



Welcome to your new home!

This Resident Guide has been designed to familiarize you with all the facilities and services available within the Fort Detrick housing community.

Enclosed are policies and procedures regarding your residency. We believe you will find it informative and helpful in becoming acquainted with your new home and surroundings. If, by chance, you have a particular question not covered in this handbook, please do not hesitate to contact the Community Management Office. Our management personnel are trained professionals who are committed to your satisfaction.

Sincerely,

Balfour Beatty Communities

Contents

- General Information 4
 - Privatization..... 4
 - Rental Payment..... 4
 - Renter’s Insurance..... 4
 - Move-In 5
 - Use and Residency..... 5
- Community Policies Enforcement..... 6
 - Notice of Violations 6
 - Conflict Resolution 7
 - Move-Out..... 7
 - Move-out Inspections** 8
 - Abandonment**..... 8
 - Eviction..... 9
 - Exceptions to Occupancy Policy..... 9
 - Right of Entry 10
 - Utilities..... 10
- Maintenance..... 11
 - Office Hours 11
 - Damages 11
 - Energy and Conservation 11
 - Home Inspections..... 12
 - Locks & Keys 12
 - Lock-Outs 13
 - Maintenance Emergency 13
 - Maintenance Service Request 14
 - Pest Control..... 14
 - Household Refuse and Recyclable Trash..... 15
 - Community Policies 17
 - Air Conditioners 17
 - Appliances..... 17
 - Attics..... 17
 - Boarders 17
 - Burning and Bonfires 17
 - Childcare Providers..... 17
 - Commercial Businesses..... 18
 - Decorating and Alterations 18
 - Door-To-Door Soliciting..... 19
 - Fencing 19
 - Gasoline Storage..... 20
 - Guests..... 20

Heaters..... 20

Holiday Decorations..... 20

Home Alone & Juvenile Curfew 21

Hot Tubs/Whirlpools/Spas 22

Illegal or Unauthorized Activity..... 22

Landscaping..... 22

Litter Control..... 23

Noise 23

Packages..... 23

Parking, Vehicles, Motor Vehicles and Garages..... 24

Pets..... 24

Playgrounds 26

Plumbing Fixtures/Equipment 27

Prohibited Play Areas 27

Satellite Systems (TV) 28

Sidewalks, Driveways, Parking, Yards, Porches, Patios & Balconies..... 28

Smoke & Carbon Monoxide Detectors 29

Snow Removal..... 29

Speed Limit 30

Storage Buildings 30

Swimming & Wading Pools..... 30

Trampolines..... 30

Waterbeds **Error! Bookmark not defined.**

Weapons Policy..... 30

Window Covering 31

Phone Numbers..... 32

Emergency 911 32

General Information

Privatization

Fort Detrick is one of the first Army Posts to have privatized housing. As such, Balfour Beatty Communities (Landlord's Manager), in partnership with the Army, is proud to take care of our resident's housing needs.

Rental Payment

Residents living in family housing on Fort Detrick will release their BAH to Balfour Beatty Communities. In the event that both husband and wife in one home/dwelling are active duty residents, only the senior member or the member drawing BAH with dependent rate will release the BAH to Landlord, whichever is higher, at the Fort Detrick rate. Residents will not make monthly rental payments; instead they will sign a Resident Responsibility Agreement that will contain a provision authorizing the Army's allotment management vendor to process the BAH allotment from the resident's account to a lockbox account, managed by a trustee. The residents will sign only one set of start-up paperwork for the full tenure of residency. No additional updates will be required. Should the Resident Responsibility Agreement term begin other than the first day of the month, residents will be required to make the partial month's rent payment via a money order or check at the time of signing the Resident Responsibility Agreement.

Pursuant to the Resident Responsibility Agreement, residents agree to execute the necessary documents to authorize the Defense Finance and Accounting Service (DFAS) to make monthly payments equal to the BAH rate to Landlord, and also agree to take no action to terminate such automatic payments without making arrangements with Landlord. By paying through the automatic payment system, no security deposit will be required. Rent will continue to equal BAH, at the Fort Detrick rate, as adjustments are made to Residents' BAH for periodic increases or promotions/demotions.

When a home is occupied by two eligible residents for over 30 days (excluding a service member married to a service member), it is considered double occupancy and both residents must transfer their BAH to Landlord. *When the Waterfall is activated roommates may be allowed and a market rate established for rent. In this case, the allotment will be collected in equal parts.

Renter's Insurance

The Landlord does not provide any type of insurance for the Resident. Resident is required to obtain and maintain the below insurances throughout their lease term:

- Liability insurance with a minimum coverage of \$100,000
- Property insurance to cover personal property losses or damage

Resident must provide a copy of the Renters Insurance Declaration page to the Landlord as well as list the Landlord as an interested party.

Move-In

Once a home has been assigned, the resident will be given a confirmation letter showing the house number and the move-in date so this information can be provided to the Transportation Office and the move can be scheduled.

On Move-In date, the resident will be given a housing orientation. This will consist of an explanation of the terms of the Resident Responsibility Agreement, instructions on placing a service request, an overview of the Resident Guide, and an explanation of the Property Condition Report.

The Resident will be given the option of signing an “Authorization to Enter” which will authorize service requests to be performed without the resident or a designated representative being at their home for the requested work and further agreeing to isolate any pets to a room in the home that will not be accessed by the maintenance personnel. Otherwise, a time to perform the work will be scheduled by the Community Management Office.

A Community Management representative will accompany the residents to their home, complete the Property Condition Report, provide instructions on the operation of appliances, and point out the location of thermostats, circuit breakers/fuse boxes, and water shut-off valves.

Use and Residency

Only the listed residents shall personally use and occupy the premises and will do so solely as a private dwelling. The resident agrees that the number of residents will not exceed the number and names shown on the Resident Responsibility Agreement. Residents must notify the Community Management Office if a family increases in size due to an event such as the birth of a child, adoption of a child or addition of a grandparent. Community Management will update their records to reflect the correct family size.

