

# THE **woods** *at Millikin*

## RESIDENT POLICY BOOK

Please read the policy book carefully. You will find important phone numbers, valuable information regarding your apartment, and The Woods' rules and regulations to abide by. Following these guidelines will help to ensure your stay at The Woods at Millikin is enjoyable.

The policies and rules set forth within this policy book are part of the original lease. Any violation of these rules is a violation of the lease.



# Welcome to the Woods!

1135 W. Wood St  
Decatur, IL 62522

## Phone Numbers

Woods Leasing Office: (217)-464-8635

**Emergency Maintenance:** (217)-464-8635

**(Use Resident Portal app for non-emergency work orders)**

Security: (217)-521-0194

## Woods Leasing Office Hours

Monday – Friday 9:00am – 6:00pm

Saturday 10:00am – 4:00pm

## Maintenance Hours

Monday – Friday: 8:00am – 5:00pm **(Use Resident Portal app to submit work orders with photos)**

Emergency On-Call: Monday-Friday starts at 5:00pm and all-day Sat/Sun.

## Security Hours

Monday-Friday: 6:00pm-5:00am

Saturday: 4:00pm-5:00am

Sunday: 6:00am-5:00am

The Woods Security Staff will respond to the following after hours:

- Lockouts\*
- Noise disturbances\*
- Fire alarms\* (in case of a fire, contact 911 first)
- Criminal damage to property\*
- Parking issues
- Policy book violations\*

**\*A fee will apply to the above issues if security responds**

**If any questions arise regarding security, please contact a member of The Woods management**

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## **Resident Portal – Maintenance Requests**

To report a maintenance service request please log-on to the Resident Portal. The portal can be accessed via our website [www.thewoodsatmillikin.com](http://www.thewoodsatmillikin.com) and clicking the “Resident Portal” tab or by downloading the Resident Portal app. Students can submit and track service requests using this app.

## **WiFi – Contact Millikin IT**

Internet service is provided by Millikin University through Wi-Fi using access points in your apartment. Internet related service or set-up questions should be directed to Millikin IT. IT is located in Shilling Hall room 114 or by phone 217.362.6488. **Personal routers are NOT allowed.**

## IMPORTANT INFORMATION REGARDING YOUR SERVICES AND AMENITIES

### Amenities & Utilities

#### Televisions

All apartments are furnished with a flat panel, HDTV. The Woods does not supply remote controls for the installed televisions. Residents are encouraged to purchase their own universal remote control to use with the TV installed in the living room area. Plasma/LCD TVs are not to be cleaned with glass cleaners or other common household products.

#### Furniture

All furniture provided by the Woods must stay in the apartment at all times. Furniture is not allowed on decks, other than patio chairs. The Woods does not provide patio chairs.

**1030 Residents** – Cable & Internet service is provided by Xfinity. Any issues that arise, contact 1-800-XFINITY ask for the residential department. You will need to pick up and return your equipment at the Forsyth Xfinity location 108 Barnett Ave, Forsyth, IL 62535

#### Electric Utility

Electricity usage is billed monthly from AmerenIP. If you have questions regarding your statement or service, please call **AmerenIP at 1-800-755-5000**. If you lose power from the receptacles or appliances, first check the circuit breakers in the bathroom area to make sure that all switches are in the ON position. All electrical outlets located in areas where water is used are equipped with GFI reset buttons. If you have a power failure at any of these outlets, including the bath vent and lights press test and then reset located on the outlet. **Electric utility service is your responsibility, and you must make sure service is discontinued at the expiration of the lease.** Remember to provide them with a forwarding address.

#### Water Utility

Water usage is billed every month by the City of Decatur Water Department. If you have questions about the statement or service, call the City of Decatur Water Department between 8:00 am – 4:30 pm, Monday through Friday at (217) 424.2841. The City of Decatur Water Department is located on the 2<sup>nd</sup> Floor of the Decatur Civic Center, located at 1 Gary K Anderson Plaza, Decatur, IL 62523. Final meter readings and charges will be deducted from your security deposit, paid bills with service dates will be provided in your security deposit return package.

#### Text Messages/Email

Due to popular demand by our residents, we will send you text messages to alert you of any update to apartment/lease, including but not limited to balances, emergency community updates, missing lease information, etc. If you change your email/ phone number for any reason, you are required to let our Office Coordinator know. If you opt-out of the program, you will NOT be notified of important updates.

## BIG BLUE CLUBHOUSE

### Big Blue Clubhouse

Big Blue Clubhouse hours are from 8:00am–10:00pm. If there are any damages or missing/stolen Woods property to the clubhouse, then you will be billed as common area charges (prorated amongst all residents equally). If you notice a resident/guest who is causing damage to the clubhouse, please inform our staff immediately. If we know who is causing the damage, we will bill/charge those people directly.

