures or left on community grounds. Resident will be charged for removal of items left in or near the trash area. Trash must not be left in halls, stairways, balconies, or laundry rooms, as doing so may create a favorable environment for pests. All items deposited in the trash must fit inside a receptacle. Residents will receive a key to the trash receptacle associated with their building. Each receptacle is required to remain locked; therefore, residents must unlock and then immediately lock it after discarding trash and recycling. The City of Sacramento requires all food, soiled napkins and paper towels, paper plates, paper bags, tissues, bones and shells be disposed of in the Organics / greenwaste bin. **Please see flyers on final three pages of this document for disposal requirements for each type of waste.**

## 5. SAFETY/SECURITY

- A. Appliances:** Resident shall ensure that all appliances are turned off before departing from the Premises. Use of aluminum foil on stove burners, drip pans, ovens and broilers is prohibited due to fire and electrical shock hazards.
- B. CADA Courtesy Patrol:** CADA contracts with a private company to provide nightly Courtesy Patrol services to our Residents. The current service is provided by Lyon's Security Service at (916) 208-5612 or (916) 383-2308. A Lyon's Courtesy Patrol Officer patrols CADA properties in a vehicle and on foot, 12 hours per night, every night of the year, between the hours of 8PM and 8AM. **Residents who need assistance at a time when the Courtesy Patrol Officer is not yet on duty are instructed to call CADA's after-hours emergency # at (916) 324-8494.** During the summer months (May through August), an additional Courtesy Patrol Officer is available on Saturdays and Sundays 24 hours (8AM-8AM) to assist our Residents. The Courtesy Patrol Officer is here to assist YOU! If you have a noisy neighbor, notice something suspicious, or would like the Patrol Officer to walk you or your guest to your car or apartment, please do not hesitate to give them a call! Please call 911 FIRST if you feel that you are in danger, or notice an emergency at your property. Our Courtesy Patrol Service has not been hired to replace the services of emergency personnel; they are here to provide back-up assistance and support to our Residents. If for any reason you are not satisfied with the services provided by any Courtesy Patrol Officer, please notify the CADA's Resident Services Manager right away. Please note that the Courtesy Patrol's on-duty days and hours may change with notice. Residents who make unsubstantiated requests or complaints to CADA's Courtesy Patrol are subject to having their Rental Agreement/Lease terminated. Please refer to the "Important Numbers" included herein, for contact information.
- C. Cameras:** Resident may install only one WiFi/Ring type camera on the exterior apartment door frame. Residents cannot have any other cameras on the exterior of the building. Residents are responsible for the cost of any damage caused by the camera being installed or removed.
- D. Doors/Locks:** Resident shall ensure that all doors to their leased premises are locked during Resident's absence. Resident agrees to notify CADA if doors or locks become inoperable. Resident shall not change any lock or place additional locks on any door of the Premises without the prior written consent of CADA.
- E. Emergency Contact Information:** Resident agrees to provide CADA with Emergency Contact Information upon move-in, and on an annual basis thereafter, or upon request. Resident also agrees to keep phone # and email current with CADA at all times.
- F. Emergency Evacuation Information:** Resident agrees to provide CADA with Emergency Evacuation information (regarding assistance that may be needed in the event of an emergency) upon move-in, and on an annual basis thereafter or as requested.
- G. Health/Fire/Safety Violation:** Resident shall ensure that trash and other materials are not permitted to accumulate in or around the Premises so as to cause a hazard, or be in violation of any health, fire or safety ordinance or regulation. Clutter and debris inside Resident's apartment must be avoided so that there is a clear path to enter and exit the apartment in the event of an emergency. Resident who violates this term is subject to City Code Enforcement involvement and possible termination of residency.
- H. Keys:** Resident agrees not to duplicate or cause, permit, allow or authorize another person to duplicate any key given to Resident by CADA without permission of CADA. A reasonable charge will be made for the replacement or issuance of keys or change of locks (for Resident's unit, or all units in the building) necessitated by an act of the Resident, or at the request of the Resident. **If CADA must call an outside vendor/contractor to retrieve keys from apartment, plumbing fixture, elevator shaft, etc., or change locks to Resident's unit (or all units in the building) due to keys being lost, Resident will be responsible to pay the full bill from the vendor/contractor.**
- I. Liability & Insurance:** Security is the responsibility of each Resident and guest. CADA assumes no responsibility or liability, unless otherwise provided by law, for Residents' and guests' safety and security, or for injury or damage caused by the criminal acts of other persons. **Generally, except under special circumstances** The OWNER IS NOT legally responsible for loss to the Resident's personal property, possessions or personal liability, and OWNER'S INSURANCE WILL NOT COVER such losses or damages. If damages or injury to owner's property is caused by Resident, Resident's guest(s) or child (children), the owner's insurance company may have the right to attempt to recover from the Resident(s) payments made under owner's policy. CADA strongly recommends you consult with your insurance agent and obtain appropriate coverage for fire, theft, liability, workers' compensation and other perils to protect yourself and your property against loss, damage, or liability. Following is a non-inclusive list of examples of possible costly misfortunes that, except for special circumstances, you could be held legally responsible for:

- Your babysitter injures herself in your unit. A friend, or your repairperson, is injured while helping you slide out your refrigerator so you can clean behind it. While fixing your television set, a repairperson hired by you is injured when s/he slips on the floor you have just waxed.
  - Your defective electrical extension cord starts a fire, which causes damage to the building and your personal property and or the personal property of others.
  - Your locked car is broken into and your personal property, and that of a friend, is stolen.
  - A burglar breaks your front door lock and steals your valuables or personal property.
- J. Permission for Entry:** Prior to any planned absence from the unit, Resident shall give CADA written authority to allow entry to the unit to any person permitted by Resident to enter the unit.
- K. Secured Entry Buildings:** Resident shall keep closed at all times doors and gates of secured-entry buildings, and refrain from allowing entrance to anyone who does not have a key. This is very important for the safety and security of everyone who lives in the building. Residents may call CADA's Admin Office or their Resident Services Representative to provide assistance to someone who is trying to gain access to the building.
- L. Smoking:** Resident agrees to abide by the **NO SMOKING POLICY** term of the Rental/Lease Agreement, which specifies **NO SMOKING OF ANY KIND IS ALLOWED AT ANY CADA PROPERTY, including inside or outside the apartments, anywhere on the premises, and all Common Areas.**
- M. Storage of Combustibles:** Resident must not bring anything into the apartment or building that increases the risk of fire, such as flammable oils, fluids, propane, benzene, gasoline, kerosene or hazardous materials. Resident shall not use or store these items or other combustibles in the unit.
- N. Vacation:** When leaving for an extended period, Resident agrees to notify CADA how long Resident will be away and to have a friend or family member check on the apartment during any extended absence. Resident agrees that CADA staff may enter apartment without notice in the event of a maintenance emergency and resident is unable to be reached.