In the event that any person using the premises or visiting the same shall suffer any fall or other injury, such person shall report to Community Manager the date, time, place and conditions of such occurrence and the names of all persons who have witnessed the same. Such report shall be given no later than the next business day after the event has occurred.

Community Policies Enforcement

By signing the Resident Responsibility Agreement, residents have agreed to abide by its terms, including the provisions in the Resident Guide. Residents are also required to comply with all applicable laws, regulations, policy letters and orders. Civilian residents who reside with residents are also subject to both terms of the Resident Responsibility Agreement, the Resident Guide, and applicable laws and regulations while in Fort Detrick housing. Residents are subject to criminal prosecution for violation of applicable laws or regulations such as vandalism or theft. As a result of these violations, Fort Detrick command authorities may also deny or limit access to the installation. These violations may also be considered a breach of the Resident Responsibility Agreement, resulting in its termination.

Notice of Violations

Community Management may issue notices for violations of obligations under the Resident Responsibility Agreement or Resident Guide. For more serious violations, a termination of the Resident Responsibility Agreement may occur without previously issuing notices of violations.

Community Management may likewise choose to issue citations and warning letters or take more serious action, depending on the severity of the violation and the number, if any, of previous violations.

Community policies enforcement is as follows:

- A Discrepancy Notice will be issued for minor violations. These types of violations require correction within two (2) days of receipt of the notice. Failure to do so will result in a formal Letter of Caution.
- A Letter of Caution will be issued for a resident's first major violation. Resident will have two (2) days from receipt of letter to correct the violation. Should resident fail to correct the violation within two (2) days, a Letter of Warning will be issued.
- A Letter of Warning will be issued for a resident's second violation of any nature. Resident will have two (2) days from receipt of letter to correct the violation. Should resident fail to correct the violation within two (2) days, a Letter of Termination may be issued to the resident.
- A Letter of Termination of Residency will be issued for a resident's third offense of any nature. Resident will have thirty (30) days in which to vacate the home.

Based on the nature of the incident and any other documentation contained within the resident's file, the Community Manager will determine the appropriate Letter of Caution, Warning or Termination of the Resident Responsibility Agreement to issue.

Blatant disregard for the rules and regulations of Fort Detrick or on post housing by any resident, regardless of the number of warnings previously received, is grounds for the termination of the Resident Responsibility Agreement.

Conflict Resolution

In the event of a dispute over community policy enforcement, resident may submit a letter requesting an appeal to the Community Manager. Should no resolution be reached, the Community Manager will review the dispute with the Project Director. The Project Director will render a decision. If the resident is not satisfied with the outcome of this decision, he may request a review by the RCI Asset Manager. The RCI Asset Manager and Project Director will render a decision. Should the resident not be satisfied with that decision, he may request arbitration. Both parties agree to abide by the decision that is rendered.

Move-Out

Move-out will occur under the following conditions:

- a. At retirement or separation of the resident.
- b. At Permanent Change of Station (PCS) of the Resident unless PCS orders authorize retention under Deferred Travel or due to a dependent restricted tour. In each of these cases, The Resident must submit a Request for Exception to Occupancy to the Community Management office,
- c. Thirty (30) days prior to Separation/Retirement.
- d. If the Resident becomes ineligible to remain in housing, the home will be vacated immediately.
- e. Resident requests to vacate housing and move off-post, provided their initial Resident Responsibility Agreement term has been fulfilled and they have given 30 days written notice to the Balfour Beatty Communities Management Office. The movement of household goods will be at the expense of the Resident unless the move is directed for the convenience of the Government.
- f. If prior to the expiration of their initial Resident Responsibility Agreement term, the resident will provide thirty (30) days' notice, remit BAH through that period and pay a fee equal to thirty (30) days of BAH to cover the Landlord's costs to re-let the home.
- g. Resident qualifies for a change in housing due to a change in their military status or in the size of their family. In those cases, the resident may submit a new application for appropriate housing in accordance with assignment policies. When the move is at Government expense, the assignment date will coincide with the transportation appointment. When a Resident is transferring from one

home, on Post, to another, they will have four (4) business days to clear their existing home.

Move-out Inspections

A minimum of thirty (30) days written notice must be provided to the Community Management Office. In addition to the notice, if the Resident Responsibility Agreement is being terminated prior to the expiration, a copy of orders must accompany the notice.

Upon receipt of the above information, Community Management will provide the Resident with written instructions on minimum standards of cleanliness and conditions that are required when returning the home.

The Resident may schedule a pre move-out inspection with a Leasing Specialist. The purpose of this inspection is to make the Resident aware of any items that will not meet standards prior to moving. The Property Condition Report that was completed at move-in will be referenced when performing this inspection. Charges will be assessed for any items that are not as a result of normal wear and tear. The Resident will be made aware of the amount of charges that will be assessed if the damages are not repaired.

In the event the Resident elects to have the home cleaned by another source, the Resident may contract with Community Management to do so. The Resident will pay for the cost of cleaning to Community Management at the time of the move-out inspection.

An appointment for a final move-out inspection will be scheduled on the day of move-out. If there are damages to the home, the Resident must pay for the damages by money order, credit card or correct the deficiencies within 24 hours. If damages are not corrected at that time, payment will be due immediately.

Any damage charges in excess of \$300 will be documented with photographs.

Abandonment

If the Community Manager is informed of or discovers a home that has been abandoned by the Resident, the Community Manager will notify the Unit Command and request a determination of status of the resident. If it is determined that the home is indeed abandoned, the Community Manager will assist the Unit Command with completing an inventory of the personal property. The Unit Command will then be responsible to box and store the personal property. The Community Manager will contract for cleaning and arrange for change of occupancy maintenance for the home in order to return it to

service. The abandoning Resident will be charged for this service, any unpaid rent, and a termination fee. Reimbursement of these charges will be sought through normal collection procedures.

Eviction

In egregious cases, or due to serious offenses or acts of misconduct, or where a persistent pattern of misconduct occurs, which are contrary to the safety and welfare of others, resident's actions may result in eviction and termination of the Resident Responsibility Agreement.

