

Self-Help Policy

It is our policy to provide our residents with an efficient Self-Help store at each of our properties throughout the portfolio. It is crucial that we provide our residents with the proper equipment and train them on not only the proper use but the appropriate safety training as it applies to the equipment that they request for use. The items listed below will assist our residents to help themselves and it will assist us in maintaining great curb appeal and help to eliminate discrepancies.

Self-Help Hours of Operation: Store hours will be site dependent and based on each sites Project's Management Plan.

Self-Help Inventory: All sites will be required to have an accurate inventory of all items stocked for check out by our residents. The quantities stocked will be site dependent according to demand. The Facility Manager will be responsible for conducting and documenting a weekly operational safety inspection of all items. Any item found to be unsafe or non-operational shall be removed from service and tagged stating Out of Service and the date. And that item shall not return to service until the repair or replacement is accomplished.

Self-Help Check-Out/In Forms and Log Book: Sites will use the attached form to track items being checked out by the residents. Residents checking-out equipment will need to provide the Balfour Beatty Communities staff with photo identification. Balfour Beatty Communities staff will then verify that the person requesting to check-out the equipment is a resident of the property in good standing with the Self-Help store and has documented safety training on the item(s) requested. Proper training for use will be based on the manufacturer's recommendations and documented that it was conducted on the check out/in form. Additionally, copies of manufacturer's instructions will be provided. **All residents that check out equipment from the self help store must fill out and sign the attached Release and Hold Harmless form.** In addition to the check out form a log book will be maintained to document the usage, check out and return date and time.

Time Line for Checked-Out Items: All items can be checked out for a period not to exceed 24 hours. Ex: Item checked out at 0830 AM would need to be returned by 0830 AM the following day. The exception would be items checked-out on Friday in which case they can be returned by 0830 the following Monday. This will allow other residents the opportunity to utilize the equipment. Residents who fail to comply with this policy will be documented in the Self-Help resident file system and log book. After a resident fails to return an item for the second time they may have their Self-Help privileges revoked for a period of thirty (30) calendar days.

Safety Training: All residents checking-out an item(s) from the Self-Help store will be properly and thoroughly trained on its use and safe operation according to the manufacturer's recommendations. Training shall be conducted by a Balfour Beatty Communities employee and

that training shall be documented on the check out/in sheet for inclusion in the resident file. Personal Protective Equipment (PPE) will be issued with the equipment as indicated by the manufacturer's recommendations. At no time will any safety feature be removed or impaired on any equipment! A missing or malfunctioning safety device will cause the equipment to be placed out of service. The use of all power equipment will be prohibited in inclement weather. If goggles, as a part of the Personal Protective Equipment, are provided to residents, they are to be returned with the equipment.

Fuel and or Power Cords: It is our policy that we will provide the equipment either filled with the proper fuel or along with the proper extension power cords to operate the equipment. This will ensure that the equipment receives the proper fuel mix(s) and will mitigate the requirement for residents to store flammables at their home or from using improper and unsafe extension cords. If a resident must refill equipment during their use, they must be instructed to allow the equipment to cool down for a period of ten (10) minutes before refueling. Extension cords must be plugged into a GFI outlet.

Transportation: In the event that the requesting resident does not have the proper vehicle to safely transport the equipment, then we will make arrangements to transport and or deliver the equipment for them.

Return Policy: All equipment will be inspected when it is returned to ensure that it is still in proper and safe working order. Residents who return damaged equipment which was caused through obvious abuse or neglect will be charged for the repair or replacement of the item(s).