### TV Lounge/Game Area

The main level of the Clubhouse contains a TV lounge and game area. Residents are welcome to use this area, but smoking and alcohol are not allowed. Any food or beverages found in the refrigerator will be discarded. This area can be reserved at the Woods office and requires a \$100 deposit at that time. The deposit will be returned as long as the area is in proper condition. Billiard cues/balls are stored in the bench seat.

### Fitness Center

The Fitness Center is located on the upper level of the Big Blue Clubhouse. Fitness Center hours are 8:00 am – 12:00 midnight daily. The Fitness Center is for the exclusive use of The Woods and 1030 residents and can be accessed with your Woods Fob. No food is allowed in this area. Please be courteous by cleaning any equipment that you have utilized and turning off the TV's when leaving the Fitness Center. **Do not move any of the equipment.**

### Tanning

The Woods operates a state and county licensed tanning operation. Hours of operation are Monday through Friday 10:00am – 4:30pm, and Saturday/Sunday 10am – 3:30pm. Tanning is reserved exclusively for Woods and 1030 residents and is offered free of charge. As a licensed facility, all applicable regulations have been met, and strict compliance is mandatory. Please note that you will only be allowed to tan once in a 24-hour period. Those wishing to tan must register at the time of their appointment at The Woods' office, and complete all necessary registration and disclosures, AND present their eye protection (goggles). The Woods does not provide tanning supplies. The Woods' tanning apparatus is a high-powered 10-minute tanning booth, not the standard 30-minute tanning bed. Due to its intensity, your exposure times will be limited.

### Swimming Pool

Pool hours are 9:00 am – 8:00 pm daily.

The pool rules are as follows:

- No lifeguard on duty – so swim at your own risk and **NO RUNNING!**
- Any guests must be **ALWAYS** accompanied by a Woods or 1030 resident
- Persons under the age of 16 must be accompanied by their parent/guardian or another responsible person over the age of 16.
- A person under the influence of alcohol or exhibiting erratic behavior shall not be permitted in the pool area. **NO ALCOHOLIC BEVERAGES** are allowed in the pool area.
- Admission to the pool shall be refused to all persons having any contagious disease or any infectious conditions
- Littering is prohibited; In addition, no food, drink, gum or tobacco is allowed other than in specifically designated areas
- Glass bottles, aluminum containers and coolers are prohibited in the pool area
- Swimming is prohibited when thunder is heard or lightening is seen, including a 15-minute period after the last lightening or thunder is detected
- Swimming apparel must be worn at all times
- Life-saving apparatus are not to be utilized **EXCEPT** in the case of an emergency
- The Woods is not responsible for any personal items removed from the pool

## THE WOODS “COMMONS” MAIN OFFICE BUILDING

### **Computer Lab/Study Area**

The computer lab and study area are located on the upper level of the Commons Building and is open 8:00 am – 3:00 am daily. Four internet connected workspaces are available for your use. Free color printing is available. There is a free Wi-Fi connection in the computer lab for your convenience and can be accessed using your MU ResNet account.

### **Woods Theater**

The theater room is located on the lower level of the Commons Building. This space can be reserved for special event programming for Woods & 1030 residents or university sponsored events. This area can also be reserved at the Woods office. This area can be reserved at the Woods office and requires a \$100 deposit at that time. The deposit will be returned if the area is in proper condition.

### **Mailroom**

One mailbox is provided for each apartment and is owned by the United States Postal Service (USPS). The Woods office is not responsible for mail delivery and all problems must be addressed to the local postal office. You can contact them at 217.428.4471. Each mailbox has a recessed combination lock that will be assigned at the time of move-in. The Woods will accept larger packages and parcels delivered during business hours. Resident will be responsible for retrieving larger packages and parcels from the mailroom. Any unclaimed packages will be returned to sender after 30 days.

### **Security**

The role of security (contracted officers) is to observe, report, and assist residents while enforcing rules of the resident policy book. It is the residents' responsibility to lock their doors, deadbolts and windows. You must always comply with requests by a security officer as it pertains to policy. Security will work closely with the Decatur Police Department in order to enforce the local, state, and federal laws.

### **Security Cameras**

Security cameras are positioned throughout the complex. Our security team and Woods Management use these cameras to monitor the property. Please be aware that these cameras are recording 24-hours a day on videotape (closed circuit television). Damaging or tampering these cameras will be grounds for a 10-day notice and strike. Residents are not allowed to review footage from the security cameras. Officers from the Decatur Police Department are allowed access to all footage upon request when investigating a case.