If the violation is of a severe nature that constitutes a threat to the safety and/or welfare of the resident or the community, then no Letter of Caution will be necessary and the Community Manager will issue a Letter of Warning, with a copy to the Resident's Unit Command and the Garrison Commander.

Examples of severe violations, which are contrary to the safety, and welfare of other Residents, include but are not limited to: domestic disturbances, felony convictions, spouse or child abuse, and destruction of property. In the event of a second violation related to the warning, the Community Manager will issue a Letter of Eviction.

In the event the Garrison Commander bars a Resident from Fort Detrick, the Landlord may initiate eviction proceedings.

Exceptions to Occupancy Policy

Under the following circumstances, Residents may request an exception to the occupancy policy for family members to remain in housing:

- Residents in receipt of Unaccompanied Permanent Change of Station (PCS) orders.
- Residents in receipt of Overseas Accompanied Permanent Change of Station Orders.
- Residents in receipt of PCS orders with Temporary Additional Duty (TDY).
- Death of Active Duty Residents

Requests must be made by submitting a Request for Exception to Policy Form to the Community Manager, no less than thirty (30) days prior to the detachment. Any approvals will be contingent upon the Resident signing a Resident Responsibility Agreement Addendum detailing the conditions of the policy exception and providing the name of the designated family sponsor for this period.

Requests from Residents who have had incidents involving misconduct either by themselves or their family members or have received notices for violations will not be approved.

At any time during the Resident's absence the family wishes to leave the housing, the Community Management Office must be notified.

At any time the home is going to be vacant for a period of two (2) weeks or longer, Resident must provide Community Management Office with the name(s) and phone number(s) of the responsible party that the Resident assigned to look after the home.

Right of Entry

The Community Management Office has immediate right of entry to homes if emergency conditions are presumed to exist. Such emergency conditions include the risk of substantial damage to the property, or risk of death, injury or illness to humans or animals. Management may also enter, with reasonable notice, to make inspections and/or repairs. See section under Maintenance for details.

Utilities

All utilities are currently included in the BAH with the exception of TV cable service, Internet access and telephone service. It is the Resident's responsibility to make arrangements for TV cable, Internet access and telephone services. Phone numbers are found in the reference section at the end of this guide.

Further information can be found in the Utilities section of your Lease.

Maintenance

Office Hours

The Community Management Office is open: Monday through Friday from 0800 to 1700.

Damages

There is a charge for the cost of repairs, labor and material for any damage caused to the home, lawn, garage, carport and/or driveway by negligence of the Resident and/or Resident's family or guests. Residents will also be charged for damages made to common areas within the community. All payments are due within thirty (30) days of the date the repair is completed.

Energy and Conservation

The goal of energy and water conservation is to ensure that the essential needs of all residents are provided without waste. Energy conservation is a key element in Fort Detrick's effort to become energy efficient. Residents are responsible for practicing energy conservation to avoid waste. The following tips are suggested for Residents to conserve and reduce energy consumption without sacrificing comfort:

- Limit thermostat settings to no higher than 68 degrees for heating and no lower than 78 degrees for cooling.
- Turn off or restrict the use of lighting for porches, carports, patios, and entrances, except when required for safety or security.
- Turn off or curtail the use of decorative lighting inside and outside.
- Do not operate portable electric heaters.
- Adjust thermostat settings of hot water heaters to reduce temperature to 105 degrees, except where dishwashers are in use.
- Use drapes, blinds and shades to allow entry of sunlight in the heating season and provide shade during hot weather.
- Close doors and registers to unused rooms.
- Turn off air-conditioning systems, reduce heating to 50 degrees, and close windows when away for an extended period of time (weekends, holidays or vacations).
- Operate dishwashers, clothes washers, and dryers only when fully loaded.
- Delay operation of heat-producing appliances to cooler periods of the day during the summer months.

- Use the lowest wattage lamp consistent with needs. Turn off lights in unoccupied rooms.
- Operate kitchen exhaust fans to reduce cooling loads imposed by cooking appliances during the summer months.
- Change filters regularly. Do not obstruct duct outlet registers.
- Lower heating thermostats 5-10 degrees at bedtime.
- Use the shower in lieu of the tub for bathing.
- Self-cleaning ovens use large amounts of energy; consequently this feature should be used sparingly.
- Keep doors and windows closed whenever air conditioning or heating is in operation.
- Check toilets for leaks.
- Make sure faucets are shut off properly.
- Use flow controlling nozzle/spray head device for outdoor hoses.
- Do not remove or replace devices that have been installed to conserve water such as faucet aspirators and low flow showerheads.

Home Inspections

Periodic inspections of homes will be conducted, as there is a preventative maintenance program to maintain and assess HVAC systems, appliances, smoke detectors, safety systems, and carbon monoxide detectors. Residents will be notified via newsletter, fliers and postings on their housing website at www.ftdetrickhomes.com as to which day's maintenance personnel are scheduled to be at the Resident's home to perform preventative maintenance. If the Resident has an "Authorization to Enter" on file, it will not be necessary for the Resident to be home in order to have the work performed. If the Resident does not have this "Authorization" on file, the technician will leave a door hanger note indicating their attempt to perform the work and asking that they call to reschedule. If a Resident does not attempt to schedule the routine maintenance, a letter will be issued to the Resident indicating when Maintenance will be entering the home. All homes must be inspected at a minimum of two times per year to ensure that the fire and safety systems are operating properly.

Locks & Keys

Only the Residents listed on the Resident Responsibility Agreement will be issued keys to the home.

Secondary locks (chains, latches, etc.) are permitted to be installed by Resident's after completing a Request for Alterations form and receiving approval from Community Manager.

Should keys become lost, immediately notify the Community Management Office. The lock will be changed, and the Resident will be assessed a \$50 replacement fee.

Lock-Outs

If a Resident requests the Community Office to unlock the door of a home, the following charges will be incurred:

-First lockout during regular business hours	No Charge
-Second lockout during regular business hours	\$25.00
-All after hours and weekend lockouts	\$50.00

A Resident listed on the Lease must be present at the time that the door is unlocked and show proper identification.