## 6. MAINTENANCE, REPAIRS AND ALTERATIONS

- A. After-hours Emergency Maintenance Requests:** CADA has an excellent after-hours service emergency response program. Emergency requests, such as a water leak, electrical outage, or plumbing stoppage will be responded to after-hours. After-hours service requests for items that are deemed to be the responsibility of the Resident will be billed at the present rate of \$45 per hour (subject to change with notice). Please call (916) 324-8494 for all after-hours emergencies.
- B. Alarm Systems:** Alarm systems may not be installed without prior written approval from the CADA Maintenance Office. If approved, installation must be completed by a licensed contractor, and the activation code must be provided to CADA.
- C. Alterations:** Resident shall refrain from making any alterations or improvements to the unit without the written consent of CADA and use of a licensed and insured contractor. Some seemingly simple alterations can cause structural damage or create environmental hazards. Resident shall refrain from using adhesives, glue, or tape to affix pictures or decorations.
- D. Appliance Care:**
- **Disposal Care:** To keep the garbage disposal in working order, please adhere to the following guidelines: 1) Break food into small pieces; 2) Run COLD water when the disposal is on; leave water running for a few minutes after disposal is turned off; 3) Do not stuff the disposal; gradually slide waste past the splash guard; 4) Mix soft with hard texture waste to allow the disposal to operate at maximum capacity; 5) Do not put celery, pasta, artichoke leaves, cigarettes, corn husks, potato peels, banana peels, oyster or clam shells, tea bags or grease down your disposal; and 6) Do not use drain cleaners. Repair charges that arise from Resident's improper disposal of food or grease will be passed onto the Resident.
  - **Refrigerator Care:** To ensure efficient operation, manual defrost freezers should be defrosted at least every two months or whenever the frost is approximately ¼ inch thick. To defrost, all food should be removed from the freezer and a pan of warm water placed inside after the control knob has been turned off. Sharp objects should not be used to

loosen ice or frost. The refrigerator exterior may be cleaned with glass or tile cleaner.

- **Stove Care:** Residents agree to keep the stove clean and grease free. Accumulated grease is a fire hazard. Hood vent filters should be cleaned with hot, soapy water. Sharp instruments should not be used to clean the oven or stovetop. Use of aluminum foil on stove burners, drip pans, ovens and broilers is prohibited due to fire and electrical shock hazards.
  - **Carpet Care:** Residents are responsible for keeping their carpets clean. Carpets must be vacuumed on a regular basis for proper care. Food and beverage stains may be removed by using cold water and Ivory soap. Ink stains may be removed by immediately covering with salt and scooping up once the ink has been absorbed. Repeat process until stain is lifted. If necessary, leave salt on stain overnight. For information on the removal of other stains, contact CADA's maintenance office. For stains that are beyond the ability of the Resident to cure, a professional carpet cleaner must be arranged through CADA's Maintenance office, at the Resident's expense.
- E. Heavy Items:** Residents may not affix heavy electronic equipment, or other heavy items, to any walls of the dwelling unit. Additionally, items that weigh more than are determined to be reasonable for the floor loading of the apartment are not permitted. Resident must check with CADA before bringing heavy items (i.e., waterbeds, safes, pianos, etc.) into the apartment, to ensure the building can handle the increased floor load.
- F. Light Bulbs:** Residents are expected to furnish and replace their own electric light bulbs.
- G. Plumbing & Drains:** To avoid sewage back up and costly repairs, Residents should **NEVER flush** the following items down the toilet: Personal-facial-baby wipes- **including wipes marked as disposable (they're NOT!)**, paper towels, disposable diapers, facial tissue, dental floss, personal hygiene products, etc. Grease should not be disposed of in the sinks or toilet. As stated in 5D-a, above: Do not put ANY of the following items down your sink drain: celery, pasta, artichoke leaves, cigarettes, corn husks, potato peels, banana peels, oyster or clam shells, or tea bags. This is not an all-inclusive list of items that are hazardous to drains. Residents are expected to use good judgment in the care of pipes and drains. Costs of repair or clearance of stoppages in waste pipes or drains, water pipes or plumbing fixtures caused by Resident negligence or improper usage are the responsibility of the Resident. Payment for corrective action must be paid by Resident upon request of CADA.
- H. Right of Entry:** Landlord may enter a Resident's unit **without notice** under the following circumstances: emergency (i.e. electrical, fire, flood, loud noise, etc.); by court order; Resident has abandoned the unit; or the Resident consents.
- I. Service of Equipment:** CADA will maintain all equipment it owns in the apartment, without charge, provided that the cause of the breakdown or damage was not caused by Resident's negligence. If it is determined that Resident is at fault, the cost of the repair will be billed to Resident.
- J. Service Request Notification:** Resident agrees to call or email CADA's Maintenance Office to advise CADA of any item/s requiring repair, such as electrical problems, dripping faucets, or inoperable appliances. CADA's Maintenance Dispatcher will give Resident a tracking number to confirm the request has been received. Resident shall make repair requests as soon after the defect is noted as is practical. Resident shall refrain from making service requests directly to maintenance personnel, field staff, or other staff unless directed to do so by CADA. If Resident cancels a scheduled appointment for a requested repair without giving at least 48 hours' advance notice, a service charge may be assessed. Repeated cancellations may be grounds for termination of Rental Agreement or Lease.
- K. Useful Life of Fixtures & Finishes / CADA Wear & Tear Allowances:** Residents are responsible for damages to all interior fixtures/finishes including, but not limited to, floor coverings, paint, window coverings and countertops. Ordinary wear and tear is expected over the life of the fixture/finish. Charges for damage and wear and tear will be pro-rated based on the length of residency and the remaining useful life of the fixture/finish. The list below provides CADA's policy for the useful life of each major fixture/finish. If a finish or a fixture needs to be replaced sooner than the "Useful Life" dictates, the Resident will be billed a pro-rated cost, accordingly. For example: If a resident lived in an apartment for five years, and the carpet needs to be replaced when the apartment is vacated, the resident will not be charged for the replacement. However, if the carpet needs to be replaced after 2-1/2 years of occupancy, the Resident will be billed 50% of the replacement cost. If a resident vacates his or her apartment after six months, the carpet would be cleaned and half of the cost would be billed to the Resident. If a Resident lived in an apartment for three years and CADA has to fully paint the apartment, 40% of the cost would be billed to the resident. There is no wear and tear allowance for cleaning. The apartment must be in the same state of cleanliness at move-out as it was upon Resident's move-in, and generally must be clean enough for someone else to move right in.

**Fixture/Finish:**

- Carpet Replacement
- Carpet Cleaning
- Luxury Vinyl Plank
- Vinyl Composition Tile/Linoleum
- Paint
- Window blinds (vertical/horizontal)
- Laminate countertops
- Quartz countertops

**Useful Life**

- 5 years
- 1 year
- 25 years
- 10 years
- 5 years
- 5 to 10 years, depending on the product
- 10 years
- 25 years

- L. Window Coverings:** Resident shall refrain from using aluminum foil as a window covering and shall obtain the written approval of CADA before using any window covering visible from the exterior of the building. No window covering added by the Resident shall obscure the CADA-supplied blinds.
- M. Window Sills:** Resident must refrain from using windows and windowsills to display items if said items are visible from the exterior of the building. Seasonal items may be allowed upon approval from CADA. Condensation that is allowed to build up on windows or windowsills can cause costly damage to the Premises. Resident must run a small oscillating fan in rooms where condensation is noticed, especially when it does not quickly dissipate.