### **Main Common Doors**

All residents of The Woods may gain access to the complex by entering through the doors of the commons building. For the safety of our community, do not hold or prop the door open for strangers.

## VEHICLE POLICIES & INFORMATION

**1030 Parking** – Each unit has 1 guaranteed parking space that is numbered for your unit. There are visitor spaces available as well. All cars parked at this location must have a Woods issued parking sticker. You can park on the street in front of the building as well. If someone occupies your space, contact the towing company listed below. They will be towed at the car owner's expense.

### **Woods Parking**

All residents must register their vehicle with The Woods office. Secured parking spaces are for residents with "The Woods" decals. The decal must be placed in the inside lower right side of front windshield. The Woods parking is for vehicles only. Boats, trailers, RV's, etc. are not permitted. The Woods offers 48-hour guest parking passes, see the office for details. Any vehicles found within the complex without a properly displayed decal will be towed at the owners' expense. Vehicles parked in employee spaces will also be towed. If you are driving a different car temporarily, please obtain a "Temporary Parking Pass" from the Woods front office. Temporary parking passes are issued for two weeks at a time. Once the two weeks has passed, residents need to obtain a new pass or risk being ticketed or towed. All guests must obtain a "Guest Parking Pass" which are issued for 48 hours at a time. Driving or parking on the sidewalks and/or grassy areas is not allowed.

**TOWING IS HANDLED BY**  
**Shaners Towing 217-875-2200**  
**3696 Greenswitch Rd Decatur IL 62526**

**THE WOODS IS NOT RESPONSIBLE FOR LOSS OR DESTRUCTION OF ANY VEHICLE OR ITS CONTENTS WHILE  
PARKED WITHIN THE COMPLEX or at the 1030 location.**

### **Vehicle Gate (Oakland St. Gate)**

Only residents of The Woods and 1030's building may use the vehicle gate. It is located on the southeast side of the complex. Your Woods key fob is encoded for access to the gate. The vehicle gate is operated by a sensor pad that will not function properly if the key fob is not waved immediately. Have your key fob ready when pulling up to the gate to avoid the sensor pad from timing out. In the event the sensor pad is timed out, back your vehicle up at least two car lengths and retry. After you have passed through the gates, within 10 seconds the gates will close and not reopen until the card reader or sensor pad has reactivated, thereby preventing any unauthorized vehicles from entering through the entrance or exit gates. Please do not tailgate and follow the car in front of you in or out of the gate. The gate must close between each vehicle. If the gate is beginning to close, please stay at least one car length away from the sensor pad to allow the gate to close completely. If the gate is forced to re-open before shutting completely, it may cause the gate to not open or create damage to the track. These gates are not pedestrian gates. **Do not walk through the vehicle gates. Do not use the entry gate as an exit, nor use the exit gate as an entry. Walking through the vehicle gate is dangerous and is a breakdown in security.** Any damage done to the gates will be billed as common area charges.

### **Bike Racks**

The Woods at Millikin provides two bike racks in the parking lot. Bikes must be chained to the provided bike racks in the parking lot. Bikes are not to be chained to your deck/patio/light post for any reason. Any bikes chained in prohibited areas will be discarded without notice. Bikes which are damaged and/or inoperable will also be removed and discarded.

## MAINTENANCE PROCEDURES

### **Maintenance Work Orders**

Residents are required to file work orders for any area of the apartment in need of service by using the resident portal. The Woods office staff will assist you by telephone, e-mail or by stopping the office to get help with the resident portal. ***Only emergency work orders should be called into the office.***

Failure to report any maintenance needed in your apartment may result in a 10-day Notice of Termination. Unreported maintenance issues can lead to greater expenses with time so please take advantage of our 24-hour maintenance service. If a work order is not reported to maintenance in a timely manner, residents will incur the charges for repair at our discretion. Maintenance repairs such as physical damage to the apartment must also be reported ASAP. Unreported damage to the bathrooms, hallways laundry room, utility room, kitchen and living room, such as, but not limited to will be a shared charge between roommates if not reported in a timely manner:

1. Damage to walls, trim, doors etc.
2. Damage to appliances
3. Damage to kitchen cabinets, bathroom vanities, breakfast bar etc.
4. Damage to flooring
5. Damage to furniture
6. Damage to HDTV
7. Damage to windows, mini blinds, screens etc.
8. Damage to toilets, showers, mirrors, towel bars etc.
9. Damage to light fixtures

All repairs to the apartment will be completed by The Woods and/or a hired vendor, not by residents or hired vendors contracted by residents.

