



4985 Battle Creek Road SE, Suite 200  
Salem, OR 97302

503-585-8789 Office  
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## COMMUNITY POLICIES

*Woodscape Glen Community Policies are considered an addendum to all rental agreements.  
These policies apply both to tenants and where applicable, guests.*

**Updated December 2024**

### Rent and Deposits

- Nonrefundable Application Fee per adult, payable by check or money-order (no cash).
- Refundable Security Deposit: Varies by unit, payable by check or money-order (no cash).
- The first month's rent is pro-rated if move in occurs after the first of the month.
- Rent checks are due on the 1<sup>st</sup> of the month, payable to **Wildwood, Inc.** and must be check, money-order, or ACH (no cash).
- ACH Option: To use our ACH process to pay rent, you will need to sign an authorization form and return it to us, along with a voided check or letter from your bank confirming the account information. It takes approximately 1 week to complete the initial set up. Please call or email the office to request an authorization form.
- Rent may be mailed, dropped off at the office, or left in the rent drop-box located to the left of the Wildwood office front door and labeled "*Rent Drop*". Please do not use envelopes in the drop-box.

### Smoking

- Woodscape Glen is a **non-smoking property**. Smoking is not permitted anywhere on the Woodscape Glen property or the Schoolhouse Corner property. There shall be no smoking of any cigarette, marijuana (recreational or medical), or inhalant delivery system on the Property, including within the Premises. The Oregon Health Authority defines "inhalant delivery systems" as devices that can be used to deliver nicotine, cannabinoids and other substances, in the form of a vapor or aerosol. These include e-cigarettes, vape pens, e-hookah and other devices. This applies to tenants and visitors.

### Animals

- Cats (up to two) are allowed with a \$300 pet deposit per cat. Pet rent of \$20/pet will be added to the monthly rental rate. Dogs are not allowed as pets at Woodscape Glen. Please note that this applies to tenants and visitors.
- No breeding is allowed.
- No animal with a history of aggressive, threatening or violent behavior is allowed.
- Animal(s) will not be allowed out of the unit except when being carried by Resident or when on a leash under Resident's control.
- Animals(s) will not be allowed to use any part of the Premises for depositing waste. Should this occur accidentally, Resident will immediately pick up the waste. Animal waste that is accumulated in a tray inside the unit will be disposed of promptly & properly.

## Utilities

- Tenants are responsible for all utilities: water/sewer, natural gas, electricity, garbage service, phone, cable, internet service. Tenants are expected to have utilities established in their own name immediately following execution of the rental agreement.
- Trash and recycling bins should be out by 7 a.m. on Friday for pick up and must be returned to individual garages the same day. Garbage and recycling bins must be stored in the garage and are not allowed to be stored outside the residences. Furniture, excess garbage, recycling, etc. is not allowed to be stored outside the residences.

## Notice to Vacate

- A written 30-day notice to vacate is required and must be signed by all tenants named on the rental agreement.
- Tenant is responsible for having all garbage and recycling receptacles removed **prior to** move out. Failing to do so could result in administrative costs being deducted from the security deposit.
- Any refund of rent and security deposits will be made after all keys and garage door openers have been returned and the unit inspected. Refunds are issued promptly within 30 days of moving out.

## Fees and Charges

- Rent is due on the 1<sup>st</sup> of each month and considered late after the 4<sup>th</sup>. A \$25 late fee is imposed for rent not received by end of day on the 4<sup>th</sup>. See Rental Agreement, Section 1.
- There is a \$35 fee for all returned checks or ACH payments.
- There is a \$250 fee for tampering with the smokedetector.

## Parking

- **All vehicles in the possession of tenants must be parked either in the garage or in the driveway of their unit.**
- The guest parking bays at Woodscape Glen are reserved exclusively for visitors and are **not** to be used as overflow parking for tenants.
- **Parking is not permitted on Wildwood Drive or on Wintercreek Way.** The Fire Department requires that the streets be kept free of all vehicles to allow passage of emergency vehicles.
- The gravel turnaround area at the end of Wildwood Drive cannot be used as a parking area. This area is to be available at all times for the Fire Department as a turnaround in emergency situations.
- There are three parking spaces at the East end of Wintercreek Way in the gravel turnaround. The remainder of the gravel area, which is marked, is not to be used for parking and is to be available at all times for the Fire Department as a turnaround in emergency situations.
- Boats, trailers, recreational vehicles, etc. are not permitted and must be stored off-site.
- All vehicles must be in running condition, have current license plates and used regularly.
- Motorcycles must be parked inside the garage.
- Garages are meant for vehicle use only. Garages are not intended as storage units or to be used for other activities.

## Garage Sales

- Garage sales are not allowed at Woodscape Glen.

