SPRUCE LODGE

SHARED SPACE HOUSE RULES ADDENDUM

29431 US Highway 160 • South Fork, Colorado 81154

This Shared Space House Rules Addendum ("Addendum") is intended for applicants and, if a lease is signed, will supplement the Fixed-Term Residential Lease Agreement ("Lease") for the applicable Spruce Lodge unit. These rules are designed to support a clean, safe, respectful, and comfortable shared living environment.

Applicant / Resident Name(s): _____

Unit / Room (if assigned): _____ Proposed Move-In Date: _____

1. Respect for Others and Quiet Hours

- Treat other residents, guests, staff, and management with courtesy and respect. Harassment, threats, intimidation, discriminatory conduct, or repeated disruptive behavior are not permitted.
- Quiet hours are 10:00 p.m. to 7:00 a.m. Keep conversations, music, television, phone calls, and other noise at a level that does not disturb others at any time; use headphones when appropriate.
- Do not enter another resident's bedroom or private unit without that resident's express permission. Respect others' privacy and belongings.

2. Kitchen and Dining Areas

- Clean up promptly after preparing or eating food. Wash, dry, and put away dishes and cookware, or load and operate the dishwasher immediately after use..
- Wipe counters, tables, stovetop, microwave, and other surfaces used. Remove food scraps and dispose of trash properly.
- Label personal food when helpful and store it only in designated or reasonable areas. Do not use another resident's food or belongings without permission.
- Do not leave cooking unattended. Use appliances safely and report malfunctioning equipment promptly.

3. Refrigerator, Pantry, and Food Storage

- Keep stored food covered and sanitary. Dispose of expired, spoiled, or abandoned food promptly.
- Do not store personal items in a way that blocks shared shelves, walkways, or access to appliances. Management may establish reasonable shared-storage arrangements.

4. Bathrooms and Laundry

- Leave shared bathrooms clean and ready for the next person. Remove personal items, wipe up spills, and report plumbing or maintenance concerns.
- Use laundry facilities only as designated. Remove laundry promptly when cycles finish, clean the lint trap after each dryer use, and do not leave personal items in the laundry area.
- Guests are not permitted in laundry facilities, consistent with the Lease.

5. Common Areas and Shared Furnishings

- Common areas are shared by all residents. Return furniture and shared items to their usual locations after use and keep exits, halls, and walkways clear.
- Do not remove shared furnishings, equipment, kitchenware, or other property from the Lodge without management's permission.
- Keep personal belongings contained in your assigned room or designated storage area. Do not treat common areas as personal storage or reserve shared areas for exclusive use.

6. Cleaning, Trash, and Personal Responsibility

- Each resident is responsible for cleaning up after themselves and for promptly addressing messes they create in shared areas.
- Place trash and recycling in designated containers and follow posted disposal instructions. Do not leave garbage, food, or dirty dishes in common areas.
- Participate reasonably in any shared cleaning schedule or house responsibilities communicated by management.

7. Guests and Visitors

- Residents are responsible for their guests' conduct and for any damage, disturbance, or rule violation caused by them.
- Follow the guest and overnight-visitor provisions in the Lease. Under the current Lease terms, overnight guests are not permitted in shared suites. In private units, occasional overnight guests are limited to two consecutive nights per calendar month without prior written approval; advance notice to management is required. Longer stays require written approval.
- Guests may use common spaces only while accompanied by their host and may not enter other residents' rooms, use laundry facilities, or receive access codes or keys. Do not share keys or access codes.

8. Safety, Security, and Fire Prevention

- Lock doors as appropriate and safeguard keys and personal access codes. Report lost keys, suspected unauthorized access, or security concerns to management promptly.
- Smoking is prohibited as stated in the Lease. We are a 100% non-smoking property - this includes e-cigarettes and vaping.
- Pets are not permitted except as addressed in the Lease and applicable law.
- Candles or lit flames are prohibited.
- Do not block exits or tamper with smoke detectors, fire extinguishers, safety equipment, exterior cameras, or building systems. Do not use candles, open flames, space heaters, or other potentially hazardous equipment where prohibited by management or applicable safety rules.
- Report emergencies immediately to emergency services when warranted, then notify management as soon as practicable. Promptly report leaks, damage, pests, unsafe conditions, or needed repairs.

9. Parking and Outdoor Areas

- Use only the parking space assigned to you, if applicable. Keep access routes and neighboring spaces clear, and do not store vehicles, trailers, or equipment on the property without permission.
- Keep outdoor areas tidy. Dispose of cigarette waste and litter properly; smoking remains prohibited under the Lease.

10. Maintenance and Communication

- Notify management promptly of maintenance needs, damage, or conditions that may affect health or safety. Do not attempt repairs to building systems unless authorized.
- Follow reasonable, non-discriminatory instructions from management concerning shared-space safety, cleanliness, maintenance, and access, provided they are consistent with the Lease and applicable law.

11. Violations and Relationship to the Lease

- Management may address violations through communication, written notice, or other remedies permitted by the Lease and applicable law. This Addendum does not authorize unlawful fees, entry, eviction, or other remedies outside applicable law.
- If this Addendum conflicts with the Lease or applicable law, the Lease and applicable law control. Any change to the Lease must be made in the manner required by the Lease and law.

Acknowledgment

By signing below, I acknowledge that I have received and read these Shared Space House Rules. I understand that, if I enter into a Lease for a Spruce Lodge unit, I agree to follow these rules as a supplement to the Lease, subject to applicable law.

Applicant / Resident Signature: _____ Date: _____

Printed Name: _____

Landlord / Authorized Representative: _____ Date: _____