



RESIDENT HANDBOOK

Welcome to your new community! We are excited to have you as a resident and look forward to getting to know each of you. Our mission is to provide an unsurpassed living experience through our dedication to customer service. To help make your experience a pleasant one, please read through the Resident Handbook to familiarize yourself with your community, important rules to remember, emergency guides, and important contact information. Please don't hesitate to stop by our office if you need any help or just to introduce yourself; we want to get to know each one of our residents!

Enjoy your new home and thanks again for choosing The Cottages on Hollywood!

Welcome home!

Sincerely,

The Retreat Kennesaw Team

Table of Contents

- I. Office Information**
- II. Resident Portal**
- III. Rental Payments**
- IV. Residence Life**
- V. Maintenance**
- VI. Rules & Regulations**
- VII. Important Numbers**
- VIII. Emergency Information Guide**

OFFICE INFORMATION

Address: 3590 George Busbee Pkwy NW Kennesaw, GA 30144

Phone: 678.905.7314

Text: 678.562.8731

Office Hours are Monday - Friday 10am- 6pm, Saturday 10am- 5pm, and Sunday 1pm- 5pm

The staff in the office consists of the following personnel:

- **Trent Wilson, Community Manager – Oversees the leasing and operations of the entire property**
- Daisja Felton, Associate Community Manager – Manages the leasing and renewal process, including transfers
- Nick Cotter, Resident Services Manager – Handles resident accounts and customer service
- James Simeus, Maintenance Supervisor – Responsible for timely maintenance request completion, asset management through routine maintenance and inspections, and ensuring that the grounds are kept clean
- Community Ambassadors - Those in this position are generally part-time studentworkers responsible for touring the property, guiding students through the leasing process, planning and executing resident events, and to help answer general questions you may have

RESIDENT PORTAL

The Resident Portal can be accessed through the property website, and is your resource to find out about community events, send messages to staff, pay your rent, setup monthly recurring payments, or submit maintenance requests. If you have not signed up already please create a new account. It only takes a few minutes!

MONTHLY INSTALLMENT PAYMENTS

Monthly installments are due on the 1st of each month, regardless of whether it is a holiday or weekend. The payment is late on the 4th of the month at 9am and a late fee of \$50.00 will be charged to your account. For each consecutive day after the 4th of each month, residents will also be charged \$10/day. Payments are accepted in the form of personal check or cashier's check in the office or credit card, e-check or e-money order through the resident portal (processing fees may apply). We do not accept cash or money orders. If paying by personal check or cashier's check please make sure your full name and apartment number is listed on the memo line. If you would like to prepay in advance, we are only able to accept 2 months in advance from the current month.

RESIDENCE LIFE

Retreat Kennesaw is committed to building a community where people feel they belong and are cared for. Throughout the year we will be planning a variety of events aimed to help you have a well-rounded experience, become better acquainted with your roommates and neighbors, and to be involved in activities beyond current routine. We highly recommend that you follow us on social media to stay informed about all upcoming events.

MAINTENANCE

Non-Emergency maintenance items can be submitted by logging into your Resident Portal. The goal is to have all non-emergency requests completed within 48 business hours. Any work order that requires us to call out an outside vendor to complete, may take additional time, but will be completed within a reasonable time-period. Any resident-caused damage to the home will be charged to your account after the work is completed. **Note that service requests entered through the Resident Portal only may not be received until the following morning.**

Emergency maintenance reported will be addressed after-hours. Issues may arise after hours that require immediate maintenance attention. These are situations that present a danger to people or property and include: fire, leaking pipes, flooding, toilet issues in units that have only one bathroom, no heat or AC if temperature is below 50 or above 85, or no water/power to the unit. If you are in need of emergency Maintenance assistance, please call our after-hours number at 678.905.7314.