The Woods maintenance department is available 24 hours a day. All maintenance that is performed on a unit is logged at the Woods office. Upon entering an apartment, the maintenance staff members will loudly announce themselves so that all residents are aware of their presence. A "Maintenance Tag" is hung on the outside door knob so that an entering resident is aware of the presence of maintenance personnel. After work is completed, maintenance will fill out the portion of the tag with an explanation of repair, replacement or period required for completion.

### **On-Call/After Hours Emergency Maintenance – 217.464.8635**

We respond to the following requests on-call and after hours:

- Frozen or broken water pipes
- No heat or A/C
- Water leaks causing property damage
- Broken locks on entry doors
- Criminal damage to property
- Fire
- Lockouts – (this includes bedroom and suite doors) ***A fee will apply***

### **Air Conditioning/Heating Unit**

The “air conditioning” unit should be set no lower than 68 degrees in order for the apartment to cool slowly. Never set the thermostat to the coldest setting; this will cause the unit to freeze. If the unit freezes it could take a minimum of 24 hours to thaw, and the residents could face possible charges for repairs, and it would leave the apartment with no air conditioning. The “heating” unit should be set at 68-70 degrees and will heat the apartment comfortably. When leaving for extended periods of time during colder weather months (Holiday breaks, etc.), please leave the heat set at 65 degrees to prevent pipes within the apartment from freezing. There is a \$50 penalty for apartments which are found with the thermostat setting on off, and you will be charged for damages if a pipe bursts and your heat was not on. Always set your fan setting to “Auto” as this will reduce your utility cost significantly.

### **Toilets**

***NO feminine hygiene products, condoms, foreign objects or paper towels are to be flushed down the toilet.*** It is strongly recommended that you purchase a toilet plunger. Plunging a toilet is the resident’s responsibility. If maintenance plunges a toilet and foreign objects or excessive toilet paper is found to be the cause, the residents will be charged for this service. If the problem is the result of a mechanical issue, then no fee will be charged.

### **Window Screens**

Damaged or missing screens will be replaced at the resident’s expense.

### **Lost Keys/Re-Key Apartments**

A fee will apply to any/all residents who have lost their keys or require their locks to be re-keyed. Replacement of a fob will be a charge of \$60.

### **Decks/Patios**

No clothing, wearing apparel or towels shall be hung out of doors or out of the confines of said unit. No items shall be hung on the exterior of the building, including doors, siding, and railings. No personal items are allowed on the deck/patio. Only the patio chairs are allowed on the deck/patio or any other pre-approved patio furniture. Grills are not permitted on decks/patios; they will be removed and discarded by the Woods staff without notice. Covering the exterior security lights is prohibited. It creates a potential fire hazard and is a breakdown of security for the building and other residents of the building.

### **Laundry Rooms/Utility Closet**

For safety reasons, no personal belongings are to be stored in the laundry rooms and/or utility closet. Personal belongings stored near the furnace or water heater will cause a fire hazard and equipment failure. If a maintenance tech discovers personal items stored in this room, they will be immediately removed at the resident’s expense. Also, be sure to clean your dryer lint traps after each use as this will reduce the potential of a fire and will also allow your dryer to work at full capacity.

**1030 Laundry** – The laundry room is in the basement of the 1030 building and is free of charge to 1030 residents only. Please remove items from the washer/dryer immediately after use.

## POLICIES, RULES & REGULATIONS

**Lease Violations:** If you are in violation of your lease, you will be served a 10-day Notice of Termination and charged a \$50 service fee. In addition, any costs incurred for repair / cleaning will be charged to your account and due immediately upon receipt of the bill. Upon receiving your violation notice a meeting will be set up at the leasing office with the Leasing Manager. Please review all policies that are listed both on your lease and your policy book to avoid violations. You will also be subject to our *Strike Policy* if a lease or policy book violation occurs.

- **Strike 1: Letter/phone call to guarantor**
- **Strike 2: Letter/phone call to guarantor**
- **Strike 3: Possible eviction**

Follow up to any strike or violation in which damage or fines have occurred will be billed at a preset hourly maintenance rate and charged directly to the offending resident(s).

### **First Strike**

- A formal letter to the resident from management
- Personal phone call placed to resident's guarantor/parent from management
- A formal letter to the resident's guarantor/parent from management

### **Second Strike**

- A personal visit with residents, management, and representatives from the University
- A formal letter to the resident from management
- Personal phone call placed to the resident's guarantor/parent from management
- A formal letter to the resident's guarantor from management.

### **Third Strike**

- Eviction

### **Occupying Vacant Rooms and Bathrooms (\$1,000.00)**

- Vacant bedrooms must be locked always. There is an **automatic** \$1,000 fine for unlocking and/or using a vacant bedroom or bathroom.