Maintenance Emergency

Emergencies will be handled immediately 240-379-6518.

Emergency situations consist of:

- **Fire - immediately call 911.**
- Lack of electricity.
- Broken or non-working doors, locks, windows.
- Roof leaks.
- Lack of heat when outside temperature is below 50 degrees.
- Lack of air conditioning when outside temperature is above 80 degrees.
- Lack of water or Hot water.
- Non-functioning toilet when only one exists in the home.
- Gas leak.
- Ranges when entire range is inoperable.
- Refrigerator when not working at all.
- Locked out of home.
- Flooding.
- Broken pipes.
- Any life safety or health concern.
- Water flowing from grass or street areas (possible underground pipe break)
- Overflowing manhole (possible sewer back-ups)

Contact the Community Management Office immediately for assistance when any of these situations occur.

Maintenance Service Request

If a Resident requires routine maintenance, contact the Community Management Office or complete the service request on-line via the website at **www.ftdetrickhomes.com**. Online maintenance requests require a tenant code. This code will be given to each Resident when they move in. Contact the Community Management office if you lose or forget your tenant code. Do not use website to enter emergency work order requests.

Pest Control

Residents are responsible for minor pest control practices consisting of good sanitation and housekeeping practices. For professional pest control treatments, Residents should contact the Community Management Office.

Residents are expected to:

- Maintain homes in a manner to deny access, harborage, and sustenance to household pests.
- Ensure windows and doors are screened and fit properly.
- Repair holes or cracks that permit access the home, or request Maintenance to perform these tasks.
- Ensure minor cracks and holes inside the home are caulked or otherwise sealed.
- Regularly remove excessive clutter in and around the home; debris, weeds, dead leaves, pet droppings, trash, containers that hold water, etc.
- Protect food by storing in pest proof containers, especially starchy or fatty foods and pet foods.
- Promptly clean up spilled foods, crumbs, drinks, or pet mishaps.
- Clean kitchens after each meal, especially in areas where grease accumulates (drains, vents, ovens, and stoves).
- Wash and submerge dirty dishes in soapy water before retiring.
- Empty garbage and cat litter box daily. Clean dog feces from yards daily.
- Prevent unnecessary accumulation of soiled clothing, rags, corrugated paper boxes, newspapers, empty cans, empty bottles, and paper grocery bags in kitchen, baths, and laundry rooms.
- Have leaks and dripping faucets repaired promptly.

Failure to maintain a home as described above may result in charges for pest service or the termination of the Resident Responsibility Agreement.

A licensed pest control vendor will visit on a regular basis. A schedule will be made available through the community newsletter and posted on the Community website at **www.ftdetrickhomes.com**. Requests for treatment may be made by contacting the Community Management Office. Depending on the type of pest problem, the Resident may be charged for the service.

- If a Resident is allergic to common pesticides or has any reaction at all, notify the Community Management Office.
- Pesticides may be hazardous to infants under 3 weeks old, the aged, pregnant, those with heart, liver or respiratory problems, and people with allergies, pets, tropical fish, and exotic birds. Residents should inform the pest controller of any such situations, and he will advise of any special safety precautions required.

Control of pests around the outside of homes includes those in trees and shrubs. Pest control services for such problems may be made by contacting the Community Management Office.

Problems involving wasps, bees, hornets, bats, houseflies, mosquitoes, snakes, black widow spiders, rodents (other than mice), ticks, fleas, birds, wood destroying pests, and pests of stored food products should be reported to the Community Management Office.

Household Refuse and Recyclable Trash

Fort Detrick maintains an active recycling program. Recyclables will be picked up on Mondays and Fridays. All refuse must be sorted by type. Each resident is issued two containers:

Place only the following items in to the recycle bins:

- Yellow container: Green, brown or clear glass bottles and jars. Rinse and remove caps. **NO WINDOW GLASS.** Plastic milk jugs, fruit jars, soda and detergent bottles, beverage and food cans. Rinse and flatten.
- Blue container: Newspapers. Remove glossy inserts. Place in brown paper bags and tie.
- Cardboard: Flatten and place underneath either container or secure/bind together and place next to containers.

All refuse must be on the curb before 7:00 a.m. on the day of pickup. The pickup schedule is:

- Burnables and Recyclables: Mondays and Fridays
- Bulk Trash pick up: Wednesdays

Household Hazardous Waste Disposal Guidelines

PAINT: Dry latex paint can be thrown away with the regular trash. Latex or oil-based paint that is still usable can be recycled. Latex paints are more environmentally friendly than oil-based paints. If you are looking for alternatives, nontoxic paints are also available, though they tend to be more expensive than traditional paints.

AEROSOL CANS: Empty aerosol cans may be disposed of with the regular refuse. Minimize waste by completely using aerosol-packaged products prior to disposal.

MOTOR OIL AND VEHICLE BATTERIES: No vehicle maintenance is allowed in the Fort Detrick housing area. However, you should appreciate that the Auto-Hobby shop located on post and off-post maintenance shops have collection points for motor oil and vehicle battery recycling.

DRUGS: Prescription drugs should be washed down the drain with water.

LAMPS: Incandescent light bulbs can be disposed of with regular trash.

BATTERIES: Small flashlight or calculator-type batteries can be disposed of with the regular trash.

Household Hazardous Material Conservation Program

The Hazardous Material Management Office (HMMO) has a Household Hazardous Material Conservation Program.

Most of the common household products everyone uses daily, such as cleaning products are hazardous household materials.

You are encouraged to purchase amounts of products that can be used up easily; read and follow label safety directions, and, if you can't use it up, follow storage and/or the disposal guide for proper disposal. If you have unused portions of household hazardous materials, you may donate them to the HMMO.

Residents interested in obtaining one of the donated products may call the HMMO for a listing of available materials.

Community Policies

Air Conditioners

Resident owned air conditioners are prohibited. All homes have centrally installed heating and air conditioning units.

