

ANDOVER HOUSING AUTHORITY
RULES AND REGULATIONS

APPLICABLE TO OCCUPANCY OF DWELLING UNITS
200-1 AND 667 PROGRAMS

1. The tenant and members of his/her household and guests shall comply with all laws and town ordinances affecting the use or occupation of the premises, and with all rules and regulations now or hereafter adopted by the management for the safety, comfort, and welfare of the occupants of the development in conformance with DHCD Tenant Participation Regulations currently in effect.
2. The tenant shall not waste nor unreasonably use water or electricity.
3. The tenant shall at all times keep the apartment in a clean and sanitary condition, including common porches and adjacent areas.
4. The tenant shall comply with reasonable directions of the management concerning maintenance of grounds adjacent to the leased dwelling. In any event, it shall be the prime responsibility of the tenant: (1) to maintain in a clean and orderly manner the grounds adjacent to his/her dwelling. (2) Not to construct fences on the property without the approval of management. (3) not to store business related equipment (lobster traps, boats, etc.) on the grounds adjacent to his/her dwelling (4) not to construct storage sheds, etc. on the property front, side, and near rear walks, steps, porches of his dwelling and the parking area. This shall be done in such a manner as not to interfere with others who are under the same obligation. This provision shall not apply to special appliances or equipment needed by any household whose sole member is elderly or disabled.
5. The tenant shall not install any new locks without the consent of the management. Any tenant who wishes to have a child safe lock installed on either their front or back door(s) may do so by calling the office. Locks will be provided by the AHA maintenance staff at no cost to the tenant.
6. The tenant shall be held strictly responsible for any loss or damage to another dwelling, as well as his/her own, resulting from the overflow of toilets, sinks, bathtubs, or lavatories in his/her dwelling if such loss or damage occurs by his/her own negligence.

7. The tenant shall take every due precaution to prevent fires; and he/she shall not store any quantity of flammable materials, in or about the premises, that would create a fire hazard. AT no time shall the tenant store flammable materials of any description in the cellar space of the dwelling. At no time should candles be burning unattended! No addition of electrical wiring is to be done by tenants and/or contractors engaged by tenants without the approval of management and inspection by the wiring inspector of The Town of Andover. There is absolutely no storage of a moped, motorcycle, ATV, or facsimile thereof to be in anyone's unit at any time.
8. No sleeping quarters are allowed in the cellar space of any Memorial Circle unit.
9. Sidewalks, hallways, and passages or porches shall not be obstructed nor be used for any purpose other than ingress to, or egress from dwellings. Exceptions as hereinafter expressly provided otherwise, there shall be no obstruction of the common areas or common facilities nor shall common areas or common facilities be used for the general storage of personal property.
10. No articles of any description shall be hung from the windows, building, railings, etc. No barricading, wrapping or screening is to be used other than there intended use.
11. No tenant may cause or permit anything to be painted, stained, chalked, charcoaled, crayoned, pastel, water colored, or any coloring applied to a glass surface of any window visible from the exterior of any unit, or on any exterior wall of any building or exterior surface of any wall or door of any unit, or upon any surface of any common area. No tenant may without the prior written approval of the management affix any sign, awning, canopy, shutter, window guard, ventilator, fan or any other object to any window of any unit or decorate any exterior surface of any dwelling unit or any surface of any common area.
12. No adhesives shall be used in laying carpets, rugs, or linoleum on the floor of the tenants' dwelling. No nails, bolts, or screws shall be placed in the walls, floor, or trim in the premises. Proper picture hangers may be used to hang items on apartment walls.
13. Plumbing and electrical fixtures shall not be used for any purpose other than those for which they were designed.
14. No aerial wires of any description or television antennas or satellite dishes shall be installed on the building or in the yards, ornamental flags, bird houses, signage of any kind, and any clutter on porches. Any table and chairs need to be designated for outdoor use only. I.e.; please do not bring normal indoor table and chairs out to your porches.