### **Drug Policy**

Millikin University and The Woods prohibit the possession, use or distribution of illegal drugs on the campus property or on institutionally owned, leased, affiliated, or otherwise controlled property. Millikin University and The Woods permits the use of alcohol, but only insofar as such use is permitted by, and in accordance with, the University's Alcohol Policy and state and federal law. Students found in violation of the above policy will be subject to disciplinary action up to and including dismissal from housing and/or the University. Patterns of suspicious behavior that lead University officials to believe violation(s) or the University Drug Policy have taken place will also result in disciplinary action and may compound student disciplinary action. Students should be reminded that smoking of any kind is expressly prohibited in campus facilities.

#### **Policy Statements**

1. Possession, use or serving of alcohol by persons less than 21 years of age is prohibited.
2. Furnishing alcohol to persons who are under 21 years of age is prohibited.
3. Being intoxicated in public or a public area and/or being disorderly or destructive during or following the consumption of alcohol is prohibited.

4. The sale of alcohol without a license is prohibited. "Sale" includes charging admission to any activity where alcohol is served, even if the beverage is provided free of charge to those who have gained admission after paying an admission fee.
5. Misrepresenting one's age to purchase or consume alcohol is prohibited. This includes, but is not limited to, the use of false identification.
6. Those of legal drinking age (21 years of age or older) may possess, consume, or serve alcohol in the following University locations:
  - a. Inside residence hall rooms and private apartments of students who are of legal drinking age when all those present in the room are also of legal drinking age;
  - b. On fraternity and sorority premises, but only in accordance with the respective national organization policies, University policies, and federal, state, and local laws;
  - c. In other areas, by permission of the University President's Office.
7. Kegs (including cooler balls) and/or any other common or "community" sources of alcohol distribution in University residence halls, fraternities, sororities, and apartments are prohibited. Kegs and/or any other common sources of alcohol are not permitted at registered events unless there is an approved third party vendor.
8. Alcohol drinking contests shall not be included in any social event or activity.
9. Alcohol shall not be at formal membership recruitment functions (fraternities/sororities rush, department clubs, athletic teams, special interest groups, etc.).
10. The University Alcohol Policy applies to all Millikin University Students, guests, and employees during the time they are on campus or at student sponsored events.
11. Neither Millikin University's name, logo nor the names of organizations affiliated, with the University may be used with any commercial sponsorship relating to alcohol; i.e., beer distributors, bars, or beverage companies without prior approval from the Director of Student Programs.
12. Student organizations may sponsor and must register with the Office of Student Programs on or off-campus events at which alcohol (beer and wine) are sold and/or offered for consumption.
13. Any off-campus events that imply or express University affiliation are bound by this policy.
14. Possession, use or serving of alcohol by persons less than 21 years of age is prohibited.
15. Furnishing alcohol to persons who are under 21 years of age is prohibited.
16. Being intoxicated in public or a public area and/or being disorderly or destructive during or following the consumption of alcohol is prohibited.
17. The sale of alcohol without a license is prohibited. "Sale" includes charging admission to any activity where alcohol is served, even if the beverage is provided free of charge to those who have gained admission after paying an admission fee.
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26. Any off-campus events that imply or express University affiliation are bound by this policy.

### **Noise Violation (\$100.00)**

To maintain a desirable environment, all Woods residents are expected to respect the rights of their neighbors by maintaining a reasonable limit on noise at all hours. Excessive complaints will NOT be tolerated. Millikin University and affiliated group facilities are near The Woods and other members of the Decatur community. The playing of stereos and/or loudspeakers can be disturbing to our neighbors, particularly late at night. Residents of The Woods are encouraged to notify neighbors of events and to be sensitive of their privacy.

**\*Courtesy Hours:**

<b>Sunday-Thursday</b>	<b>10:00pm-7:00am</b>
<b>Friday-Saturday</b>	<b>Midnight-7:00am</b>

### **Guests (\$500.00)**

**Non-Millikin students must be registered as a guest with the Woods at Millikin office prior to arrival the Woods complex. Registration of non-Millikin student guests must be completed during Woods at Millikin business hours (M-F 9-6 or Sat 10-4).** All non-residents, including Millikin students, must be always accompanied by a Woods resident while inside the Woods complex. Guests must wait for the resident to accompany them into the complex and escort them when leaving. Residents are limited to **two (2)** guests per resident at a time. Residents will be held responsible for the actions/behavior of their guest while visiting within the complex. Any non-resident found inside the complex without an escort is considered as trespassing and may be escorted from the property or arrested. Any residents found with an unregistered non-Millikin student guest will be subject strike three including immediate eviction.