Maintenance Tips:

- Keeping a plunger on hand to take care of minor clogs. In order to keep the toilet from getting clogged, do not flush rags, paper towels, diapers, feminine products, etc. down the toilet.
- Know where the toilet's water shut-off valve is (look behind the toilet). If the toilet begins to overflow, turn the water supply off immediately. This can prevent possible damage to your home. Once the water supply has been shut off, contact your management team or submit a maintenance request for the service.
- A toilet that runs constantly wastes water. If your toilet is running non-stop, contact your maintenance team immediately.
- Never put Kitchen grease, coffee grounds, vegetable skins, fruit pits, or other items down the sink. Collect in a container and throw away in the trash.
- Clean up spills (even water) on flooring and carpet immediately before they soak in or cause damages.
- After bathing: (1) wipe moisture off of shower walls, shower doors, the bathtub and bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated; (3) hang up your towels and bath mats so they dry completely and (4) leave any bathroom fan on for at least thirty minutes after completion of activity.
- Run the Washer/Dryer and Dishwasher only when it is full to save water.
- Clean lint trap after each use and keep surrounding area clean and free of debris.

RULES & REGULATIONS

The Retreat at Kennesaw is committed to complying with all federal, state, and local fair housing laws. This means our staff has an obligation to treat each individual consistently. To do so, and to create a comfortable and exceptional community, we have established guidelines for everyone in our community to follow. Please do not ask for exceptions to these guidelines unless you have a disability that requires an accommodation. We appreciate your cooperation.

As a resident, you are financially and legally responsible for your behavior and its consequences and that of your guests on the property. This section is meant to address commonly asked questions and

are not intended to cover all rules and regulations within the community. For a full list please review a copy of your lease and ask the staff if you have any questions.

Access:

- **Keys-** Each resident will receive one mail key, one front/back door key fob, one gate access device, and one parking decal. If your key is lost, replacements will be provided for a fee of \$25 for a mail key, \$50 for a black key fob and \$75 for a new gate card. Do not give your keys to anyone else. If you have lost your key, report this to the office immediately.
- **After hours lock out-** If you lock yourself out after office hours, we can help you; the after-hours number is 479-249-8847. Lock-outs will be charged \$50 per occurrence.
- **Visitors/guests** must be accompanied by a resident at all times. Residents will be held responsible for their guests' actions should damage be caused by a guest.

Unit:

- Resident shall not obstruct any ingress or egress points in the community.
- No signs, flags, draperies, or other items shall be visible from exterior as community should have uniform appearance. Holiday decorations are permitted, but you must remove them within two weeks of the holiday.
- Keep all entries, patios, and porches free of debris. Any exterior furniture should be designated for outdoor use only.
- Prohibited items – include but are not limited to, grills, fire pits, street signs, dart boards, dangerous substances, firearms or dangerous weapons, drug paraphernalia, water filled furniture, generator, or gasoline.
- Lock windows and doors to your apartment at all times. Determine who is at the door prior to opening.

Amenities:

- Use of the Common Areas of the Facility including, but not limited to, the Clubhouse/Leasing Center, volleyball court, pool, and fitness center, is for all residents and their limited guests.
- Residents with guests using these facilities must accompany their guests at all times. Guests may be prohibited at Landlord's discretion.
- If the noise from residents using the amenities disturbs other residents or if other incidents warrant, we reserve the right to modify the amenity as otherwise deemed necessary.
- Printing is available for students free of cost in our clubhouse. We will provide a limited amount of paper for residents to use.

Safety:

- Barbeque grills are provided in Common Areas. In accordance with the local fire code any other grills or hibachis are prohibited in units or on patios or balconies. Grills and fire pits are prohibited at residents individual units.
- Resident must not tamper with, interfere with, or damage any alarm equipment and/or installations.
- Smoking is prohibited in units, stairwells, building common areas, hallways, or as prohibited by local law. The term "smoking" means inhaling, exhaling, breathing or carrying any lighted

cigar, cigarette, electronic/vapor cigarette, tobacco product or any other similar lighted product in any manor or in any form.

