



JEFFERSON RIDGE
apartment homes
RESIDENT HANDBOOK

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COMMUNITY INFORMATION

INTRODUCTION:

We are pleased to welcome you to Jefferson Ridge! The information provided in this section is part of your Lease Agreement and needs to be reviewed carefully. The resident handbook is subject to change at any time. We welcome any questions you may have regarding this handbook. We hope you enjoy your new home at Jefferson Ridge.

JEFFERSON RIDGE OFFICE HOURS:

Our office is open seven days a week in order to better serve our residents. Our hours are as follows:

- Monday – Friday: 8a.m. – 6p.m.
- Saturday: 9a.m. – 5p.m.
- Sunday: 12p.m. – 5p.m.

The clubhouse doors will be unlocked during office hours. After hours you will need your electronic access FOB to use the clubhouse amenities. Our fitness center is available 24 hours a day, while the swimming pool gate and billiard room door are only accessible from 5a.m. until 11:30p.m.

JEFFERSON RIDGE AMENITIES:

The amenities offered by Jefferson Ridge are as follows: a top of the line fitness center, swimming pool with waterfall, billiard room, clubroom available for reservation, car care center, picnic area with charcoal grill, two tot-lots, tennis, full-size basketball, & sand volleyball courts. All amenities are offered on a first come- first serve basis. Residents and their guests use any and all of these facilities at their own risk and assume all liability for any accidents or personal injuries that may occur.

POOL RULES

- NO LIFEGUARD ON DUTY. SWIM AT YOUR OWN RISK.
- Pool hours: To be announced
- Anyone under the age of 16 must be accompanied by a responsible adult.
- For your safety, please do not swim alone, and keep pool gate closed at all times.
- No running, shoving, or horseplay of any kind in the pool area.
- No diving.
- No climbing on or jumping off of trellises, waterfall wall, or pool furniture.
- No glass bottles or containers allowed in the pool area.
- Do not remove pool furniture from pool deck.
- No dogs allowed in pool area.
- Pool closes at the first sign of inclement weather.
- Grills cannot be used inside the pool area.
- Keep all electronics away from the pool.
- Jefferson Ridge is not responsible for any property that is lost, stolen, or damaged.

- Residents are reminded that the pool area is a shared space. Please respect your neighbors and Jefferson Ridge and keep the pool area clean. Please dispose of trash before leaving the pool area.
- Proper swimming attire must be worn while swimming at all times.
- Jefferson Ridge reserves the right to make any additions or changes to these rules as necessary.

TENNIS & BASKETBALL COURTS

- Proper shoes must be worn at all times.
- If others are waiting there is a time limit of one hour.
- Only those playing are allowed on the court.
- No glass bottles are allowed.

TOT LOTS

- Children under 16 must be accompanied by an adult.
- Pets are not allowed in the tot lot areas at any time.

FITNESS CENTER

- Before beginning any exercise program please consult your physician.
- Read and follow all posted directions. Resident(s) will be responsible for damaged equipment resulting from reckless or negligent behavior.
- Proper attire must be worn at all times. Sneakers are required. No open-toe shoes or bare feet allowed.
- Anyone under the age of 16 must be accompanied by a responsible adult in order to use the equipment.
- Small children are not permitted in the fitness room areas at any time as it is very dangerous to their personal safety.
- No gum, food, or drinks (aside from water) allowed.
- For health, safety and as a courtesy to others, please wipe down equipment after each use. Sanitary wipes are provided by Jefferson Ridge to wipe down all gym equipment after use.
- Personal items should not be left on the floor or around gym equipment. Lockers, located in each restroom, are available to use for each visit, please do not leave items in the lockers overnight or for any extended period of time.
- All equipment is to be returned to its proper place and left in the condition in which you found it.
- Please report any malfunctioning or damaged equipment to the office immediately.
- Fitness Center is open during business hours, subject to change.

RESERVING THE CLUB HOUSE & CONFERENCE ROOM:

Residents may reserve the Club House or Conference Room for private use. Simply contact the office to let us know the date you would like the space and, as long as it is available, we will hold it for you. Reservation of the Club House requires a \$250 security deposit, reservation of the Conference Room requires a \$50 deposit, and both require completion of a Reservation Agreement. You can pick up the keys from the office on the day of your event.

MAIL:

Mail can be picked up in the kiosk located in the Club House's front parking lot. You will be given your mailbox number upon move-in. Place all outgoing mail in the slot labeled "U.S. Mail" on the left-hand side of the kiosk just after you enter. The mail kiosk has 5 parcel boxes. The mail carrier will place packages in these boxes, and leave the corresponding key in your mailbox. Once you have retrieved your package, leave the key in the parcel box.