**7. ENVIRONMENTAL ISSUES**

- A. Condensation Prevention:** When it is colder outside than it is inside a Resident's apartment, windows will sweat. If condensation is allowed to accumulate, it can damage the windowsill, frame, and surrounding drywall and sheetrock. Residents must look for the presence of condensation, and take steps to reduce the damage it may cause. Residents are encouraged to run a small oscillating fan in any room where condensation is noticed, especially in the bathroom. **A fan should be left on until any steam or condensation has dissipated, and ideally for another hour afterwards.**
- B. Proposition 65 "Safe Drinking Water and Toxic Enforcement Act of 1986"):** California's Proposition 65 (Safe Drinking Water and Toxic Enforcement Act of 1986) requires businesses with 10 or more employees to provide warnings prior to exposing individuals to chemicals known to the State to cause cancer, and/or birth defects or other reproductive harm. Please refer to the Prop 65 Notice/Addendum for more information.
- C. Spare the Air Program:** The Air District in which the Premises is located has enacted a "Spare the Air" program, which prohibits certain activities, which may include burning wood, pellets, or manufactured fire logs when a "Spare the Air" Alert is issued. A map of all California Air Districts, with links to local information and contacts is available at [www.arb.ca.gov/capcoa/dismap.htm](http://www.arb.ca.gov/capcoa/dismap.htm). If a Resident's apartment is equipped with a working fireplace the following rules must be followed:
- Resident shall take all steps necessary to ensure that he/she is aware of "Spare the Air" days. Most Air Districts have toll-free numbers, email alerts and/or websites that provide this information.
  - Resident shall comply with all "Spare the Air" restrictions. Restrictions can vary from one Air District to another. Resident is responsible for obtaining information about the restrictions specific to the District in which the Premises are located.
  - Resident is responsible for any "Spare the Air" fines or other costs occasioned by "Spare the Air" violations on the Premises while the Resident is in possession. If any such fines or costs are levied against Landlord, Resident agrees to pay such fines or costs attributed to Resident's tenancy or the conduct of Resident, Resident's guests or others at the Premises. The obligation to pay fines and costs assessed against Landlord may be in addition to any assessed directly against Resident.
  - Resident agrees that Landlord may provide Resident's name and address to the regional Air District for the purpose of notifications and enforcement of the Spare the Air program.
  - Nothing herein is deemed to be authorization of or consent by Landlord to burn anything that is not authorized by the Rental/Lease Agreement.
- D. Water Conservation:** The State Water Resources Control Board's regulation prohibits all Californians from washing down driveways and sidewalks; watering of outdoor landscapes that cause excess runoff; using a hose to wash a motor vehicle, unless the hose is fitted with a shut-off nozzle; and using potable water in a fountain or decorative water feature, unless the water is recirculated. Many local water boards also have restrictions. Links to local information and contacts is available at: <http://droughtresponse.acwa.com/agencies>. Resident agrees to the following:

- Resident shall take all steps necessary to ensure that he/she is aware of water use restrictions. Most water agencies have toll-free numbers, email alerts and/or websites that provide this information.
- Resident shall comply with all state and local water use restrictions. Restrictions can vary from one area to another. Resident is responsible for obtaining information about the restrictions specific to the City or County in which the Premises are located.
- If Resident is responsible under the Rental/Lease Agreement for maintaining landscaping, including sufficient watering, Resident shall perform this obligation in a manner consistent with state and local water use Restrictions. Please contact Landlord for more information.
- Resident is responsible for promptly paying any fines or other costs occasioned by water usage violations that are the proximate result of the Resident's action. If any such fines or costs are levied against Landlord, Resident agrees to pay such fines or costs attributed to Resident's tenancy or the conduct of Resident, Resident's guests or others at the Premises. In the event that Landlord has already paid fines or costs levied against Landlord as of the date Resident is notified of the levy against Landlord, Resident shall, within five (5) days of Landlord's written demand therefore, reimburse Landlord for the entire sum paid. The obligation to pay fines and costs assessed against Landlord may be in addition to any assessed directly against Resident.
- Resident agrees that Landlord may provide Resident's name and address to the local water agency for the purpose of notifications and enforcement of water use restrictions.
- Nothing herein is deemed to be authorization of or consent by Landlord to water usage not authorized by the Rental/Lease Agreement.

## 8. PARKING AND STORAGE

- A. Car Washing:** Cars, bicycles, scooters, etc. may not be washed in the common areas or parking areas of any CADA property. Residents also may not use CADA's outdoor water supply for their own use at any time.
- B. No Parking Zones:** Resident shall ensure that posted and designated fire zones or "No parking" areas remain clear of vehicles at all times.
- C. Parking Agreement:** All parking spaces managed by CADA are reserved. Resident must sign a separate **Parking Agreement Addendum** and pay a monthly fee. The only units that come with parking are the Carriage Pathway Townhomes.
- D. Parking Costs:** CADA Residents receive a 50% discount off CADA's market parking rates charged to non-tenants.
- E. Registration:** Only currently registered vehicles may be parked on the property. A vehicle parked in violation of local laws/ordinance, or that lacks an engine, transmission, wheels, tires, doors, windshield, or any other major part or equipment necessary to operate safely on the highways, is subject to being towed under California Vehicle Code 22658.
- F. Reserved Parking Spaces:** Resident shall refrain from parking in unauthorized areas or in another Resident's designated parking space. Vehicles parked in unauthorized areas or in another Resident's space may be towed away at the vehicle owner's expense.
- G. Storage:** Some apartment communities operated by CADA may have storage units or lockers that may be rented for a fee, in accordance with the terms of a separate **Storage Addendum**. If available, Resident agrees to store items at own risk. The following items are prohibited: flammable liquids, corrosives, explosives, toxics, or materials subject to spontaneous combustion, etc.

## 9. MISCELLANEOUS:

- A. Bike Racks:** Bike racks are available at many CADA properties. Ask your Resident Services Representative for the location of the bike rack nearest your apartment. Residents may make suggestions for bike rack locations at any time. CADA will strive to meet the request if at all possible.

- B. Bus & Light Rail:** All of CADA's properties are within easy walking distance to a bus or light rail stop. CADA encourages Residents to make use of public transit whenever possible to reduce the number of cars on the roads. Please call Regional Transit at (916) 321-buss (2877); for hearing impaired: TDD (916) 483-HEAR (4327).
- C. Customer Service:** CADA is committed to its Residents, and to providing a high level of customer service. If we ever fail to fulfill our commitment, Residents are encouraged to put any concerns in writing to CADA's Resident Services Manager. She will work diligently to resolve any concern or complaint that may arise. Should the Resident Services Manager be unable to resolve the matter to the Resident's satisfaction, the Resident may speak with CADA's Deputy Executive Director, then CADA's Executive Director. CADA Staff will see that you are directed to the proper individual as requested.
- D. Internet:** CADA Residents have several options for connecting to the internet. The cable company, Comcast, offers internet service, as does ATT Phone Company. See the list of "Important Phone Numbers" included in this handout for contact information.
- E. Referral Rewards:** CADA offers a referral reward to our valued Residents upon referral of a friend or family member who moves into a CADA apartment. Sometimes the Referral Reward is in the form of a rent credit; other times it is a gift card to a local business. In order to claim your Referral Reward, the person you referred must list you on their Rental Application or Guest Card as the person who referred them to CADA. Once the referred party moves in you may claim your Referral Bonus by filling out a Referral Reward Request form. The Referral Rewards are subject to change; ask your Rental Agent for more information.
- F. TV Reception:** CADA does not provide "over the air" television reception. In order to receive a television signal, Resident must provide his/her own antenna in the form of "rabbit ears," or sign up with a private cable company. All of CADA properties are wired to receive cable television, which can be activated by the Resident signing an agreement with Comcast Cable. Their fees vary according to the package chosen. Satellite dishes may be installed in very limited circumstances, in accordance with the terms of the Cable/Satellite Addendum to the Rental/Lease Agreement.
- G. Vendor Charges:** If an outside vendor/contractor must be called to make repairs due to Resident's negligence; change locks due to Resident losing keys; retrieve keys (i.e. from elevator shaft); or respond to after-hours emergency caused by Resident, CADA will bill all charges from vendor to Resident.
- H. Additional Community Policies and General Information – included herein:**
- Important Phone #'s
  - Resident Services Representative Contact #'s
  - Utility Charges by Property
  - Accessibility Accommodation / Modification Requests
  - CADA Fair Housing Policies
  - Service Request Response Times
  - Emergency Procedures
  - Rooming House Policies – applies to 1619 Q Street only
  - Domestic Violence Resources
  - CADA Locations of Garbage, Recycling and Food Waste Enclosures/Bins/Cans
  - Instructional flyers explaining how each type of waste is to be disposed of (organic (food/green) waste; Trash; Recycling