- Resident may not trigger the overhead sprinkler system in his or her Unit.
- Fire warning devices and safety equipment are to be used only in case of emergency.
- Resident should not make any loud or disturbing noises which constitute a nuisance to other residents. Neither Resident nor Resident's guests may use the Common Areas, parking lots or grounds in such a manner that interferes with the enjoyment of other Residents.
- Large parties or gatherings of more than 10 residents are only permitted in the Amenity Space of the Retreat.
- Obtain renters insurance or participate in the Landmark Personal Property program. Keep an inventory list of personal belongings. Liability coverage is required.
- Let roommate(s) know if you are going to be out of town for an extended period of time
- Do not overload outlets by using a multi-tap connection. Make sure cords on lamps and household appliances are not split or frayed and that the wire inside is not exposed.
- Never leave cooking unattended.
- Report to the office any malfunction to devices, lights, access points, railings, etc.

Parking:

- Resident shall not park any motor vehicle at the Facility without first registering vehicle with the office. 1 vehicle per resident.
- Parking Decals must be placed on the bottom of your driver's side window. Make sure the decal is visible (especially if you have tinted windows) or your car may be accidentally towed.
- Resident shall park only in designated areas and shall not block other cars or park in front of the trash dumpsters. Resident shall not park on the grass, along curbs or sidewalks. If Resident's vehicle is found in any of these prohibited places, Resident's vehicle will be towed without warning and at Resident's expense.
- The Clubhouse parking lot is to be used only for residents and guests visiting the clubhouse. Please ensure you park in a designated spot. Future parking spaces are for Future resident's only.
- Lock doors to your vehicle at all times. Do not leave visible items in your car.
- Guests are required to park on the 3rd floor or higher in the Community Parking Deck to avoid being towed from the Community.

Pets:

- We are a pet friendly community, but residents with pets must follow these guidelines. No pets will be allowed in Resident's Unit without prior written permission of Landlord. Approval must be granted in the form of an executed Pet Addendum and pet registration through petscreening.com prior to animal entering or residing on the premises. If a pet is found in Resident's Unit, resident will be found in violation of this policy and will be fined.
- Breed and weight restrictions apply. Contact the management office for pet requirements and restrictions. Pet deposits and monthly rent is required.
- You must keep your pet on a leash and accompany the pet at all times. Animals cannot be tied to any buildings or dog lines at any time.
- Pet waste must be cleaned up. Waste stations are setup for your use throughout the community.

Utilities:

- Resident must keep all utilities to his or her Unit active and may not turn utilities off when leaving his or her Unit, even for vacation.
- Unless Landlord instructs otherwise, Resident must, for 24-hours a day during freezing weather, (a) keep Unit heated to at least 65 degrees Fahrenheit, (b) keep cabinet and closet doors open; and (c) drip hot and cold water faucets.
- All trash and garbage must be placed in the trash chute, bin, dumpster, or compactor located in the Facility if not picked up by Valet Trash. Resident agrees to cause trash and refuse to be deposited directly into such container and not left in the Unit or Common Areas, hallways, balconies or similar areas. Landlord reserves the right to impose a charge of \$25 per bag/refuse per day for violation of this provision as well as for littering by Resident. Continued violation may result in additional fines.
- Internet is provided by a Service Provider to the Facility. Review network access policy in Community Rules & Regulations for more information. If you have issues with cable or internet please refer to the Service Provider handout provided in your move in packet for access, support, or troubleshooting information.

Important Numbers:

- Courtesy Officer— 678-905-7314
- Police—Emergency 911
- Kennesaw State University - 470-578-4636
- Fire Department—Emergency 911
- Poison Control—800-222-1222
- Hospital—Wellstar Kennestone Hospital 770-793-5000
- Towing Company—Kennesaw Wrecker - 770-794-4372
- SimpleBills (Electric 3rd party billing provider)- 254-230-0199

EMERGENCY INFORMATION GUIDE

The purpose of this guide is to provide guidance on the community fire safety and evacuation plans. Always remember, call 911 if your personal safety or the safety of another is at risk!