Recommended Items to have on Inventory for Check-Out: The following items are authorized to be provided or checked out to our residents for short term usage:

- **Summer Lawn and Garden Items**
 - Personal protective equipment (disposable ear plugs, dust masks and goggles)
 - Grass seed
 - Loam (bagged top soil)
 - Bark or bagged mulch (cypress mulch preferred)
 - Leaf rakes
 - Garden rakes
 - Spade shovels
 - Lawn mower (gas, electric, manual)
 - Weed trimmers (gas, electric, manual)
 - "Manual" hedge trimmers
 - Yard sprinklers (hose type)
 - Garden hoses
 - Spray nozzles
 - Wheelbarrow

- **Winter Items**
 - Calcium Chloride
 - Snow shovels
 - Ice choppers
- **Household items**
 - Compact / fluorescent light bulbs (bulb for bulb)
 - HVAC filters
 - Range hood filters (replacement type)
 - Touch-up paint (resident to provide small container to transport)
 - Disposable paint brush
 - Batteries for smoke and CO2 detectors
 - Batteries for garage door openers (as applicable)

Items “NOT” Authorized for check-out: The following items are prohibited from being issued to our residents:

- Chain saws
- Electric hand tools such as drills, saws, other cutting devices
- Ladders
- Pumps
- Lift trucks / JLG'S
- Balfour Beatty Communities vehicles
- Fire stops
- HVAC testing equipment
- Pest control items
- Lawn chemicals (weed killer, pesticide, etc)
- Electric or gas hedge trimmers
- Items that would normally be repaired or replaced by one of our technicians on a work order.
- HEPA Vacuums

Self-Help Store Equipment Receipt

Date: _____

Name: _____

Address: _____

Phone number: _____ (to include area code)

E-Mail address: _____

Equipment on loan:

Personal Protective Equipment provided:

This is a receipt for any and all equipment that is being loaned and any Personal Protective Equipment provided.

It is understood that the loaned equipment must be returned by the date noted below, in the same condition as it was loaned, or I will be held responsible for damages caused by misuse or abuse. Should goggles have been provided, I will return them with the loaned equipment. Not returning the above listed equipment by the date listed below may result in losing my loan/use privilege.

I acknowledge that I have received training on the proper use and the safety requirements for the equipment that I am receiving and I further agree that I will abide by the same.

Item(s) to be returned by: _____ / _____
Date Time

Resident Signature

Date

ACTUAL RETURN DATE _____ **TIME** _____

THIS IS A RELEASE – READ BEFORE SIGNING

Hold Harmless Release

In consideration of my voluntary decision to use equipment and/or supplies loaned by Balfour Beatty Communities, LLC, AETC Housing LP, BBC AF Management/Development and each of their affiliates and each of their respective officers, directors, members, partners, employees and agents (hereinafter, the “**RELEASED PARTIES**”), I (on my own behalf and on behalf of my heirs, personal representatives, successors and assigns), hereby release and hold harmless the **RELEASED PARTIES** from any and all claims and demands, rights and causes of action of any kind whatsoever which I now have or later may have against the **RELEASED PARTIES** in any way resulting from, arising out of, or in connection with the performance of their duties and my participation use of the equipment and/or supplies.

This Release extends to any and all claims I have or later may have against the **RELEASED PARTIES** resulting from or arising out of their performance of their duties whether or not such claims result from negligence (except willful neglect) on the part of any or all of the **RELEASED PARTIES** with respect to the equipment and supplies or with respect to the conditions, qualifications, instructions, rules or procedures under which the equipment and supplies are provided for use. The equipment and supplies shall be used only at my residence and shall not be used at any other location without the prior written consent of the Released Parties.

I understand this means that I agree not to sue any or all of the **RELEASED PARTIES** for any injury resulting to myself or my property arising from, or in connection with, my use of the equipment and supplies. I am voluntarily accepting the equipment and supplies in an “as is” condition from the **RELEASED PARTIES** and I expressly acknowledge that none of the Released Parties is making any representations or warranties as to the adequacy of the equipment and supplies for the intended purposes. I agree to assume the entire risk of any accidents or personal injury, including death, which I might sustain to my person and property as a result of my use of the equipment and supplies, and any negligence (except willful misconduct) on the part of any or all of the **RELEASED PARTIES** in providing the equipment and supplies to me for use.

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the **RELEASED PARTIES**. The

undersigned represents and warrants that he/she is at least 18 years of age, and if any part of this document is unenforceable, the balance shall remain fully enforceable.

Date: _____

Equipment and/or Supplies: _____

Resident Signature: _____

Print Name: _____

Address: _____

Witness: _____