## **IMPORTANT PHONE NUMBERS**

All Area Codes are 916, unless otherwise specified:

Bus and Light Rail	(Regional Transit)	321-2877
CADA Administrative office	(8 am to 5 pm, M-F)	322-2114
CADA Courtesy Patrol	(Lyon's- 8 PM-8 AM)	208-5612 (cell)
CADA EMERGENCY On-call	(4:30 PM to 8:15 AM	324-8494
CADA Maintenance Office	(8:15 AM to 4:30 M-F)	324-8494
Cable TV	(Comcast Cable)	1-800-824-2000
City of Sacramento	All departments	311
Electric Utility	(SMUD)	1-888-742-7683
"E" Permit – Parking	(Sacramento Traffic Engineer)	808-5354
Fire EMERGENCY	(City of Sacramento)	911
Fire non-Emergency	(City of Sacramento)	228-3035
Gas utility	(PG&E)	1-800-743-5000
Laundry reimbursement	(Coinmach)	1-877-264-6622*
<b>* <i>Check laundry machine or laundry room for most up-to-date contact information.</i></b>		
Phone Service (to start service)	(AT&T)	1-800-310-2355
Phone Service (Long Distance)	(AT&T)	1-800-222-0300
Police EMERGENCY	(City of Sacramento)	911
Police Non-Emergency	(Sacramento Police Dept.)	264-5471



<b>CADA Resident Services Representatives (RSR's) by Building. Subject to change.</b>				
<b>Street #</b>	<b>Street Name</b>	<b>Building Name</b>	<b>RSR</b>	<b>Phone # (916)</b>
1517	12 <sup>th</sup>	(No Name)	Freeman	398-6363
1521	12 <sup>th</sup>	(No Name)	Freeman	398-6363
1506	13 <sup>th</sup>	McCafferty Manor	Freeman	398-6363
1512	13 <sup>th</sup>	(No Name)	Freeman	398-6363
1428	14 <sup>th</sup>	Metropol	Richard	995-8164
1317	15 <sup>th</sup>	Lombard	Maria	995-8482
1325	15 <sup>th</sup>	Park Mansion	Kate	599-0412
1421	15 <sup>th</sup>	Biele Place	Sierra	(209) 252-4230
1500	15 <sup>th</sup>	Auslander	Iryna	(530) 923-0483
1501	15 <sup>th</sup>	Dauger Manor	Iryna	(530) 923-0483
1510	15 <sup>th</sup>	The Victorian	Iryna	(530) 923-0483
1514	15 <sup>th</sup>	The Victorian	Iryna	(530) 923-0483
1606	15 <sup>th</sup>	Fremont Apts	Carrie	995-8483
1412 ½	16 <sup>th</sup>	(No Name-above Luna's)	Sierra	(209) 252-4230
1506-24	17 <sup>th</sup>	17 <sup>th</sup> Street Commons	La Sonja	995-8481
1401-1415	CPW	Carriage Pathway	Leila	995-8485
1316	N	Le Chateau	Richard	995-8164
1320	N	Senator Manor	Richard	995-8164
1400	N	The Dean	Leila	995-8485
1500	N	Brannan Court	Maria	995-8482
1522	N	Judith Manor	Sierra	(209) 252-4230
1616	N	Grantwood Manor	Kat	995-8490
1622	N	Shelley Arms	Kat	995-8490
1228	O	Gibson Arms	Freeman	398-6363
1316	O	(No Name)	Richard	995-8164
1317	O	The Valencia	Richard	995-8164
1322	O	Sonrisa	Kenneth	995-5009
1327	O	Capri	Richard	995-8164
1330	O	(No Name - above Sam's)	Leila	995-8485
1400-1404	O	Greentree	Leila	995-8485
1414	O	Moore Manor	Leila	995-8485
1420	O	The Statesman	Leila	995-8485
1506	O	Johnston House	Iryna	(530) 923-0483
1515	O	Morgenson Manor	Sierra	(209) 252-4230
1614	O	17 <sup>th</sup> Street Commons	La Sonja	995-8481
1625	O	(No Name)	Kat	995-8490
1510	O	Don Carlos Apts	Iryna	(530) 923-0483
1614	O	17 <sup>th</sup> Street Commons - Tower	La Sonja	995-8481
1616-1640	O	17 <sup>th</sup> Street Commons	La Sonja	995-8481
1201	P	Del Capri	Freeman	398-6363
1209	P	Wing Manor	Freeman	398-6363
1214	P	(No Name)	Ronnye	995-7021
1215	P	Gibbs Arms	Freeman	398-6363
1216-18	P	(No Name - Duplex)	Ronnye	995-7021
1220	P	Deus	Ronnye	995-7021
1326	P	Mi Casa	Ronnye	995-7021
1330	P	Palm Mansion	Ronnye	995-7021
1424	P	Wilshire	Carrie	995-8483
1615-17	P	Lanai Apts 1	La Sonja	995-8481
1623	P	Lanai Apts 2	La Sonja	995-8481
1631	P	17 <sup>th</sup> Street Commons	La Sonja	995-8481
1001-35	Q	Somerset Parkside	Ronnye	995-7021
1321	Q	Culjis Duplex (plus 4-plex)	Ronnye	995-7021
1619	Q	Rooming House	Carrie	995-8483

## CADA STAFF CONTACT INFORMATION

**Who Ya Gonna Call?!** The BEST way to reach staff is by emailing them so there is a written record of your contact. Depending on your specific issue, please contact one of the staff members below, either via their email or by calling CADA's main number at (916) 322-2114, and entering the staff member's extension for their voice mailbox:

**Accounting:** (Rent payments, account balances, etc.): **Theresa Ellingsen** – Accounting Manager, [TEllingsen@cada.org](mailto:TEllingsen@cada.org), (916) 322-2114, Ext. 122.; **De'Anna Cisneros**– Accounts Receivable, [DCisneros@cada.org](mailto:DCisneros@cada.org), (916)322-2114, Ext. 112.