### **Open Alcohol/Kegs (\$500.00)**

Neither kegs nor open alcohol is allowed in outdoor areas of the apartment including balcony/decks. Neither kegs nor open alcohol is allowed in common areas of the complex including courtyard, sidewalks, parking lot, Clubhouse, or Common Building. Violation of this policy will be subject to a strike violation and possible eviction.

- 1<sup>st</sup> Offense - \$500 per keg
- 2<sup>nd</sup> Offense - \$1000 per keg

### **Parties (\$500.00)**

All parties must be inside of the residents' apartment. Parties must be small and confined. There is a limit of **two (2)** guests per resident; therefore, a completely occupied apartment may not have more than 8 guests at one time for a maximum of 12 people total. Residents are required to cooperate with the reasonable request of The Woods management, agents, security, and other residents. Abusive language and/or actions will not be tolerated. Residents will be held responsible for the actions/behavior of their guest while visiting within the complex. All non-Millikin students must be registered as guests with Woods office. See guest policy above. Violation of this policy will be subject to a strike violation and possible eviction.

### **Violence – Fighting & Weapons (\$1000.00)**

Fighting is strictly prohibited on Woods property. Residents or guests may not bring firearms or other weapons (hunting knives, archery, fencing, paintball guns, pellet guns, taser guns, air soft guns, martial arts equipment, slingshot, any item that is a reasonable facsimile, etc.) into the property. Residents will be held responsible for the actions/behavior of their guest while visiting within the complex. Resident(s) or their guest found fighting or in possession of a weapon while on Woods complex will be subject to a strike violation and possible eviction.

### **Key Fobs (\$500.00)**

It is strictly prohibited to allow anyone to use your key fob to enter or exit The Woods at any time. All guests are required to be always escorted by a resident.

### **Pets (\$500.00)**

The Woods/1030 building is a NO PET COMMUNITY. Pet Violation (\$500): No pets shall be permitted upon the premises. This applies whether the pet is owned by the resident or a visiting guest. If you are found with a pet, you will be served with a 10-day notice and a meeting will be set up at the leasing office with a manager. If the pet is not removed within 24 hours of receiving the notice, The Woods reserves the right to have the pet removed without notice to the resident. The residents will be responsible for any cost associated with restoring the unit from pet damage. (Carpet cleaning, furniture cleaning, general cleaning, and repairs).

### **Animal Waste (\$200.00)**

You are required to pick up after your assistance animal. Failing to clean-up will result in a \$200.00 fine placed on your account per occurrence. In addition, you will be billed for the labor to clean up any feces.

### **Sanitation (\$200.00)**

You are required to keep your apartment in a manner consistent with the rights of other residents in the building and in accordance with any Federal, State, or local laws or ordinances. You shall not permit rubbish, waste materials or other products to accumulate upon the premises and shall keep your apartment in a sanitary condition always. If you are found with food exposed or aluminum foil covering the drip pans on the stove, you will be considered in violation of your lease and issue a 10-day notice.

**Pest Control:** If pest control is called out due to unsanitary conditions, you are responsible for all costs incurred and it will be charged to your account and due immediately upon receipt of the bill.

LESSEE shall have a period of fourteen (14) days from their initial possession date to notify LESSOR in writing of any pests in the lease premises, including bed bugs. LESSOR shall treat the leased premise for pests at its own expense if such notice is received with the fourteen (14) day notice period. However, if no such notice is received from the LESSEE with the fourteen (14) day period, then any future cost of treatment for pests, including bed bugs, shall be at the expense of the LESSEE

### **Grill/Smokers/Open Flames/Candles (\$350.00)**

No grills/smokers other than the ones provided by The Woods are allowed within the complex. Open flames such as candles, kerosene lanterns, fire pits, and outdoor torches are not permitted. These items are not permitted in the community; they will be removed and discarded by the Wood staff without notice.

### **Trash (\$50 Per Bag)**

Dumpsters are provided for trash removal. Please do not allow garbage, trash, or recycling to accumulate in your apartment, in front of your unit, or on your patio/balcony. Do not have trash bags/garbage on the floor of your apartment. If that is found, you will be subject to a sanitation violation. The Woods will charge the apartment \$50 per bag for trash removal. If trash is picked up near your apartment you will be charged an hourly rate to clean up the necessary items. Trash containers are not allowed on the deck/patio.