Appliances

All homes are fully equipped with a stove, hood vent, refrigerator and dishwasher. The above listed appliances may not be removed or replaced with privately owned appliances. The standard appliances listed above may NOT be moved in any way as to alter the current layout of the homes without written permission from the Community Management Office.

Attics

Some homes are equipped with attic access panels and may or may not have pull down ladders. These attic spaces and ladders pose many dangers; low visibility, unstable flooring, low clearance, low weight ratings, and extreme heat. These attic spaces have not been designed as storage areas. These areas are designed for maintenance and emergency response personnel only. For safety reasons, residents are not to enter these areas for any reason and storage of personal belongings in attics is prohibited.

Boarders

Boarders or paying guests are prohibited.

Burning and Bonfires

Burning rubbish or bonfires is prohibited.

Childcare Providers

Childcare Providers are permitted within the Fort Detrick housing community in accordance with the Family Child Care (FCC) Program and authorization by Army Regulation 608-10. The provision of Family Child Care in government owned or privately owned family-housing units located on the installation, is a privilege extended

to family members. Only qualified applicants who meet the standards will be certified. The Family Child Care Coordinator will manage this program in accordance with all applicable local, state, and federal requirements. All childcare providers are required to provide a copy of proof of the Army insurance, which will be kept in the resident File in the Community Management Office.

Family Child Care is regulated, home-based childcare provided by certified military family members operating as independent contractors from government-owned or privately owned housing. FCC is a subsidized program, through Appropriated Funds, providing an alternate means for parents needing care for their children with a flexible schedule at a reasonable cost.

FCC homes usually require minor modifications and equipment, which are handled through the FCC coordinators. The Community Management Office must approve modifications that require permanent installation. Also, to assure proper installation, Community Management will arrange to install or supervise the installation of those modifications. Examples of equipment include safety latches, Ground Fault Interrupters and special fire extinguishers. Water heaters and furnaces must not be accessible to children. Landlord will repair any health, safety and maintenance concerns discovered during the FCC pre-certification, through the regular maintenance and repair program. Any additional safety equipment or FCC specific modifications will be performed at the expense of the Resident and/or the FCC program. The Army Risk Management Program (RIMP), a self-funded insurance program, provides liability coverage for FCC providers up to \$500K. RIMP will continue to provide liability coverage even in privatized military family housing. To request to become a FCC provider, residents need to contact the FCC Coordinator.

The TEN CHILD CARE HOUR LIMIT POLICY is in effect in your community. Adults may watch other people's children for up to ten child care hours per week on a regular basis without being certified FCC providers. Children from the same family count as one child. The rule is intended to differentiate those who wish only to help out friends from those providing child care services in their homes.

Commercial Businesses

Commercial businesses are prohibited in the community.

Decorating and Alterations

Residents may wish to add customized accents to make their house feel more like home. While Community Management supports such projects, it requires Residents to secure authorization for alterations from the Community Manager prior to work being performed and to ensure that potential health and safety hazards are prevented.

Authorization is intended to alleviate concern for restoration charges that could be assessed. Alterations include paint, wallpaper, borders, ceiling fans, structural changes and remodeling. Also, attaching or removing fixtures requires management approval. Authorization may include a requirement to restore the alteration to its original condition.

- Only small nails or “J” hooks should be used for hanging items on walls.
- No nails, screws or hooks should be used on doors or cabinets.
- Adhesive wall mirrors, corkboards, paneling, etc. are prohibited on the walls.
- Only removable shelf paper should be used in your cabinets.
- Tub decals are prohibited.
- Removal of window blinds is prohibited.
- Awnings, signs, and window tinting is prohibited.
- Alterations to fences, carports, garages, patios or balconies are prohibited.

All requests for alterations of any kind must be made by completing the Request to For Alterations Form and submitted to the Community Manager.

Door-To-Door Soliciting

Door-to-door solicitation is prohibited. Residents should notify the Community Management Office when peddlers or uninvited salespeople are encountered during business hours. After business hours, residents should notify the police.

Fencing

Residents who desire to install a fence must obtain the approved specifications from the Community Management office. They must then submit a Request for Alterations Form with an accompanying sketch or proposal from the vendor providing the fence. Fences will be of standard design and alignment. Failure to comply with the specifications that are provided will result in disapproval and subsequent removal of the fence at the Resident’s expense.

Residents are responsible for the care and maintenance of fenced yards; they will not be mowed or maintained by Balfour Beatty Communities.

All questions related to fencing should be directed to the Community Management Office.

Gasoline Storage

Storage of gasoline or other flammable liquids is prohibited. In the event of a leak from a vehicle or a spill of oil, gasoline, other petroleum or hazardous product, the resident will be responsible to clean up the area immediately and any contaminated soil will be replaced with clean fill material.

Guests

Visitors and guests are welcome, but are subject to all rules contained in the Resident Responsibility Agreement and this Guide. Social visits of a temporary nature by residents or their family members are authorized. Residents are allowed a guest for 14 continuous days only and not more than 30 calendar days in a year without notifying the Community Manager. If at any time a guest is to remain in housing for more than 30 days, a Guest Request Form containing the name of the guest, age, date of arrival, and expected date of departure must be completed and submitted to the Community Management Office. The Community Manager has approval/disapproval authority for all requests.

A visit is bona fide only if the guest is present at the invitation of the host and does not contribute directly or indirectly to any of the household or other expenses that the host must bear because of such visits. In order to be considered a guest, the resident must be present.

House sitting is not authorized without permission of the Community Management Office.

Heaters

Kerosene heaters or other heaters using combustible materials or fluids and open coil heaters are prohibited.

Holiday Decorations

Holiday decorations can be displayed 30 days prior to the holiday and removed within two weeks after the holiday. Rooftop decorations are prohibited. Decoration materials must be fire resistant. Nails, spikes, building staples or any other type of fastener that leaves permanent damage are prohibited.