15. Automobiles registered to the tenants shall be parked in designated parking spaces only. Due to the limited availability of parking spaces, families shall be allowed only one assigned parking space. Assignment shall be made upon application for parking sticker for all authorized cars. All additional cars are to be parked down behind the maintenance shop next to the dumpsters, on a first come first serve basis. NO unregistered automobiles shall be stored anywhere on the premises. All unregistered automobiles will be towed at the owner's expense. No repairs, etc. to automobiles are to be made on Housing Authority Property.
16. Charges may be incurred on various items such as lock-out, replacement of glass, screens, keys, etc. and charges for work on apartments due to negligence of tenants. Please see charge sheet.
17. Washing machines are restricted to the basement of dwelling in the Memorial Circle complex. At no time shall the tenant be authorized to use washing machines of any description in any location other than the basement.
18. Waterbeds and dishwashers are not allowed in any unit.
19. NO roller blading, skateboarding, and roller skating is allowed on any AHA property at all.
20. The tenant shall be strictly responsible for compliance with all Town Ordinances applicable to the method of disposal of trash. Tenants must bring trash directly to the dumpsters.
21. All trampolines, swing sets and swimming pools are prohibited with the exception of small wading pools not to exceed 12 inches in depth, and the pools must be under the direct supervision of a grown-up with the understanding they will be emptied when not in use.
22. All Memorial Circle Family Housing Tenants are required to keep free from snow, ice, and debris the front and rear steps of their housing unit. If disabled, the tenant is allowed to hire someone to clear the front and back steps and deduct the cost as part of their annual medical deduction. If a tenant does not clear their stairs of snow, ice and debris, and it becomes necessary for the Housing Authority maintenance staff to do so, the tenant will be charged accordingly.
23. There are absolutely no pets allowed in Memorial Circle residences with the exception of fish and quiet birds in cages. This includes NO VISITING Pets.
24. Washing vehicles on AHA property is prohibited at any time.
25. No hover boards and/or drones are to be used or operated on any AHA property at any time.
26. There is to be no storage of any mopeds, scooters and/or motor cycles inside any unit.

27. In regards to assigned parking, if you do not have a vehicle you are not to loan your space for others to use. AHA assigns all parking and it's not automatic that you get a spot upon moving here.
28. You may repaint your unit after 7 years of occupancy and the paint will be supplied at no charge. All apartments are painted the same color with no exceptions.
29. Air Conditioners – Due to recent problems with frozen water pipes and heat pipes, The Andover Housing Authority's Board of Commissioners voted on February 18th, 2016 to change the policy for the use of air conditioners in all of the AHA properties it manages. The properties are as follows: Memorial Circle, Chestnut Court, Grandview Terrace and Stowe Court. This policy change is effective immediately. The change in policy is as follows: **All air conditioners are to be removed effective Columbus Day, and remain out until April 1st, of the following year.** As with other rules and regulations, your full cooperation will be needed in this matter. To those households who do not comply, there will be a **\$75.00 CHARGE** for the Maintenance Department to remove **EACH ONE** per the policy charge.

Amendment to Air Conditioning Rules and Regulations:

In regard to recent changes in the Health and Sanitary Code, units with only one (1) bedroom window will not be able to have a fixed air conditioning unit installed in that window as it impedes the exit in case of an emergency

As an alternative, a resident can install what is known as a portable air conditioning unit that has a hose which leads to a removable frame for the air conditioner to exhaust outside.

Adopted by The Board of Directors
April 25th, 2019

I HAVE RECEIVED, READ, AND UNDERSTAND THE RULES AND REGULATIONS ADOPTED BY THE BOARD OF DIRECTORS OF THE ANDOVER HOUSING AUTHORITY ON APRIL 25TH, 1991, AMENDED ON 11/17/94, 3/22/2000, 9/18/2003, 12/18/2003, 2/18/2016, 3/16/2017, 5/17/2018, and 4/25/19.

SIGNED: _____ DATE: _____