

NORWAY SHORES

RULES AND REGULATIONS

Norway Shores is operated as a non-profit corporation located in Wind Lake, Wisconsin, Racine County. Construction began in 1993 and contains 28 units.

We are pleased that you have chosen Norway Shores as your new home. The following pages will help to acquaint you with the people and services available to you at Norway Shores. In order to make your move as simple as possible, we ask that you schedule your move-in date and time as far in advance as possible with the Facility Coordinator. The Facility Coordinator can reserve and confirm your move-in date and time.

Once this is confirmed, it is very important that you advise your movers of the time they are expected to arrive at the building. If at any time you have any questions or concerns, please contact the Facility Coordinator. The Facility Coordinator will make sure that wall protection mats are installed in the elevator before furniture will be permitted on the elevator.

Orientation

When you move in, the Facility Coordinator will conduct a brief orientation of the building and your apartment. You will be asked to inspect your new apartment with the Facility Coordinator. Please feel free to ask any questions that you may have.

Keys

You will receive one set of keys after you pay your rent and security deposit. If you lose your key or find yourself locked out, do not hesitate to contact the Facility Coordinator. Extra keys are available from the Facility Coordinator at a fee of \$5.00 for each additional key provided. If you have your own keys made, please report it to the Facility Coordinator so that we can continue to ensure the security of the apartments.

Insurance

Although we do not anticipate any problems, you are encouraged to protect yourself by carrying a renter's insurance policy. Make sure the policy protects you against the loss of personal property from theft, fire, or natural disaster. The buildings are insured by management, but the contents of your apartment and your automobile and its contents are your responsibility.

Lease

A lease was drawn up and signed for the mutual benefit of tenant and management.

1. It specifies, in writing, the responsibilities of the owner and the resident.
2. It protects you against being evicted without proper, specific cause.
3. It guards against misunderstandings and disputes.
4. It contains provisions for ending the agreement if the need arises.

If there is anything about the lease that you do not understand, please contact a member of Norway Shores Board of Directors. Read and know your lease. Know what you agreed to. Always read any legal document carefully before you sign. It is always a good idea to re-read the lease once in a while to be sure you are familiar with the terms by which you and the management are bound.

Financial Obligations

The Tenant agrees to:

1. Tenant believes that his/her sources of income are adequate to meet his/her financial responsibilities to owner and to pay personal and incidental expenses. If Tenant's income does not meet these requirements, he/she will make every reasonable effort to obtain assistance elsewhere, and will take the necessary steps to obtain any and all forms of federal, state or municipal aid or assistance for which he/she can qualify.
2. Pay in advance the first day of each month the regular monthly rent and any other fees and timely pay all utilities for the Residential Unit and telephone charges.
3. Be liable for and pay all sums and obligations including all sums and obligations due on termination of this Lease to Norway Shores.
4. Be responsible for transportation to a hospital, hospital charges and all related charges, if hospitalization of the Tenant becomes necessary. Such charges shall be billed directly to the Tenant.
5. Be responsible and pay for physician's fees, medications, and other treatments or aids ordered by the Tenant's physician as well as all extra charges, including, but not limited to, charges for a special nurse, special foods, ancillary services, clothing and such other supplies and services provided to the Tenant. Such charges shall be billed directly to the Tenant.
6. All actual or accrued financial obligations of Tenant shall survive the termination of this Lease and shall be collectible by Norway Shores in any legal forum or court of law.

Non-Financial Obligations

The Tenant agrees to:

1. Observe the rules, regulations and standard of conduct and deportment established by Norway Shores from time to time.
2. Designate a responsible party who has the legal authority to act on behalf of the Tenant if such designation is requested by Norway Shores.
3. It is recommended that the Tenant obtain and maintain a personal physician who maintains offices within 30 miles of Norway Shores for the Tenant prior to admission and during all times Tenant resides in Norway Shores.
4. Keep and maintain the Residential Unit and the appliances, fixtures and equipment therein contained in tenable and good working order; Tenant shall be responsible for any and all damage to the unit or the appliances, fixtures or equipment therein other than normal wear and tear.

Non-Compliance

Failure to comply in full with the Financial and Non-Financial Obligations shall constitute a breach of the Lease.

Emergency Information Form

When you move in, you will be asked to complete an emergency information form. This information will be kept with the Facility Coordinator and in the Office.