Home Alone & Juvenile Curfew

Residents are responsible for the safeguard and control of all family members. In accordance with FDR 608-10, of The Family Readiness Division/Directorate of Community Services:

- Supervision is necessary for the protection, care, and management of children. The safety and well-being of children is a priority at Fort Detrick. Parents are held accountable for their decisions regarding their child's/children's supervision and any misconduct by children. The following guidelines provide the standards for the supervision of children on Fort Detrick.
- A. Children 4 years and younger. These children require close supervision and must be under the direct control of a supervisor at all times. Example: If playing in the yard, children must be with a supervisor. Children 4 years and younger shall not be left alone in vehicles or in quarters.
- B. Children 5 through 9 years of age. Supervisors shall attend to these children by, at a minimum, maintaining indirect contact. Example: Should the child be in the backyard playing, a supervisor should monitor the child's well-being through a window in such a way as to be able to see and hear the child. These children shall not be left alone or in quarters.
- C. Children 10 through 11 years of age. These children may be in self-care or home alone for no more than three continuous hours. They may not be in self-care or home alone between 2300 and 0500. Even while alone, these children must be monitored by a supervisor, in accordance with this policy.
- D. Children 12 through 15 years of age. These children may be in self-care or home alone. They may not be in self-care or home alone between 2300 and 0500. Even while alone, these children must be monitored by a supervisor, in accordance with this policy.
- E. Children 16 and 17 years of age. These children may be in self-care or home alone.
- F. Installation Curfew. Children under 14 years of age will be inside their own, or someone else's quarters between 2100 and 0600 unless they are under the supervision of a parent, guardian, or a responsible adult 21 years of age or older. Exceptions include returning home from a community or school organized function, Youth Services program, or while performing official employment or going on a bona fide emergency.
- G. Special provisions. Children who meet the criteria for the Exceptional Family Member Program, as defined by AR 608-75, require special supervision. These guidelines are to be modified in accordance with their special needs.

We recommend that all childcare providers, whether attending younger children in their own home or another resident's home, be at least thirteen (13) years of age and have completed the Red Cross Babysitting Course or similar course whose curriculum has been approved by Child Youth Services (CYS).

Additionally, we recommend that adolescent baby sitters not watch more than two children at one time with no more than one of these children being under the age of two years.

Residents will ensure that their children respect and do not damage private property. Fireworks, air rifles, pellet guns and all firearms will not be discharged anywhere within the community.

Hot Tubs/Whirlpools/Spas

Hot tubs, whirlpools and spas in any home are prohibited.

Illegal or Unauthorized Activity

All residents, whether tenants or others residing/visiting them at Fort Detrick, are required by the Resident Responsibility Agreement to refrain from illegal or unauthorized activity. Failure to do so may result in termination of the Resident Responsibility Agreement and/or limitation or denial of access to Fort Detrick.

Landscaping

Lawn care, including mowing is provided for the Residents, except for fenced in yards. Damages to lawns caused by swings, pools, decorations, etc. will be repaired and billed to the resident.

Residents are responsible for personal flowerbeds, vegetable gardens and for the removal of trash and debris from their lawns and yards.

- Flower Gardens: Residents may plant annual and/or perennial flower gardens in beds in front, rear and adjacent to their homes. Authorization is required prior to any significant alterations made to the existing landscaping. Resident must submit the plan in writing to the Community Management Office along with the Request for Alteration form. Plantings may not cause damage to or interfere with gutters, downspouts, windows, doors, screens, roofs, privacy fences or other structural parts of the building or interfere with air conditioners. The resident, at their expense, will return the altered area to its original condition prior to vacating housing. Residents in newly constructed areas that remove landscaping plants will be charged for those plants.

- Vegetable Gardens: Residents may plant small vegetable gardens within back yards only. Areas used for gardening will be returned to original condition with grass following the end of season at the resident's expense.

Platforms or structures in trees, attaching swings to tree limbs and driving nails into the tree trunks are prohibited.

All requests for landscaping alterations of any kind must be made by completing the Request For Alterations Form and submitted to the Community Manager.

Litter Control

Residents are responsible for picking up trash in their yards. In addition keep your community clean and beautiful by:

- Using Balfour Beatty Communities issued trashcans. Bag and tie all garbage and trash bags. Do not leave trash sitting out for pets, wild animals, or the wind to ravage.
- Placing litterbags in cars and being sure to utilize them.
- Picking up trash when seen.
- Coordinating and supporting the cleanup projects.

A litter free environment shows personal pride in where we live and where our children play and grow. Everyone must do his/her part to keep our community litter-free.

Noise

Be considerate of neighbors. Residents must refrain from making or permitting any disturbing noises by their family members or guests. Any noisy or boisterous conduct, including the loud playing of stereos, televisions or musical instruments, which would disturb the peace and quiet enjoyment of other residents, is absolutely prohibited. Car stereos must be turned down when driving within the community.

Packages

Residents may authorize the Community Management Office to accept mail/UPS/Federal Express, etc. packages on a resident's behalf. This service is provided as a convenience. Packages are to be picked up within 48 hours of notice of arrival. Failure to do so will result in Community Management returning the package to the delivery service.

Parking, Vehicles, Motor Vehicles and Garages

Motor vehicles are to be parked in the garage, in the driveway or in authorized parking areas, in that priority. At no time will motor vehicles be allowed to be parked/driven on the grass or curb. Any violation of this regulation will result in the vehicle being towed at the resident's expense.

Vehicles that are parked in driveways may not block nor hinder the free movement up and down the sidewalks.

Motorcycles/mopeds may not be parked on patios, sidewalks or grassy areas.

Repairs of any nature or washing of vehicles is prohibited in the community. The Auto Hobby Shop is located in Building 1431 and may be utilized to perform these tasks.

Parking for boats, trailers, recreational vehicles, pop-up campers, camper shells, and utility trailers is prohibited in the community.

Inoperable, unlicensed, or abandoned vehicles will be towed away at the resident's expense. At no time will vehicles be permitted to be on jacks.

Preventive measures shall be taken to keep the garage free of stains; i.e., car oil, grease and rust. Garage and driveways must be free of stains upon move-out.