Any oversized packages will be left in the office for you to pick up unless other arrangements are made with USPS, UPS, or FedEx. USPS Custom Delivery Instruction Cards can be obtained at the leasing office for this purpose. The leasing staff will notify you of your package's delivery. Please be prepared to show identification upon pick up. The Jefferson Ridge leasing office accepts packages as a courtesy to residents, but does not accept responsibility or liability for any damages or missing items. **If you receive mail that is not yours please take it to the leasing office so they can re-direct it to the correct person(s).**

VEHICLES:

Parking at Jefferson Ridge is open and unassigned. We have ample parking, but all visiting guests should park in overflow parking, not directly in front of the building. Vehicles must be parked in a marked parking space. When vehicles are improperly parked they are subject to being towed at the owner's expense. When you and your guests are visiting the swimming pool, please park in the overflow lot on Catalpa Ct next to the children's playground, and not in front of the leasing office. Please be courteous of your neighbors and park extra vehicles in any of the overflow parking.

In order to continue to provide ample parking, Jefferson Ridge does not allow long term storage of vehicles in our parking lot. Garages may be rented for an additional monthly fee for this purpose. All vehicles must be operable (meaning it is legal to drive in the state of Virginia and in working condition), have up-to-date tags and inspection or are subject to towing. All vehicles must be registered at the leasing office and any vehicle not registered will be considered abandoned. Vehicle repair is not allowed on the property at any time.

Bicycles must be stored inside your apartment. At no time can they be attached to any railing or any part of the buildings. The State Fire Codes prohibit the placing of bicycles, motorcycles, mopeds, or scooters at entrances, on steps, or on landings of buildings. Mopeds, motorcycles, or scooters can never be put inside apartments. They are to be kept in the parking lot in marked parking spaces.

SNOW REMOVAL:

Residents are responsible for clearing snow away from individual vehicles. All walkways, sidewalks, and roads will be cleared by a licensed/insured snow removal contractor and the Jefferson Ridge Maintenance Team.

RULES AND REGULATIONS

MOVE-IN:

Move-in begins **at 4:00 pm** on your lease commencement date. We recommend contacting the utility companies at least a week in advance to ensure that your services are turned on upon your move-in. You are responsible for coordinating the following utilities:

- Electricity: Must be turned on by the start date of your lease. Call Dominion Virginia Power, 1-888-667-3000. You can also set up your account online at www.dom.com. Your Dominion account number will be required upon your move in date.
- Optional Local Phone Service: Contact CenturyLink at 1-877-290-5458 or on line at www.centurylink.com

Prior to move-in you are required to pay the first full month's rent, and remaining fees(if any are due), after which you will receive your keys. If your lease begins after the 1st of the month, you are required to pay the prorated rent for that month on the lease start date by 5:00pm. These amounts are outlined on the front page of your lease.

You will be given a move-in inspection form when you move in. It will be initialed by Jefferson Ridge Apartments and will document any noteworthy pre-existing conditions of the property. A copy will be retained for your file. You will then have 5 days to complete, sign & return this form. Include notation of any and all information that you would like documented in your file. Failure to return this form signifies that you are in complete agreement with the Jefferson Ridge Team's prior assessment of the property.

KEYS:

The keys to your apartment will be available to you at 4:00 PM on the commencement date of your lease after receipt of payment. You will receive an apartment key and mail key. There will be an initial one-time fee of \$15 per electronic key FOB which will need to be paid before we are able to issue the FOB.

The plastic key FOB enables you to access the clubhouse when the office is closed to enjoy the gym, swimming pool & billiard room. The schedule for access to these areas is as follows:

Front & Back door to Club House: 24 Hour access

Billiard Room: Accessible to residents daily from 6:30a.m. – 11:30p.m.

Please note that these doors are always unlocked when our office is open: Weekdays from 8a.m – 6p.m., Saturdays from 9a.m. – 5p.m, and Sundays from 12p.m. – 5p.m.

Pool Deck: Accessible to residents daily from 6:30a.m. – 11:30p.m.

RENT:

Rent is due by the 1st of each month and no later than the 5th of the month. Rent payments received after the 5th will result in a late fee of 10% of the total monthly rent. All late payments must be paid in the form of a money order, cashier's check or certified fund. In order to ensure your rental payment is properly credited to your account, please include your address with your payment. Rental payments should be made out to Jefferson Ridge Apartments and may be dropped off at the rental office or mailed to 810 Catalpa Court, Charlottesville, VA 22903. Acceptable forms of payment are personal check or certified funds. Rental agents cannot accept cash. There is an after-hours drop box, for your convenience, located inside the clubhouse on the left-hand side of the office door. Rent is considered paid when the total amount due is received by the rental office, regardless of postmark date. Please allow extra time for holiday and weekend mail delivery.