### **Smoking (\$500.00)**

**SMOKING IN APARTMENTS IS STRICTLY PROHIBITED.** You may smoke outside of your apartment; however, you are responsible for cleaning up any debris from smoking. If you are found smoking in your apartment, you will be found in violation of your lease and issued a 10-day

### **Fire Alarms (\$50.00)**

The smoke alarms located in each apartment are designed for the resident's safety. In the event the alarm is set off due to burning food, excessive smoke or chemical fumes, the local fire department will be dispatched. The fire department can charge \$500 per visit and this fee would be a shared charge to each resident of the apartment. Testing of the fire alarms must be scheduled with our office and a member of The Woods staff is required to initiate the testing. Tampering with the smoke detectors (including a bag over the smoke detector) or fire sprinklers will not be tolerated, and subject to the 3-strike policy.

### **Fence Jumping/Gate Jumping**

Jumping or attempting to jump the fence is not only dangerous; it is a breakdown of security and is strictly prohibited.

### **Property Damage**

This is described as intentional or reckless damage, destruction, disfigurement, defacement of The Woods property. If found responsible, resident will be charged for any property damage repairs.

### **Common Area Charges**

Common area damages are defined as anything on the property that would result in either cleaning or repair. Common Area Charges will be charged to and shared by all residents. Damages include, but are not limited to:

- Tampering with main electrical breakers, heat pumps/air conditioners, fire alarms, sprinkler systems, pool equipment or any other security device.
- Willful damage to common grounds, parking lots, and security fences/gates.
- Misuse or damage to all common areas, grounds or the commons building including the elevators, computer lab, mail room, pool, and activity center, i.e., stairs, windows, screens, doors, walls, carpet, and furnishings.

## **IMPORTANT PROCEDURE INFORMATION**

### **Lease Payments**

**The Woods does not accept rent payments for The Woods at Millikin.** All rent charges will appear on your Millikin account along with your tuition and fees. You will see your first rent charge starting July 1<sup>st</sup> for the Fall semester and again January 1<sup>st</sup> for the Spring semester. Please contact Student Financial Services at Millikin. You can reach them via phone at (217) 424-6317 or [studentfinancialservices@millikin.edu](mailto:studentfinancialservices@millikin.edu) regarding any questions about rent.

**1030 W. Wood Rent and all other payments for the Woods are due on the 1<sup>st</sup> of every month. All payments MUST be made online via the resident portal that you may find at [www.TheWoodsAtMillikin.com](http://www.TheWoodsAtMillikin.com) or you may download the app on your phone.** Physical checks or credit cards in the office will not be accepted. The Woods allows a grace period through the 5<sup>th</sup> of each month. Payments not received by the close of business on the 5<sup>th</sup> (regardless of if the 5<sup>th</sup> is a Sunday or Holiday) will be assessed a 10% late fee. If payment is not received by the 10<sup>th</sup>, a 5 Day Notice for Eviction will be delivered to your apartment.

Unpaid late fees shall be deemed to be unpaid rent for the purpose of the five (5) day statutory notice requirement for unpaid rent and any payments received by lesser shall first be applied to unpaid late fees, damages, and utilities.

You will be able to make your security deposit payments or any other charges online via credit/debit card or an e-check from your checking or savings account. You can sign up at [www.thewoodsatmillikin.com](http://www.thewoodsatmillikin.com). **Click the "Pay Online" button and set up your account. These payments will post to your Woods account. You will also be able to monitor your account with this option.**

### **Move-In Inspection:**

A Woods agent will complete an inspection of your apartment and notate any wear/tear on a detailed inspection form. Please review this inspection form and confirm all notes taken by the agent. You will then be required to sign the form agreeing with its contents and a copy will be given to you. You have 24 hours (with management approval) from the date the inspection was signed to add additional comments to your copy of the inspection form and turn it into the Woods office. The Woods Maintenance team will complete any necessary repairs which are found during your inspection and the form will be adjusted. If our office does not receive your adjusted copy, we will use the original inspection at the time of your move-out. If your apartment requires a re-clean at the time of move-in, the Woods Leasing office must be notified within 2 hours of the first person's key pick-up and arrival to the apartment.

### **Move-Out Inspections**

You will be given a detailed move-out preparation checklist. This checklist is an exact account of what our agents will be inspecting at your move-out inspection appointment. The Woods inspectors will use the same form completed during your move-in inspection to perform the move-out inspection. Any repairs necessary that are not considered normal wear and tear, as well as any carpet cleaning, apartment cleaning or painting required at the time will be charged against your security deposit. Unreported damage throughout the lease to the bathrooms, hallways, laundry room, utility room, kitchen and living room, will be shared charges between roommates if not reported in a timely manner.