The building is equipped with the following equipment:

- Portable Fire Extinguishers – located in the cabinet under the kitchen sink in each apartment.
- Smoke Alarms – located in the living room area, their function is to sound an alarm if smoke is present.
- Fire Sprinkler system - located in all buildings on the site internally and externally for any patios. These items are located in the ceiling and in unit walls. Their function is to discharge water when a predetermined temperature has been exceeded OR the red safety cap has been knocked off. (DO NOT ATTACH OR HANG ANYTHING FROM SPRINKLERS)

Fire/Emergency Reporting:

Please report any incidents to the office if you experience or witness: violence, criminal activity, vehicle accident, injury or other medical emergencies, electrical/mechanical concerns, fire, flooding or leaks, or pests/rodents. The office will ask you to fill out an incident report for our records.

Evacuation & Accountability:

In the event of an emergency where evacuation is necessary, remain calm and quickly exit the building using the nearest stairs, if applicable, or the nearest exit. Once outside the building, gather away from the building to clear area at least 500 feet away from affected building. Always move upwind of the building but be sure to keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel. Review community site plan for emergency exit routes for your unit and designated meeting locations once you have evacuated the building.

[Persons with disabilities or needing special assistance in the event of an emergency should locate the nearest exit and move to a safer location, if applicable. If unable to exit because of disability, needing special assistance, or if you believe someone to be trapped in the building call 911.]

Fire Evacuation Plan:

The facility has a fire alarm system that will notify occupants of a fire emergency. When the alarm sounds an audible sound accompanied by strobe lights will notify occupants of an alarm. The fire alarm is monitored by a 3rd party who will contact the fire department. If you hear an alarm don't rush out into the hallway. Feel the door, if it is hot, use another way out. If the door is cool, check the hallway for fire and if no fire is present exit the building using the nearest stairs, if applicable, and the nearest exit. Never use elevators in the event of a fire, use the stairs. Stay low as smoke and heat rises.

If you can't escape from your apartment, stuff wet towels, sheets or clothes around the door and vents to keep smoke out. Call the fire department and tell them where you are. If no smoke is coming into the room you're in, open a window slightly both at the top and at the bottom. Stay low and wave a bright cloth, towel or sheet out the window to signal your location.

If you discover a fire try to isolate the fire by closing doors as you exit the building, verbally notify those around you as you move towards exit, sound fire alarm by pulling the closest manual hand pull located next to each door, call 911, evacuate the building using the evacuation routes provided.

Medical Treatment:

If at any time you need medical treatment dial 911. If you need medical treatment while at the post evacuation designated meeting point, advise the nearest emergency personnel.

Weather-Related Emergencies:

Monitor radio and television broadcasts and be alert to changing weather conditions. Avoid unnecessary travel. To prepare for inclement weather, keep on-hand preparedness items that could include: first aid kit, battery operated radio, fully charged cell phone, flashlight, extra blankets, canned food and can opener, bottles of water.

In the event of an elevator entrapment, remain calm, do not attempt to force open doors, push the phone button which will contact the emergency number. Residents will be responsible for any tampering, misuse and/or vandalism of this equipment.

Be alert for liquid or chemical spills within the community and notify the office to address issue immediately.

Do not interfere with any civil disturbance or demonstrations and notify local law enforcement.

Earthquakes occur without warning. If inside the building, duck under the nearest sturdy object and hold onto it until the shaking stops or stand flat against interior wall. Once shaking has stopped evacuate building immediately using the evacuation routes provided.

No security system is fail-proof. Even the best system can't prevent crime. We disclaim any expressed or implied warranties of security. The best safety measures are the ones you perform as a matter of common sense and habit.