Vacation Information

If you plan on leaving your apartment unattended due to seasonal vacations, it is encouraged that you advise the Facility Coordinator of the anticipated length of the absence, an address and telephone number of where you can be reached, or the name, address, and telephone number of anyone monitoring the apartment. This is for the protection of your unit and the protection of the other residents.

Rental Payment

Your rent is due on the first day of each month. If you go out of town or are not available to pay your rent, please pay in advance or make arrangements to have someone pay your rent for you. Please deposit your rent payment in the slot provided in the Office door. The Office is located on the main floor in the Great Room.

Delinquent Rent

Rent is considered late after the fifth of the month. A late payment fee of \$20.00 will be charged on any late payments. If for some reason you are unable to pay your rent on time, please contact the Facility Coordinator immediately.

NSF Checks

If a rental payment check is returned to us NSF (Non-sufficient funds), there will be a charge of \$30.00.

YOUR APARTMENT

Appliances

The Facility Coordinator will explain all of the controls for your range and refrigerator. If your refrigerator seems too warm or too cold, check the temperature control. Number 1 is the warmest and Number 9 is the coldest setting. The freezer is self-defrosting. Please be careful not to overload the freezer. If your range does not function properly, call the Facility Coordinator to correct the problem.

Light Bulbs

Residents will furnish all light bulbs in their apartments, except fluorescent bulbs and appliance bulbs (refrigerator and oven).

Service Requests

If you should need any plumbing, electrical or other repairs, contact the Facility Coordinator. Services will be taken care of as soon as administratively possible. Of course, any emergency will be attended to immediately. It is important to note that the Facility Coordinator should not be expected to provide on-the-spot repair service, except in an emergency. Remember that any emergency or item requiring immediate attention should be reported promptly, regardless of the time of day or night.

Refuse Disposal

PLEASE PLACE ALL GARBAGE IN PLASTIC BAGS AND TIE THEM SECURELY! They should be deposited as instructed by the Facility Coordinator. The Facility Coordinator will also review any recycling program that is in place.

Circuit Breakers

When you move in, the Facility Coordinator will show you where the circuit breaker is located. If an appliance or lamp causes the circuit breaker to switch off, disconnect the appliance or lamp

and reset the circuit breaker by pushing it to the "ON" position. If this does not correct the problem, call the Facility Coordinator immediately.

Apartment Inspections

Each apartment will be inspected as needed to ensure the health and safety of each tenant. You are responsible for keeping your apartment in good condition. If you need assistance with routine housekeeping duties, there are services available in the area. These services are your responsibility. The carpeting and drapes will be cleaned on a routine basis by management.

The outside windows will be washed on a routine basis by Norway Shores. The interior side of the windows are your responsibility.

Alterations

Repainting will be done by the management on a routine basis. No alterations, additions or changes may be made in the apartment. All walls will be painted in the same color by management. The wall of your apartment has a limited holding ability; please contact the Facility Coordinator before hanging anything. You will be responsible for all damages caused by unauthorized brackets, nails or screws.

We ask that no telephone or TV jacks be installed in locations other than those provided. Additional wiring may not be run within your apartment. Radio and TV aerials may not be erected on any part of the premises. You may not alter any lock or install any additional or new locks on any apartment or hallway door. Installation of chain locks, bolts, knockers or any other attachments to the doors are not permitted.

Deliveries and Apartment Access

You must make your own arrangements for deliveries. We ask that you notify the Facility Coordinator in advance **IN WRITING** if you wish to have access provided to your apartment. Under no circumstances will entry to your apartment be allowed by delivery or service people without prior authorization by you.

Emergency Call

For any emergency, call 911. If needed, you may install, at your own expense, Lifeline, an emergency call system for the disabled. To order, call Memorial Hospital at 763-2411 (Burlington).

Please notify the Facility Coordinator if you plan to be out of town. This is essential to the Facility Coordinator in case of an emergency.

Storage Lockers

Each apartment is assigned a storage locker in the basement. Each locker will have a number to correspondent with the apartment number. Locks are provided by Norway Shores and are to remain with the locker when the lease terminates.

NORWAY SHORES COMPLEX

Security

When you are entering the building, please do not hold the door open for strangers. When you are in your apartment, be sure to ask who is at the door before buzzing them in. Be sure to hold the button down long enough for the visitor to open the entrance door. DO NOT, under any circumstances, release the security lock for an unknown caller.

