

**KINGSTON PLACE STUDENT CONDOMINIUMS
2718 PAINTER AVENUE
KNOXVILLE, TENNESSEE 37919**

865/673-0236

HOLMES
HOUSING

RentUTK.com

PO Box 1335

Dear Kingston Place Residents: Morrystown TN 37816-1335

Your management team, Linda Proffitt-Project Manager and Kyle Thompson-Maintenance Supervisor, welcomes you to Kingston Place. Office hours are Monday, Wednesday and Friday 12:00 PM-4:00 PM. Office Telephone number is 673-0236. For assistance on Tuesday or Thursday or for after hours emergencies call 531-2020.

Outlined below is some general information as well as some rules and regulations that you need to know to ensure your safety and satisfaction while living here.

1. PARKING

You must have a valid parking tag displayed in the lower corner of the driver's side front windshield of your vehicle. Our parking policy is as follows: Any vehicle without a valid tag will be towed at the owner's risk and expense from our lots from 11:00 PM through 6:00 AM Sunday night through Friday morning. There is no towing on Friday and Saturday nights, and of course, your guests are free to park in the lots during the day. Residents with valid tags do receive precedence over guests should it become necessary. Parking policy signs are posted in our lots. Parking is only allowed in properly marked and designated parking spaces. If a car is towed please contact Sutherland Avenue Wrecker Service at 2607 Sutherland Ave., telephone number 525-0597. Please keep in mind that the parking policy is to ensure that our residents can always find a place to park their own cars.

Please be aware that residents are responsible at all times for their guests. Be sure to keep your guests informed of our parking policy. There are eight designated visitor-parking spaces. Three on the Jersey Ave. end of the 400 building parking lot and three on the end of the 300 building parking lot And two upper end of building 100 parking lot off Painter Ave. There is a three (3) day limit on parking in the visitors spaces. Also, let me remind you not to park in the areas painted with "NO PARK" or "X's" located at the end of the row of parking spaces on your left as you enter the complex and at the end of the parking lot outside the office where there are yellow "X's". It is for the safety of all the residents that no vehicles are in these areas as it would be impossible for emergency vehicles to get into the parking lot or down the walkway.

Temporary passes are available at the office during business hours for a period of three days. A \$50 deposit is required and the check will not be cashed unless the pass is not returned in the specified time. Remember that any lost or unreturned parking tag carries a \$50.00 replacement cost.

2. TRASH

There are two dumpsters for your household garbage. These are located on Jersey Ave in the 300 building's parking lot, which is above the pool and volleyball area. We work very hard to maintain the aesthetic appeal of Kingston Place and we need "your help" too. Do not leave your trash outside your unit. You will be charged \$10 for any trash left outside that has to be taken to the dumpster.

Small garbage cans are located in the laundry room for your convenience. These receptacles are intended for incidental laundry items that you wish to throw away and should not be used as a shortcut to the dumpster. Please do not discard trash or cigarette butts in the mulch beds. There is a charge imposed by the Homeowners Association for any incident of littering the beds.

3. PEST CONTROL

As part of our efforts to maintain the quality of our complex, we have a contract with a pest control company to treat the condominiums every other month. A large part of pest control is keeping each unit clean. If you require an additional treatment call or come by the office.

4. LAUNDRY FACILITY

The laundry room door is locked and keyed for your safety and security. If you do not have a key, please stop by the office and pick one up. Please notify the office of any malfunctioning washer or dryer. Help us conserve energy by turning out the lights when you are finished.

5. VENDING MACHINES

Vending machines are located in the laundry room for your convenience. Please call us in the office if you have suggestions for different selections or regarding any malfunction.

6. SAFETY AND SECURITY

Your safety and security is very important to us. We must all act as a group for our mutual protection. Please advise us of any outside security lights that are out on the property. If you notice any unauthorized people or suspicious activities on the grounds, including the pool area, if it is after office hours, please feel free to call 911 and have them investigate. If it is during office hours come by or call the office.

Please be sure that you have filled out a notification form at the office in case of an accident/emergency.

7. ITEMS ALLOWED OUTSIDE UNITS

The only items allowed outside your condo are doormats, bicycles. No charcoal or gas grills are allowed per the Knoxville fire code. Any other item(s) found outside your unit or hanging over the balcony will be disposed of.

8. GAZEBO/POOL RESERVATIONS

The pool can be reserved for parties by making a \$100 deposit. The check will not be cashed unless there are damages or trash must be picked up following the reservation. Barbecue grills are provided for your enjoyment. We ask that you cleanup the area and the grills, after use, where someone else can enjoy the facilities.

9. RENT

Rent is due the 1st, pay to: Robert Holmes, 892 Pine Haven Dr, Morristown TN 37814



10. MAINTENANCE REQUESTS

(CALL RENTUTK.COM FIRST AT 423-586-1770)

You may stop by the office, telephone the office, or leave a written request in the black mailbox to the left of the office door for any maintenance requests. Normal repairs are usually taken care of in 24 hours. Your requests are important to us and we work very hard to ensure that all problems are corrected quickly and professionally.

Please do not hesitate to call us if you have any questions or improvement ideas. The office is open Mondays, Wednesdays and Fridays from 12:00 PM to 4:00 PM. During office hours, you can reach Linda at 673-0236, if I am on the other line or out of the office, please leave a message on my voice mail. On Tuesdays and Thursdays I can be reached at 531-2020. In case of an emergency after hours, call 531-2020 and have Kyle paged. This is a 24-HOUR ANSWERING SERVICE. Please be sure to give them your name, telephone number, condo number and the nature of the emergency. Please do not have him paged unless it is "an emergency". An emergency is, for example, water coming into your unit from the ceiling or walls. A fire is another emergency but of course, call 911 to report a fire as well as having Kyle paged. If you are locked out of your condominium, THIS IS NOT AN EMERGENCY. Kyle can let you in, if he is available but you will have to be prepared to pay him \$25.00 for this service or call a locksmith.

11. QUIET HOURS

We have quiet hours at Kingston Place as follows: Sunday - Thursday after 10:00 P.M. and Friday - Saturday after Midnight. The definition of "Quiet" is that the sounds (music, tv, party, etc.) coming from your unit should not be so loud as to be heard outside the unit. Please be considerate of your neighbors who may be studying or have an early class.

12. WATERBEDS

Waterbeds are strictly prohibited. As you can imagine, a waterbed leak in a multi-family building can cause serious damage.

13. PET POLICY

Per the Homeowners Association meeting held on Dec. 14, 1999, there are no pets allowed for tenants or homeowners. The homeowners that have had their pets before the Dec. 14, 1999 meeting are responsible for any damage caused by a pet to any elements of the common areas. Pets are required by the Knoxville Leash Law to be controlled on a leash. Owners are responsible for curbing their pet only in the grass area directly above the volleyball court running up to Jersey Avenue or in the grass area on the Concord Street end of the One Hundred and Two Hundred buildings. Violations fall under the penalties imposed by the Homeowners Association documents.

We welcome any suggestions you may have to make Kingston Place a special place to call home. Thank you for choosing Kingston Place.