**Affordable Housing:** (Re-certifications, qualifications, etc.): **Brenda Moreno** – Affordable Programs Leasing Agent, [BMoreno@cada.org](mailto:BMoreno@cada.org) , (916) 322-2114, Ext. 120; **Fonda McClendon** – Affordable Programs Leasing Agent, [FMcClendon@cada.org](mailto:FMcClendon@cada.org), (916) 322-2114, Ext. 116

**Lease Renewals:** (& rent questions, etc.): **Tama Harville** – Leasing Services Manager, [THarville@cada.org](mailto:THarville@cada.org), (916) 322 2114, Ext. 121; **Cher Hammonds**, Admin. Assistant (916)322-2114 X 100 or [CHammonds@cada.org](mailto:CHammonds@cada.org).

**Leasing Department:** (Apartment and parking rentals, move-ins, new roommates, vacate notices, etc.): **Erica Carrasco** – Market-rate Leasing Agent, [ECarrasco@cada.org](mailto:ECarrasco@cada.org), (916) 322-2114, Ext. 116; **Fize Niazi** – Market-rate Leasing Agent, [FNiazi@cada.org](mailto:FNiazi@cada.org), (916)322-2114, Ext. 119. **Tama Harville** – Leasing Services Manager, [THarville@cada.org](mailto:THarville@cada.org) , (916) 322 2114, Ext. 121.

**Maintenance:** (Emergency service requests including but not limited to leaks, inoperable appliances, HVAC, plumbing, electrical issues, etc., pre-move out inspections, routine maintenance requests, etc.): **CADA Maintenance Office.** (916) 324-8494, or send a service request during business hours through the CADA website at [www.cadanet.org/apartment-listings/resident-resources/maintenance-request](http://www.cadanet.org/apartment-listings/resident-resources/maintenance-request)). **For AFTER-HOURS EMERGENCIES**, please CALL CADA Maintenance at **(916) 324-8494**. The answering service will contact an on-call Resident Services Representative. **Do NOT use the website to report after-hours emergencies.**

**Parking Rentals:** (Check for CADA resident parking availability) No wait list is maintained. Parking is issued on a first-come, first-served basis. Contact **Cher Hammonds**, Admin. Assistant (916)322-2114 X 100 or [CHammonds@cada.org](mailto:CHammonds@cada.org).

**Resident Services:** (Issues with neighbors, the building, parking issues, inspections, etc.): **Merri Stutes** – Resident Services Manager, [MStutes@cada.org](mailto:MStutes@cada.org) , (916) 322-2114 Ext. 118; **Lyon's Courtesy Patrol:** (916) 208-5612, M-Sun, 8 PM-8 AM, Sat/Sun May-August, 24-hours, 8 AM-8 AM.

You may also reach CADA staff by email at [info@cada.org](mailto:info@cada.org) or contact CADA's staff directory for anyone not mentioned above at (916) 322-2114. You may also contact your **Resident Services Representative (RSR) listed on the previous page** for assistance during business hours and they can direct you to the proper person or department.

## UTILITY CHARGES BY PROPERTY

In accordance with the Rental/Lease Agreement, Resident agrees to pay all utilities supplied to the apartment, unless otherwise specified, and also agrees to keep utilities on at all times, effective on the move-in date stated on the Rental/Lease Agreement. CADA pays for water and trash service unless otherwise specified. Resident's signature on the Signature Page of the Resident Policies Addendum constitutes agreement with these terms.

<b><u>BUILDING ADDRESS</u></b>	<b><u>CADA PAYS</u></b>	<b><u>RESIDENT PAYS</u></b>
1001-1035 Q Street	Hot Water	Electric
1201 P Street	Hot Water	Electric/Gas
1209 P Street	Hot Water	Electric/Gas
1214 P Street	Hot Water	Electric
1215 P Street	Hot Water	Electric/Gas
1216-18 P Street	None	Electric/Gas
1220 P Street	Hot Water	Electric/Gas
1228 O Street	Hot Water	Electric/Gas
1316 N Street	Hot Water/Heating	Electric/Gas
1316 O Street	None	Electric/Gas
1317 15 <sup>th</sup> Street	Hot Water	Electric (& gas, Apt. A)
1317 O Street	All	None
1320 N Street	Hot Water/Heating/Gas	Electric
1321 Q Street #1 & #2	None	Electric/Gas
1321 Q Street #3-#6	Hot Water	Electric/Gas
1322 O Street	Hot Water	Electric
1325 15 <sup>th</sup> Street	Hot Water	Electric
1326 P Street	Hot Water	Electric/Gas
1327 O Street	Hot Water	Electric/Gas
1330 O Street	None	Electric
1330 P Street	Hot Water	Electric
1400 N Street	Hot Water/Heating	Electric
1400-04 O Street (Greentree)	None	Electric/Gas
1401-15 Carriage Pathway	None	Electric/Gas
1412 ½ 16 <sup>th</sup> Street	Hot Water	Electric/Gas
1414 O Street #1 & #2	Hot Water/Heating	Electric/Gas
1414 O Street	Hot Water	Electric/Gas
1420 O Street	Hot Water	Electric/Gas
1421 15 <sup>th</sup> Street	Hot Water	Electric
1424 P Street	Hot water/gas	Electric
1428 14 <sup>th</sup> Street	Hot Water	Electric
1500 N Street	Hot Water	Electric
1500 15 <sup>th</sup> Street	Hot Water	Electric
1501 15 <sup>th</sup> Street	Hot Water/Heat	Electric
1506 13 <sup>th</sup> Street	Hot Water/Heating/Cooling	Electric
1506 O Street	None	Electric
1506-1523 17 <sup>th</sup> Street	None	Electric/Gas
1510 O Street #1-#8	Hot Water/Gas	Electric
1510 O Street #9 & #10	None	Electric/Gas (CADA Re-bills electricity to #10)
1510 15 <sup>th</sup> Street	None	Electric
1512 13 <sup>th</sup> Street	Hot Water/Heating	Electric/Gas

## UTILITY CHARGES BY PROPERTY (continued)

<b><u>BUILDING ADDRESS</u></b>	<b><u>CADA PAYS</u></b>	<b><u>RESIDENT PAYS</u></b>
1514 15 <sup>th</sup> Street	None	Electric
1515 O Street	Hot Water/Heating	Electric
1517 12 <sup>th</sup> Street	Hot Water	Electric/Gas
1517 N Street	Hot Water/Gas	Electric
1521 12 <sup>th</sup> Street	Hot Water/Heating	Electric/Gas
1522 N Street	Hot Water/Heating	Electric
1524 17 <sup>th</sup> Street	Hot Water	Electric/Gas (CADA re-bills SMUD to Resident/s)
1606 15 <sup>th</sup> Street	Hot water/gas stove	Electric
1614 O Street	None	Electric
1615 P Street	Hot Water	Electric/Gas
1617 P Street	None	Electric/Gas
1616 N Street	Hot Water/Heating/Cooling	Electric/Gas
1616-1640 O Street	None	Electric/Gas
1619 Q Street	All	None
1622 N Street	Hot Water/Heating	Electric
1623 P Street	Hot Water	Electric/Gas
1625 O Street	Hot Water	Electric/Gas
1631 P Street	Hot Water	Electric (CADA re-bills SMUD to Resident/s)

## **ACCESIBILITY ACCOMMODATION/MODIFICATION REQUESTS**

### **CADA Reasonable Accommodation Policy**

CADA follows the direction of the Federal Fair Housing Act, the Americans with Disabilities Act, and the California Fair Employment and Housing Act, as applicable, when responding to Resident requests for reasonable accommodation. These acts are briefly summarized below:

- ❖ **Federal Fair Housing Act:** This act requires housing providers to make reasonable accommodations to disabled persons in rules, policies, practices, or services, when such accommodations may be necessary to afford such person(s) equal opportunity to use and enjoy a dwelling. Reasonable accommodations may be made at the housing provider's expense, so long as such accommodations do not amount to an undue financial and/or administrative burden. However, modifications (i.e. physical changes to the Resident's living space) are usually made at the Resident's expense, except in the case of federally funded housing (which CADA is not).
- ❖ **Americans with Disabilities Act:** This act, in most cases, does not apply to Residential housing. Title III of the ADA covers public and common use areas at housing developments when these areas are open to the general public (such as a rental office) or when they are available for use by the general public (such as a community room that is rented to non-Residents).
- ❖ **California Fair Housing and Employment Act:** This act provides protections and provisions for reasonable accommodation for persons with disabilities that are similar to those offered by the Federal Fair Housing Act.