Remember, your building will be as secure as you are willing to make it. Please do not pass out duplicate keys and be very careful who you let into the building.

Solicitors

For your added protection and security, door-to-door solicitation is not permitted. Please notify the Facility Coordinator if a solicitor appears on site. No advertising brochures, signs, etc. may be posted unless authorized by the Board of Directors.

Fire Safety

All residents are asked to participate in fire prevention, safety and emergency procedures. Read the procedures below very carefully. In the event of a fire, these rules may save your life or the life of your neighbor.

1. When you hear the fire alarm, prepare to leave your apartment immediately.
2. Before leaving your apartment, feel the door; if it is hot, or if smoke is seeping through, DO NOT OPEN THE DOOR. Keep the door closed and seal off with wet towels and open a window for air. Don't panic. Wait for help.
3. If the door feels cool, open cautiously and leave your apartment, closing the door behind you.
4. Walk quickly to the nearest exit.
5. In case of fire, DO NOT use the elevator.

Your Facility Coordinator will cover these emergency procedures with you at the time you move in. Periodic drills will be held to assure that all residents know what to do in case of fire.

Garages

Each garage is built for one car only. No outside storage is allowed near the garage or anywhere on the complex. No flammable liquids may be stored in the garages. Garage doors should be left closed whenever possible.

Elevator

The elevator is for passenger use only. When furniture is placed in the elevator, the Facility Coordinator will place wall protectors on the walls to prevent damage. **The phone is for EMERGENCY USE ONLY. The telephone in the elevator is programmed to automatically dial 911 when the receiver is lifted. The Police will respond. Please inform your guests. In the event of a fire, DO NOT use the elevator.**

Pets

Pets are allowed only in cases where the pet was owned before moving to Norway Shores. The Facility Coordinator needs to give tenant written authorization to allow a pet. Tenants are responsible for cleaning up after their pets. Guests and visitors of Tenant are not allowed to bring their pets to Norway Shores.

CARE OF PUBLIC AREAS

Norway Shores needs your cooperation. The stairwells, laundry rooms, hallways and common areas are a part of your living quarters as well as your apartment, so please be careful not to litter or allow your guests to do so. Continual care of the building will make it a pleasant place to live for years to come.

Common Areas

There is **no smoking** allowed in common areas, which includes all hallways. Residents are asked to be properly attired in the public areas of the building.

Laundry Room

The laundry room is equipped with a coin operated washer and dryer. Please remove lint from the dryer each time you use it and clean washer after each use. Remove clothing promptly when cycle is completed. Trash cans are provided for lint, empty soap boxes and bottles. Please report any out-of-order machines to the Facility Coordinator.

Parking

One vehicle is permitted per apartment, unless other arrangements can be made with the Board. This does not include vehicles in garages. Any illegally parked or unauthorized vehicle will be towed away at the owner's expense. Visitors may park in the areas assigned for visitors only. You are responsible for insuring your vehicle and its' contents.

Rights of Other Tenants

Please be considerate of the rights and privileges of your neighbors. No musical instruments, radios, televisions, or stereos shall be operated in such a manner that is disturbing or annoying to other people. Conduct your activities in and about the building in a manner which will not interfere with the rights, comforts or convenience of your neighbors.

Guests and Children

You are responsible at all times for the reasonable conduct of your guests. Children are welcome, but should never be unattended in any part of the building. Children are requested not to play or loiter in the hallways, laundry rooms or recreational areas and must be accompanied by a resident. Residents are responsible for the behavior of their guests and any damage they may cause.

Commons Recreational Facility

The Commons area may be used by any tenant at anytime without asking permission. If a tenant wishes to reserve the area for a family gathering, etc., please reserve the facility with the Facility Coordinator. There is no charge for this.

MOVING OUT

Written notice must be given at least 60 days in advance of the anticipated move. This requirement of the notice of the actual move is in addition to and in no way modifies or relieves you from the notice required under Article II, Paragraph B of the Lease. Rent will be charged through the last day of the month. You are responsible for contacting the Facility Coordinator for a check-out inspection time. The Facility Coordinator will arrange for an inspection with a member of the Board of Directors. The resident, or a designated representative, must be present for the check-out inspection. If you or a representative are not there, you must accept the evaluation of the Facility Coordinator regarding cleaning or repairs. Remember that changes and unsatisfactory cleaning will be charged to you at the cost of labor and materials. These costs will be deducted from your security deposit (Normal wear and tear is an exception).