## Outside Decorations

- No decorative or other items (including plants) shall be placed on exterior facing walls or in landscaped areas without prior permission from the manager. This also includes flags and signage of all types.
- No items shall be fastened or installed on the outside of the units without prior permission from the manager (including but not limited to: satellite dishes, air conditioners, hanging planters, hose reels).
- Outside decorative items such as planters, statues, or fountains may not be placed on patios or walks if they obstruct the sprinkler system or safe passage for people and vehicles. Please refrain from using any kind of decorative planters that might leave a stain on the concrete or wood surfaces.
- Please use caution when watering planters on wooden decks. The moisture can cause dry rot resulting in a need to replace decking.
- Management takes care of all holiday lighting. Please do not put up exterior holiday lights at individual units without permission from management.
- Portable air conditioners **are** permitted. Portable air conditioners that require a removable window vent attachment will require prior consent from management, which consent will not be unreasonably withheld.
- Window mounted air conditioners are not allowed due to egress issues; the inability to lock an accessible window; the brackets/hardware could damage or void the warranty of the window, puncture the envelope of the building or otherwise cause significant damages and without brackets the window unit poses a risk of falling and injuring people or property.

## Satellite Dishes/Antennas

- Satellite dishes and/or antennas are prohibited.

## Maintenance, Questions and Emergencies

- Management is happy to take care of maintenance issues. If you have any maintenance requests or questions, please feel free to call the Wildwood office at **503-585-8789** during regular business hours; or complete an online maintenance request form <http://woodscapeglenn.com/current-residents/>; or e-mail [Administration@wildwoodco.com](mailto:Administration@wildwoodco.com);
- If a true emergency occurs after business hours or on the weekend, please call **503-602-2078**.
- Residents will be charged for maintenance calls that are a result of negligence or improper use. The extra charge only applies to issues that are obviously caused by the resident and not a result of faulty equipment or appliances.
- Examples of maintenance issues that will be billed to the resident include (but are not limited to) the following: locking keys inside the unit, replacement of lost keys/garage door remotes, clogging the toilet with too much toilet paper or non-flushable items, filling the disposal with too much food waste or non-food items, etc.
- Items **not** to be put into the sink or disposal: pasta, eggshells, coffee grounds, rice, popcorn, bones, grease, vegetable peels (potatoes, zucchini, carrots, etc.), fruit pits or seeds, celery, chard, kale, lettuce, anything in bulk. These items (and similar ones) will clog the sink. Clearing these types of clogs will result in a fee to the resident.

## Storage

- Please do **not** use the space under the decks, in the attic or in the crawlspace openings (if applicable) for storage. The use of these spaces is prohibited.

## Safety Measures

- The speed limit is 10 MPH. Please do not exceed this speed while in the Community.
- A minimum of \$100,000 Personal Liability Renters Insurance is required. Proof of insurance must be submitted to the office immediately following execution of the rental agreement. Resident must name Wildwood Inc. as an interested party on Resident's renter's liability insurance policy authorizing the insurer to notify Wildwood Inc. of: (A) cancellation or nonrenewal of the policy; (B) reduction of policy coverage; or (C) removal of Wildwood Inc. as an interested party.
- **BBQs:** Please keep all barbecues at least 18 inches away from deck or wall siding. The heat from the barbecue can melt the siding. Tenants will be billed for siding damaged by placing barbecues too close to the siding. Please do not allow BBQ grease, food, or ash to deposit onto the deck or patio.
- Check smoke/carbon monoxide detectors at least once a month, using a broom handle to press the button in the center of the detector.
- Residents are responsible for replacing light bulbs and batteries during the tenancy. If you are unable to safely reach these items, please call the office.
- Do not put objects in front of the GFI circuit protector on the wall in the garage.
- Please do not attempt to fix any equipment or appliances yourself.
- Prevent freezing pipes by leaving cupboard doors open under the sinks to allow warm air inside the cabinets around the plumbing, especially those on outside walls. For sink/tubs on exterior walls, allow the faucets to drip overnight (and during the day if you are going to be away from home) to keep water moving through the pipes. Notify the office if you will be leaving town. Don't turn off the heat. To prevent freezing pipes, the heat should be set at 55° or above.
- All **wood fireplaces** have been **converted to electric** inserts and are no longer operable as wood burning fireplaces. The electric inserts are not removable. Burning is not allowed and will cause significant damage.
- Exterior gates are to remain locked at all times. The Mahonia Landscaping team may access the gated areas occasionally to prune trees and clear brush to maintain the health of the vegetation throughout the community.
- Once per month, the pest control service provider will be onsite. This provider will also access the gated areas to perform pest prevention services.
- Feeding squirrels and any other wildlife is not allowed in the Woodscape Glen community.
- Bird feeders must be reviewed by management for approval. Prevention of squirrel access is required.
- We are not a Retirement Community or Care Facility. If you need living assistance, please contact a local service.