### **Requesting Reasonable Accommodation**

There is no specific format for how a Resident should make a request for a reasonable accommodation or modification, though it is helpful if these requests are in writing, so there will be documentation of the request. The request should describe what type of accommodation is needed and explain the relationship between the requested accommodation and the disability.

### **CADA Response to Request for Reasonable Accommodation**

Once a request for reasonable accommodation is received by CADA, CADA Property Management staff will review the request, and in most cases may require that the Resident provide us written verification from the Resident's healthcare or mental health provider that the Resident has a disability and needs the accommodation or modification. Staff may require proof that the Resident is disabled, but may not require the Resident to provide specific information or records about the disability.

Whether or not a requested accommodation/modification is "reasonable" depends on several factors and must be decided on a case-by-case basis. In addition to any other relevant matter, the following factors are to be considered in making this determination:

- ❖ The requested accommodation or modification must be necessary. There must be an identifiable relationship between the individual's disability and the requested accommodation or modification.
- ❖ The request should not impose an undue financial and administrative burden on the housing provider.
- ❖ The requested accommodation or modification should not require the housing provider to make a fundamental alteration in the nature of its operations.

## **CADA FAIR HOUSING POLICIES**

### **California Apartment Association "Code for Equal Housing Opportunity" (Adopted by CADA):**

"We, the members of the California Apartment Association, support the spirit and intent of all local, state, and federal fair housing laws for all Residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

We believe that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- ❖ We agree that in the rental, Lease, sale, purchase, or exchange of real property that, we, as well as our employees, will offer housing accommodations to all persons on an equal basis.
- ❖ We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout each Resident's tenancy.
- ❖ We understand that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we will not engage in any behavior or action that would result in "steering."
- ❖ We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing."

### **California Apartment Association "Resident Bill of Rights" (Adopted by CADA):**

"As members of the California Apartment Association, we take pride in providing quality rental homes for our Residents. We value our Residents and recognize our partnership with them in maintaining the rental housing industry. We believe Residents should be aware of their rights in this partnership. Therefore, know that,

- ❖ A Resident has the right to be treated fairly and equitably when applying for, living in, and vacating a rental residence.
- ❖ A Resident has the right to be given notice prior to any entrance into a rental residence by a rental property owner or manager, except in an emergency.
- ❖ A Resident has the right, upon written request to the rental property owner or manager, to a prompt response to requests for repairs.
- ❖ A Resident has the right to a written notice from the rental property owner or manager prior to any rent adjustment.
- ❖ A Resident has the right to the return of any security deposit that may have been collected by the rental property owner or manager and a good faith accounting of any charges against that deposit within 21 days after the rental residence has been vacated."

(The Resident Bill of Rights is not to be construed as a list of legal rights of the Resident or the rental property owner and is not exhaustive or exclusive of any such rights.)

# **CADA SERVICE REQUEST RESPONSE TIMES & PROCEDURES:**

## **SERVICE REQUEST PROCEDURES**

If you are experiencing a maintenance problem in your apartment, please call CADA's Maintenance Office at **(916) 324-8494**. A Dispatcher will take your request and provide you with a tracking number that can be used to follow up on the status of your request.

For after-hours maintenance emergencies, CADA's answering service will contact our on-call maintenance technician who will arrive at your apartment within an hour. If you have an emergency involving fire or life safety, please call 911.

Please do not call in routine non-emergency maintenance requests after hours, as you will get our Answering Service. However, you may e-mail our Maintenance Dispatcher by logging onto CADA's website at [www.cada.org](http://www.cada.org).

Repairs that are deemed the responsibility of the Resident will be billed to the Resident at the present rate of **\$65** per hour (hourly rate subject to change).

## **SERVICE REQUEST RESPONSE TIMES:**

The CADA Maintenance Office will make every attempt to promptly address all maintenance requests. Due to our need to prioritize certain emergency requests, and the constraints caused by seasonal work orders, some routine requests may be delayed. Below is a list of the maximum amount of time it may take to address various problems. You are encouraged to maintain contact with the Maintenance Office regarding the status of work requests. All response times exclude weekends. Some repairs may take several days beyond initial response time to complete due to availability of parts.

### **IMMEDIATE RESPONSE (within 1 hour):**

- Lockout

### **SAME DAY RESPONSE:**

- Clogged toilet
- No heat
- Refrigerator failure
- Broken window
- Exterior door damage
- Broken lock
- Exterior light out

### **NEXT DAY RESPONSE:**

- Clogged sink/tub

### **WITHIN 48 HOURS:**

- No air conditioning\*
- Oven/stove failure

### **FOLLOWING THURSDAY:**

- Pest control

### **UP TO TWO WEEKS:**

- Miscellaneous small non-priority repairs & maintenance

### **NOTES:**

- Carpet will be inspected for cleaning, by request, after one year of occupancy.
- Carpet will be inspected for replacement, by request, after five years of occupancy.
- Apartment will be inspected for repainting, by request, after five years of occupancy.
- Any item that is deemed to be the responsibility of the Resident will be charged to the Resident.

**\* Subject to seasonal demands**

## **CADA EMERGENCY PROCEDURES (Page 1 of 2)**

Resident's signature on the Signature Page of the Resident Policies Addendum signifies agreement to abide by the following emergency procedures in the event of a fire, medical or safety/security emergency, or natural disaster:

### **1. IN CASE OF FIRE USE STAIRWAY FOR EXIT – DO NOT USE ELEVATOR:**

- A large fire should be fought by professionals.
- If the fire is small, retrieve the fire extinguisher located nearest to your apartment. Use the extinguisher properly, in accordance with the instructions on the nameplate and printed in this fact sheet. Be prepared to leave the area if the fire cannot immediately be controlled.
- If there is a telephone available, call 911.
- Close your unit door, and take your unit keys with you.
- If there is smoke, stay low to the ground.
- Use stairways to evacuate.
- Do not use elevators during a fire. They could stop at floors that contain fire.
- Handicapped persons should proceed to stairwells for assistance.
- Pull the closest fire alarm and warn other people in the area.
- Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks, or removes any required smoke detector shall be guilty of a misdemeanor. Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor.

### **2. IF TRAPPED IN YOUR ROOM:**

- If your front door is hot, don't open it.
- Call the Fire Department at 911.
- Wedge cloth material along the bottom of the door to keep smoke out.
- Close as many doors as possible between you and the fire.
- Block air conditioning vents if there is smoke coming in.
- Open windows cautiously so as not to allow outside smoke to enter the room. Remember, if you have broken the window, you may not be able to close it again if you need to.