### **Security Deposit Charges**

Any charges (cleaning, painting or damage) incurred to an apartment during the school year will be a shared charge to all residents in the apartment. You will be solely responsible for damages or other charges in your assigned bedroom as well as any unpaid balance. The Woods will bill residents for any charged time for maintenance or contractual vendor services during move-outs and residents are required to pay the Woods upon receipt of the bill. Payments will be accepted via the online resident portal.

### **Renter's Insurance**

The Woods does not provide insurance for resident's personal property. If your personal property is stolen, damaged or ruined due to flood, fire, power surge, etc., your personal property will not be covered or reimbursed by The Woods. The Woods recommends renter's insurance to all residents.

## **Emergency Tornado Procedures**

Build an emergency kit. The recommended supplies are as follows:

- **Water** one gallon per person per day, for drinking and sanitation
- **Food** at least a three-day supply of non-perishable food
- **Battery-powered radio** and **extra batteries**
- **Flashlight** and **extra batteries**
- **First aid kit**
- **Whistle** to signal for help
- **Filter mask** or cotton t-shirt, to help filter the air
- **Moist towelettes** for sanitation
- **Wrench or pliers** to turn off utilities
- **Manual can opener** for food (if kit contains canned food)
- **Plastic sheeting and duct tape** to shelter-in-place
- **Garbage bags and plastic ties** for personal sanitation
- **Unique personal needs**, such as prescription medications or important documents

### **Before a Tornado**

- Build an emergency kit and make a communication plan with roommates
- Listen to NOAA Weather Radio or commercial radio or television newscasts for the latest information. In an emergency, always listen to the instructions given by local emergency management officials.
- Be alert to changing weather conditions. Look for approaching storms
- Look for the following danger signs:
  - Dark, often greenish sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar, similar to a freight train
  - If you see approaching storms or any of the danger signs, be prepared to take shelter immediately

### **During a Tornado**

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If you have enough time, then go to the theater in the basement of The Woods common building. If you do not have time to get to the theater room, go to the center of an interior room on the lowest level of the building away from corners, windows, doors and outside walls. Put as many walls as possible between you and the outside. The best spot in your apartment would be in your bathroom with the suite door and all the bedroom doors closed. Get under a sturdy table and use your arms to protect your head and neck.
- In a high-rise building, go to a small interior room (your bathroom) or hallway on the lowest floor possible.
- Put on sturdy shoes.
- Do not open windows.

### **After a Tornado**

- Check for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury. Get medical assistance immediately. If someone has stopped breathing, begin CPR if you are trained to do so. Stop a bleeding injury by applying direct pressure to the wound. Have any/all puncture wounds evaluated by a physician. If you are trapped, try to attract attention to your location.
- For more specific details on tornado procedures please visit [www.ready.gov/tornadoes](http://www.ready.gov/tornadoes).

### **Millikin Code of Conduct**

*Millikin University is a community of learners brought together to seek, share, and expand knowledge. The work of the community requires an environment of openness, trust, and civility. The Standards of Conduct described in the Student Handbook are designed to help ensure such an environment exists within the Millikin Community. The policies described set forth the University's expectations for student and group (group of students, organization, or team) behavior and details conduct that is unacceptable and subject to student conduct action.*

*The University Student Conduct System does not attempt to replicate or mimic the criminal justice system. Our system is based on the expectations we hold for student behavior. Our standard of proof for determining the occurrence of student misconduct is less than that required in criminal court proceedings. Specifically, if it is determined that more likely than not a violation of the standards has been committed, then the University reserves the right to enact the Student Conduct Process. Our goal is to educate students about the impact their behavior has upon the community and its members and to help them develop and practice acceptable behaviors and good citizenship in addition to repairing any harm established.*

*The Board of Trustees delegated the responsibility for student conduct within the community to the President of the University. The Dean of Campus Life is the University's chief conduct officer and is the administrative officer to whom student conduct responsibility is delegated by the President. The Dean of Campus Life has overall responsibility and authority to supervise the student conduct process at Millikin University, including overseeing the continued evaluation of both the process and procedures and the training of appropriate boards and personnel.*

*Questions about the University Student Conduct System and proceedings should be directed to the Dean of Campus Life (or designee) (University Commons 354) who serves as the University's chief student conduct officer.*

*The offenses defined in the Standards of Conduct, are misconduct for which students may be subject to reparations, outcomes, and formal adjudication, including suspension or expulsion from the University.*

#### *Categories of Offenses*

- *Offenses of Sexual Misconduct*
- *Offenses Against another Person*
- *Offenses against Millikin*
- *Offenses involving Property*
- *Offenses of Possession*
- *Offenses of Criminal Conduct: actions that violate the laws of the federal government, the State of Illinois, or the City of Decatur.*