Pets

All pets must be registered with the Community Management Office by completing the Pet Addendum when signing the Resident Responsibility Agreement. If additional pet(s) are acquired after move-in, then the resident must update the Pet Addendum within ten (10) days.

Frederick County code requires licensing of all dogs harbored within the county. Owners of dogs over 4 months of age must obtain a dog license from Frederick County Animal Control Center or other authorized facility. Proof of current rabies vaccination must be provided. Licensing must occur within 30 days of locating with the county or procuring the dog, and must be renewed annually by June 30. A dog license tag will be issued and should be affixed to the dog's collar or harness. It must be worn at all times, unless it would endanger the dog/s safety.

All pets *must* be kept current with vaccinations, testing, and/or treatments. All dogs and cats must wear their current rabies vaccination tag on their collar or harness.

The term "pet owner" will include any person owning, keeping, or harboring an animal. The service member residing in Fort Detrick shall be deemed the pet owner of any pet owned, kept, or harbored within their home.

Two domestic pets are allowed per home. Dogs and cats are permitted in the home provided they do not become a nuisance to the Community or the Community Management Team.

Owners will be held responsible for compliance with current directives and for any damage caused by their pets.

Residents are responsible for removing their pets' solid wastes throughout all areas.

Abandonment of pets is specifically prohibited. Animal owners who no longer desire to keep a pet or who are moving out will not abandon any animal. Unwanted pets should be placed up for adoption.

The privilege of keeping a pet in homes may be revoked and/or a Letter of Caution issued if the pet is determined to be a nuisance. A nuisance is defined as any action of a pet that endangers life or health, gives offense to the senses, violates laws of decency, or obstructs reasonable or comfortable use of property. For example, an animal may be deemed a nuisance if it:

- Habitually or repeatedly barks in such a manner or to such an extent that it disturbs others.
- Interferes or obstructs persons engaging in exercise or physical activity.
- Defecates on the lawn of a home not occupied by its owner.
- Habitually violates the leash law.

Pet owners have full responsibility and liability for the conduct of their pets. This includes full restitution for any damages to yards, homes, etc., or hospital bills/veterinary bills incurred as a result of injuries inflicted.

Owners of pets are encouraged to maintain additional liability insurance in the event that their animal bites another person or animal.

Control of Pets

Pets will not be permitted to run loose in Fort Detrick. A Letter of Caution may be issued or the privilege of having a pet may be revoked if a resident or guest routinely violates the leash law. When pets are not penned, they will be leashed at all times. Dogs will not be chained outdoors and left unattended at any time. Pets may be left in fenced-in-yards for short periods of time with proper food, water, and shelter.

All dogs may not be unattended unless confined indoors, or outdoors in a securely enclosed and locked pen, or other approved structure designed to completely restrain the animal. The Community Manager, or a representative of the Community Manager, will determine if the structure used to restrain the animal is sufficient. Anytime a dog is

outside the above confined secured areas, it must, at all times, be securely leashed and under the control of the owner or his representative.

Doghouses are allowed in homes with yards with authorization from the Community Manager. A Request for Alteration Form must be submitted to the Community Management Office. Doghouses shall conform to the size of the dog, standards of good taste, and shall not detract from the appearance of the property. It must be painted to match the color of the home or painted white and kept to the rear at all times. Residents are required to remove the doghouse and return the area to original condition with grass seeding at resident's expense.

Breeding or raising animals in housing is prohibited.

Farm, exotic and wild animals are not allowed in family housing. These animals include all animals normally used as work animals and those kept for the production of food, or opossums, raccoons, and any other species of animal not usually considered to be domestic.

Animal Bites

All humans scratched or bitten by an animal are considered to be potentially exposed to rabies and should report to a medical facility for treatment. The animal must be transported to the nearest Veterinary Facility for examination. The Community Manager must also be notified.

A Letter of Caution may be issued or the privilege of having a pet in family housing may be revoked as a result of a pet biting a person or another animal.

Pet Violations

Complaints concerning stray or unattended pets and general upkeep of grounds around pets should be directed to the Community Management Office. A Letter of Caution or fines may be issued for certain pet violations.

Unattended animals should be reported to PMO 301-619-7114.

Animal complaints should be reported to the Community Management Office 240-379-6518.

Playgrounds

Playgrounds are located throughout Fort Detrick neighborhoods. The streets and neighbors' yards are not to be used as children's playgrounds.

Playground equipment, swings, slides, etc. are fixed in place and are not to be removed, relocated, changed or altered. No personal equipment will be installed in the playgrounds. In the event of mistreatment, or damage to, any playground equipment by

any Resident or Resident's guests, the Resident will be responsible. Resident and/or the offending party may also be subject to disciplinary or criminal actions, termination of the Resident Responsibility agreement, and/or have their access to Fort Detrick denied or limited. Enforcement will be as dictated in the Community Policies.

Plumbing Fixtures/Equipment

The plumbing fixtures/equipment in the bathrooms and kitchens is not to be used for any purpose other than that for which they were constructed. No rubbish, rags, disposable diapers, tampons, sanitary napkins, or other obstructive substance shall be thrown into the toilets.

Do not place metal, string, grease, coffee grounds, nutshells, glass, olive or fruit pits, corncobs, paper, wire, bones, rice, pasta or non-food in disposal or sink. Residents will be responsible for all damages resulting from the improper use of such equipment and liable for the cost incurred to repair such equipment and any related damages.

Used grease should be placed in a container and once hardened, thrown in the trash. Misuse may result in sewer line back-ups that present unsanitary conditions that could overflow in to the yards. Furthermore, such back-ups could potentially result in damage to your household goods and the inconvenience of water outages while repairs are undertaken. Your assistance in keeping our sewer lines healthy is appreciated.

Removal or replacement of existing plumbing fixtures and devices with non-comparable components is prohibited. Upon move-out, the final inspection will confirm the presence of aspirators and low-flow showerheads. Residents will be charged for the replacement of missing devices.