### **3. INSTRUCTIONS FOR FIRE EXTINGUISHER USE:**

(Note: The following instructions are of a general nature intended to familiarize Resident with the basic operating techniques of hand-portable fire extinguishers. **All operate by removing the ring (safety) pin and squeezing the handles together.** Since extinguishers differ, the extinguisher nameplate (label) must be consulted for specific procedures and starting distances).

- a) **HOLD THE EXTINGUISHER UPRIGHT AND PULL THE (SAFETY) PIN** breaking the plastic seal. **DO NOT DISCHARGE AT A PERSON'S FACE.**
- b) **STAND BACK FROM THE FIRE 6-10 feet** (the minimum distance stated on the nameplate) and **aim at the base of the fire nearest you.**
- c) Keeping the extinguisher **UPRIGHT, SQUEEZE THE HANDLES TOGETHER** to discharge and **SWEEP FROM SIDE TO SIDE**. Move closer as the fire is extinguished, but not so close as to scatter the burning material or liquid.
- d) When the fire is out, back away while watching for possible re-ignition.
- e) Evacuate and ventilate the area immediately after use. The fumes and smoke from any fire may be hazardous and can be deadly.
- f) **NEVER MOVE INTO AN AREA WHERE THE FIRE WAS BURNING EVEN THOUGH IT APPEARS TO HAVE BEEN EXTINGUISHED. YOU COULD BE TRAPPED AND BURNED IF THE FIRE REFLASHES.**
- g) **NEVER USE WATER EXTINGUISHERS ON ELECTRICAL FIRES.**



## CADA EMERGENCY PROCEDURES (Page 2 of 2)

### 4. IN CASE OF MEDICAL OR SAFETY/SECURITY EMERGENCY:

- Call 911!
- Alert the CADA Office, on-call service, or Courtesy Patrol if they can be of assistance.

Call 911 or the Police for any situation where you feel you are in immediate danger. After the Police are called, you may also call CADA's Administrative Office during business hours, or CADA's answering service or Courtesy Patrol after hours.

### 5. IMPORTANT PHONE NUMBERS IN THE EVENT OF AN EMERGENCY:

- 911
- CADA Administrative office (8-5, M-F): 916-322-2114
- CADA After-hours On-Call/Emergency Response: 916-324-8494
- CADA Courtesy Patrol: 916-208-5612 (8:30 PM-8:00 AM 365 days/yr.)

### 6. IN THE EVENT OF A NATURAL DISASTER OR OTHER EMERGENCY:

In the event of a natural disaster, or other emergency, CADA encourages Residents to keep the following items on hand:

- **Water:** 1 gallon per person per day (a week's supply of water is recommended)
- **Food:** Ready to eat canned meats, fruits & vegetables, canned juices, milk, soup (if powdered store extra water)
- Non-electric can opener
- Portable radio, flashlight, spare batteries
- Essential medications
- Candles, matches
- Cash and change
- **Baby supplies:** formula, bottle, pacifier, soap and baby powder, clothing, blankets, baby wipes, disposable diapers, canned food and juices. (if applicable)
- **Important papers:** insurance policies, copies of social security cards, birth certificates in a waterproof container
- **Pet supplies:** food, carrier, leash (if applicable)
- Household bleach
- Toilet paper
- Bar soap
- Large garbage bags
- Change of clothing
- Sturdy shoes
- Blankets, sleeping bags, rain gear
- Eating utensils
- Disposable plates and cups
- Paper towels
- Heavy duty aluminum foil

#### ADDITIONAL ITEMS (AS NEEDED)

- Camping stove and fuel for **outdoor** cooking (**ONLY FOR OUTDOOR COOKING –DO NOT USE INDOORS**)
- Pots, pans, knife
- Shovel, axe, broom
- Tool Kit, screwdriver, pliers, hammer
- Plastic and/or duct tape

# **CADA ROOMING HOUSE POLICIES**

(Information applies only to **1619 Q Street**)

This economical housing opportunity requires Residents to share a kitchen and bathrooms, which can be a challenge at times. If Residents abide by a few simple rules, and respect their neighbors, the rooming house system works. At this rooming house property, Residents are provided with a locker to store any non-perishable items (dishes, pots & pans, etc.). All cooking and eating utensils are to be provided by each Resident, and should not be used by others without permission. A large refrigerator is provided in the community kitchen for Residents to share. It is expected that everyone will abide by an "Honor System" and not take items belonging to others. Consideration of other Residents is an absolute must and cooperation with the rules will enable everyone to get along.

## **Each room is furnished with the following items:**

- Twin bed
- Desk and chair
- Built-in lamp
- Dresser
- Mini Refrigerator

## **Rules and Regulations for Rooms:**

- Be courteous to your neighbors. Observe quiet hours.
- No guests are allowed at the property after 10:00 p.m.
- No cooking in rooms.
- No personal refrigerators, hot plates, or microwaves are allowed in the rooms.
- No storage of food in rooms.

## **Rules and Regulations for Kitchens:**

- Management is not responsible for lost property.
- Resident must wash and store cooking utensils immediately after use. Residents are solely responsible for keeping the kitchen clean.
- Place garbage in containers provided. All wet garbage should be placed in plastic bags before dumping in containers.
- Use of the kitchen is on a first-come, first-served basis.
- Clean all kitchen areas you use.
- Notify any breakage or theft to management. This is a community kitchen but the food is not community property. Anyone taking another's food will be asked to move from the property.
- Mark items with your room number placed in refrigerator.
- Use of kitchen tables for preparation of/and eating of food is a priority over recreational use.
- Only Residents of the rooming house properties may use the kitchen/s or laundry rooms.

## **Rules and Regulations for Common Areas:**

- No guests are allowed at the property after 10 p.m.
- The laundry room is for the convenience of the Residents. Non-Residents are not allowed to do laundry in this facility. Resident must clean laundry room after each use.
- Management is not responsible for articles left in the community kitchens, bathrooms, or lounge area.
- No pets or Service/Support animals are allowed at the CADA rooming house property due to the shared nature of the housing.
- No use of any hair dye or other products that would likely stain any surfaces.



## Domestic Violence Resources

### National Domestic Violence Hotline (800) 799-SAFE (7233)

What you can expect:

- Non-judgmental and extensively trained survivor advocates
- Emotional support
- Safety Planning

Direct Link: <https://www.thehotline.org/>

### California Partnership to End Domestic Violence: (916) 444-7163

What you can expect:

- Help with accessing available resources to survivors

Direct Link: <https://www.cpedv.org/>

### Find a Domestic Violence Organization Nearest You (CPEDV)

What you can expect:

- Finding emergency shelter space
- Crisis intervention
- Legal support

Direct link:  
<https://www.cpedv.org/domestic-violence-organizations-california>

QR Code for CPEDV:



### Find Out What California Benefits You Qualify For (CalBenefits)

What you can expect:

- Input your personal information to find out what California benefits you are eligible to apply for

Direct Link:  
<https://www.mybenefitscalwin.org/web/consortium/home>

QR Code for CalBenefits:



### Housing Rights for Survivors of Domestic Violence

Know your housing rights as a survivor of violence:

- Right to request a lock change for rental unit
- Right to terminate rental lease
- Right to call law enforcement
- Right to non-discriminatory rental processes

Direct link:  
<https://www.womenslaw.org/laws/ca/housing-laws/all#node-72660>

QR Code for Women's Law Center:



# CADA Locations of Garbage, Recycle and Food Waste Enclosures/Bins/Cans

Building Address	Building Name	Type	Receptacle location(s)
1517	12th St	Partially	In alley near garage area between 1517 12th St & 1209 P St
1521	12th St	Secured	South side of the building
1506	13th St	McCaferty Manor	Secured In carport under 1228 O St
1512	13th St	Secured	In carport under 1228 O St
1428	14th St	Metro Building	Secured Dumpster in parking lot
1317	15th St	The Lombard	Secured Rear of 1517 N St (1 can for paper)
1325	15th St	Park Mansion	Secured Recycling (clean) paper located adjacent to trash room in
1421	15th St	Biele Place	Garden-style Garbage on 1st floor, inside the building, alley side. Recycle and Food waste is located at 1522 N St in the alley
1500	15th St	Auslander Apts	Secured Garbage cans in back of building, dumpster & recycle bin
1501	15th St	Dauger Manor	Secured Behind building
1510	15th St	The Victorian	Secured 3plx Behind 1420 O St
1514-1514	15th St	The Victorian	Secured Behind 1420 O St
1412 1/2	16th St	(Above Luna's)	Secured In alley on side of building
1506-1520	17th St	17th St Commons	Garden-style In alley between 16th & 17th St.'s
1614	O St	17th St Commons	Secured In alley between 16th & 17th St.'s
1616-1640	O St	17th St Commons	Garden-style In alley between 16th & 17th St.'s
1631	P St	17th St Commons	Secured 4plx In alley between 16th & 17th St.'s
1524	17th St	17th St Commons	Secured 4plx In alley between 16th & 17th St.'s
1401-1415	CPW	Carriage Path Way	Garden-style In carport at 1400 O St
1316	N St	Le Chateau	Secured 3 garbage cans & recycling located at 1320 N St
1320	N St	Senator Manor	Secured Dumpster at 1327 O St, and recycle bin at 1320 N St
1400	N St	Dean Apartments	Secured East side of 14th St behind the building
1500	N St	Brannan Court	Secured Garbage dumpster and recycling container on back side of building in parking lot
1517	N St	Capitol Gardens	Garden-style Recycling at rear of building - 1 can for paper
1522	N St	Judith Manor	Secured Garbage dumpster & recycling container on back side of building in parking lot
1616	N St	Grantwood Manor	Secured At rear of 1622 N St in alley
1622	N St	Shelly Arms	Secured At rear of the building in alley
1228	O St	Gibson Arms	Secured In carport under 1228 O St
1316	O St		Secured 3 trash cans in the back of building
1317	O St	The Valencia	Secured In alley behind the building
1322	O St	Sonrisa	Secured Enclosed locked room at south end of building
1327	O St	Capri	Secured Behind the building, in alley
1330	O St		Secured Garbage cans are located behind Sam's Market. No recycling.
1400 -02-04	O St	Greentree	Garden-style In carport at this address
1414	O St	Moore Manor	Secured Next door at 1420 O St in back of building next to alley
1414	O St	Moore Manor	Secured In alley behind 1420 O St
1420	O St	The Statesman	Secured Behind building
1506	O St	Johnston House	Secured Paper recycle & trash bin located in rear of building
1510	O St	Don Carlos Apts	Garden-style Garbage located at rear of the building
1515	O St	Morgenson Manor	Secured In alley behind 1522 N St
1625	O St		Secured In alley behind 1622 N St
1201	P St	Del Capri	Secured Behind 1201 P St on 12th St side
1209	P St	Wing Manor	Garden-style In alley between 12th and 13th St on the S side
1214	P St		Garden-style Behind 1220 P St off the alley
1215	P St	Gibbs Arms	Garden-style In alley between 12th and 13th St on the S side
1216-18	P St	4plx	Garden-style Off the alley behind 1220 P St
1220	P St	Deus	Garden-style Behind 1220 P St off the alley
1326	P St		Garden-style In the alley behind the building
1330	P St	Palm Mansion	Secured Inside gate on West side of the building
1615	P St	Lanai Apts	Garden-style In alley between 16th & 17th St on the S side

### CADA Locations of Garbage, Recycle and Food Waste Enclosures/Bins/Cans

Building Address		Building Name	Type	Receptacle location(s)
1617	P St	<i>Lanai Apts</i>	Garden-style	In alley between 16th & 17th St on the S side
1623	P St	<i>Lanai Apts</i>	Garden	In alley between 16th & 17th St on the S side
1001-1035	Q St	<b>Somerset Parkside</b>	Garden-style	In carports on E and W side of building
1321 Q	Q St	<b>Front Duplex</b>	Garden-style	Behind the building/Duplex
1321 Q	Q St	<b>Back 4plx</b>	Garden-style	Behind 1326 P St in alley
1619	Q St	<b>Rooming House</b>	Secured	In alley behind building

# What food waste can be recycled?

*¿Cuáles son los desperdicios de alimentos que pueden ser reciclados??*

## Food Waste

These items can **always** be placed in your food waste cart:

## Desperdicios de alimentos

Estos objetos **siempre** se pueden colocar en carrito de desperdicios de alimentos:

### Meat, Fish, Dairy, Eggs, Cheese, Fruits, Vegetables and Grains

*Carne, pescado, productos lácteos, huevos, queso, fruta, verduras y granos*



### Paper Plates, Food-Soiled Paper Towels, Napkins, Paper Bags, Tissues, Cardboard

*Platos de papel, toallas de papel manchadas de comida, servilletas, bolsas de papel, pañuelos desechables, cartón*



### Bones & Shells

*Huesos y cascarones*



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# What are landfill items?

¿Cuáles son los objetos para el vertedero?

## Landfill items

These items can **always** be placed in your trash cart:

## Objetos para el vertedero

Estos objetos **siempre** se pueden poner en su carrito de basura:

**Plastic Utensils, Plastic Straws, Foam Food Take-out Containers, Film Plastic such as Plastic Bags & Plastic Wrap, Milk Cartons & Toys**

*Utensilios de plástico, popotes de plástico, contenedores de espuma para alimentos para llevar, plástico delgado como bolsas de plástico y envolturas de plástico, cajas de cartón para leche y juguetes*



CHINESE (CHINO)



RUSSIAN (RUSO)



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# What can be recycled?

¿Qué se puede reciclar?

CHINESE (CHINO)



RUSSIAN (RUSO)



## Recyclable (Residuos de alimentos)

These items can always be placed in your recycling cart:  
Puede incluir estos elementos siempre en su carro de reciclaje:



**PAPER /  
BROWN BAGS**  
(PAPEL / BOLSAS  
DE PAPEL)



**CARDBOARD**  
(CARTÓN)



**PLASTIC  
CONTAINERS**  
(CONTENEDORES  
PLÁSTICOS)



**METAL /  
TIN CANS**  
(METAL / LATAS)



**ALUMINUM**  
(ALUMINIO)



**GLASS  
BOTTLES / JARS**  
(BOTELLAS / JARRAS  
DE VIDRIO)



**Empty.**  
Vaciar.



**Clean.**  
Limpiar.



**Dry.**  
Secar.

Please make sure your recyclables are **empty, clean and dry** before placing them in your recycling cart.

Asegúrese de **vaciar, limpiar y secar** sus elementos de reciclaje antes de situarlos en el carro.

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