Prohibited Play Areas

Children must abide by signage and are prohibited from playing:

- Around unoccupied buildings and homes.
- At any construction site, whether or not work is in progress.
- Near government or contractor equipment (mowers, construction equipment, maintenance trucks, etc.).
- In or around drainage ditches or culverts.
- In or near ponds, creeks, sink holes, storm water detention ponds; or in any areas deemed inappropriate or unsafe. It is the Resident's responsibility to ensure that their children understand that they are prohibited from playing in areas specified above and that they may be held accountable if their children are found in these areas.

Satellite Systems (TV)

Satellite systems are permitted. Satellite dishes not larger than one meter in width may be approved for installation. In order to ensure installation does not damage homes or detract from the appearance of the homes or the community, written approval of the system and installation must be given by the Community Manager. All approved satellite dish wires must be buried in the yard to prevent landscapers from inadvertently cutting these wires. Balfour Beatty Communities will not be responsible for any damage to satellite dishes/wires due to improper installation and maintenance.

Satellite dishes must be removed prior to move-out and any damage resulting from the installation repaired. Residents are liable for any damage or injury caused by the satellite dishes. Any audio and/or visual interference caused by the system must be corrected.

Television and radio antennas are prohibited.

All requests for satellite installation must be made by completing the Request to Make Alterations Form and submitted to the Community Manager.

Sidewalks, Driveways, Parking, Yards, Porches, Patios & Balconies

To preserve a crisp, clean appearance in your housing communities:

Bikes, toys, patio furniture and lawn equipment, when not in use, should be moved to the back yard or garage.

Patio furniture, used daily, properly maintained and in good taste may remain on the patio/balcony or in the yard area when not in use.

Couches, chairs or other furniture not built or intended for outdoor use is prohibited.

Back yards are expected to be well-maintained and neat in appearance.

The playing of uncontrolled baseball games and practicing of golf in areas that are not designated for such, is not in the best interest of all residents and is prohibited.

Platforms or structures in trees, attaching swings to tree limbs and driving nails into the tree trunks are prohibited.

Disposal of cigarette butts in the roadways, parking lots, sidewalks, or any other public areas or in landscaped areas is prohibited.

Bicycles and toys shall not be left unattended in public areas or on sidewalks where they may become a hazard or nuisance. When not in use, these items may not be stored in the driveway.

Skateboard ramps are prohibited.

Storage on patios or, balconies is prohibited.

Swing sets and other similar types of children's exterior recreational equipment are permitted in rear yards of homes with authorization from the Community Manager prior to installation. The resident must submit a Request for Alterations Form to the Community Management Office. Equipment must be whole and without defect so that it does not present a health and safety risk. Resident is responsible for the safety, supervision, and upkeep of equipment. Resident is also responsible to restore damaged areas of turf/landscape caused by use of said equipment.

Portable barbecues are permitted to be used as long as they are 5 feet away from any building or structure.

Residents are not allowed to attach any athletic devices or basketball backstops to any portion of the home. Freestanding units are authorized; however, they should not be located in a position that encourages children to play in the street.

Umbrella type clotheslines may be used in the backyard. Clotheslines of any kind are not permitted on patios or balconies.

Trampolines are not permitted.

Failure to comply with these provisions may result in the termination of the Resident Responsibility Agreement.

Smoke & Carbon Monoxide Detectors

Smoke and carbon monoxide detectors have been provided to comply with local safety ordinances and should not be deactivated or removed. Any questions about operation or performance can be directed to the Community Management Office. Residents agree to immediately report a malfunctioning device to the Community Management Office.

Snow Removal

Residents are responsible for snow and ice removal on their sidewalks and driveways.

Speed Limit

The speed limit is 15 MPH. If children are in or around the street or poor weather conditions exist, 15 MPH may be too fast and you are expected to drive accordingly. There are too many children and the risk is too high for the speed limit not to be ***STRICTLY ENFORCED. DO NOT SPEED.***

Storage Buildings

Storage sheds are permitted with the permission of the Community Management Office. Please contact the Community Management Office for the specifications and requirements.

All requests for Storage Buildings must be made by completing the Request For Alterations Form and submitted to the Community Manager.

Swimming & Wading Pools

The use of swimming pools is prohibited. Small wading pools up to six (6) feet in diameter and one foot in depth are permitted in the backyards only. When wading pools are in use by children, adult supervision is required. When wading pools are not in use, they must be emptied and stored. Ensuring these wading pools are emptied and stored when not in use will help to prevent them from becoming a breeding ground for mosquitoes.

Trampolines

Trampolines are prohibited.

Weapons Policy

Residents and family members residing in the home may possess and store privately owned weapons, which include firearms, crossbows, and BB and pellet guns.

All privately owned permitted weapons must be registered with the Provost Marshal's Office prior to moving in or within three (3) days after obtaining the weapon. All Post and local laws regarding firearms must be met.

All firearms should be kept in an unloaded condition. All firearms and other potentially dangerous weapons must be stored kept out of children's reach and access.

Violations of the Weapons Policy may be grounds for termination of the Resident Responsibility Agreement.

Window Covering

All blinds that have been provided must remain in place. Only proper window decorations and coverings may be used to cover windows. Items such as flags, sheets, and blankets should not be used to cover windows. All window coverings must have a white or beige backing. If shades or blinds provided by Balfour Beatty Communities are broken and need to be replaced, contact the Community Management Office to make arrangements for replacement. If the replacement is necessary due to negligence on the part of the Resident, a charge may be assessed.

Phone Numbers

Emergency	911
Fort Detrick Military Police	301-619-7114
• The City of Frederick Police	301-694-2100
Fire Department	301-694-1626
• Frederick County Fire Department	301-696-2907
Ambulance	911
Fort Detrick Barquist Medical Clinic	301-619-7175
Poison Control Center	1-800-222-1222 1-800-492-2414
Frederick County Humane Society	301-694-1546
Community Management Office	240-379-6518
Fort Detrick Safety Office	301-619-7318
Washington Gas	301-662-2151
Allegheny Power	800-255-3443
Phone Company	
• Verizon	301-954-6262
Comcast Cable	
• Customer Service	301-662-6822

~ NOTES ~