CHECKS RETURNED BY THE BANK FOR NON-PAYMENT WILL NOT BE RE-DEPOSITED. You will incur a \$35 returned check fee. If re-payment of the rent check is made after the 5th of the month late fees will apply. Re-payment of the returned check must be in the form of a cashier's check, certified check, or money order unless other arrangements are made with the office. After two returned checks the rental office will no longer accept personal checks for rent payments and all payments thereafter must be made with certified funds (cashier's

check, certified check, or money order). In the event of a late payment we can no longer take a personal check and will only accept certified funds in the form of a money order or cashier's check.

GUESTS:

You, as the resident, are directly responsible for the actions of any guests you invite to the property and, as such, will be held accountable for any damages or disruptions that they might incur.

SAFETY, SERVICES, & SANITATION:

We provide conveniently located dumpsters throughout the community to ensure our residents ability to keep their apartment homes free of trash and debris. All hallways, patios, balconies, entryways, and stairways, must be kept clear to ensure a safe, suitable exit path in the case of an emergency. All trash must be placed inside the dumpster. In the event that the nearest dumpster is full you must take to a dumpster that is empty. Resident is responsible for breaking down all boxes before placing them inside the dumpster. No trash should be left on a patio, balcony, or beside the dumpster. Any trash that bags left on a patio or balcony will be removed by maintenance at a rate of \$50 per bag.

No dangerous or flammable fluids are to be kept inside or outside the apartment at any time.

The balconies and porches are to be kept neat and orderly at all times. Conventional patio furniture and bicycles are allowed on balcony areas. Inappropriate furniture, kegs, trash, laundry, towels, blankets, clothes, etc. may not be stored on balcony or patio areas.

Railings, balconies, and porches are not to be climbed over or loosened by anyone. This is a life-threatening action.

Use of a grill, of any kind, is prohibited on balconies. Any grilling must be done at a minimum of 10 feet away from the building. A community charcoal grill is available for use anytime in the picnic area on Water Oak Court (next to the tennis and volleyball courts).

As with any home and especially with neighbors in close proximity, it is important to control bugs and other pests. To help keep your apartment home pest free, throw away all cardboard boxes and paper bags immediately after you are finished with them, and wash dishes as soon as possible after use.

PETS:

As a pet owner, you accept all liability and full responsibility for the actions of your pet. The Landlord reserves the right to regulate the number, type, and size of pets allowed. Before you obtain a pet, please contact the office to make sure it will be allowed. Jefferson Ridge does not allow certain breeds of dogs under any circumstances. If your new pet is allowed, you must complete a pet addendum, which becomes part of your Lease agreement, and pay the \$425 pet fee. This is a one-time fee unless you switch units within the community in which case you may be subject to additional fees. This fee will not apply to any damages caused by your pet. It is solely for the luxury of having your pet in your apartment. All pets must have the appropriate licenses and vaccinations required by city, county, and state laws. We do not allow pets that have been found to be dangerous or vicious. The Landlord may revoke pet privileges at any time. **If Tenant is found to have (or had) pets without express consent of Landlord, the Tenant will have to pay the normal \$425 one-time pet fee plus an additional \$750 fine.** The length of pet's tenancy does not impact the assessment of the pet fee, either with consent of the Landlord or upon evidence of non-approved pet tenancy. **Tenants are welcome to come forward and pay the \$425 fee at any time with no questions asked and with no penalty.**

Pets are not permitted on balconies, patios, or the property's common areas unattended at any time. They are not to be left alone in your apartment for longer than 24 hours. Pets must be on a leash whenever they are outside of your apartment unless they are in the designated off-leash area. Remember to be considerate of your

neighbors by controlling your pet's noise and by picking up after your pet. All residents are required to pick up after their pet at all times. There are several stations throughout the community to dispose of pet waste. Jefferson Ridge reserves the right to penalize residents who do not adhere to these policies.

As with all pets, but especially puppies, you are responsible for any carpet damage from urine. Urine can never be adequately cleaned or removed from a carpet; it will be the residents' financial responsibility to replace the carpet. Our policy is to test carpets for pet urine after tenancy. To minimize the chances of carpet damage from pet urine, the best course of action is to prevent it. Purchase a baby gate and confine your pet to the kitchen area or bathroom when you are not at home, or crate train your pet.

NOISE:

Living in a multi-family community requires consideration of others. All residents and their guests are expected to extend common courtesy to their neighbors (see section 6 in your Lease agreement). Most noise complaints can be resolved among neighbors. If you encounter noise problems, we suggest that you first talk directly to your neighbors. If the problem persists, please contact the office.

PROHIBITED CONDUCT:

You and your occupants or guests may not engage in the following activities: behaving in a loud or obnoxious manner; disturbing or threatening the rights, comfort, health, safety or convenience of others (including our agents or employees) in or near the apartment community; disrupting our business operations; possess unlawful drugs of any kind; engaging in or threatening violence at any time; tampering with utilities or bring hazardous materials on the property. You may not injure our reputation by making bad faith allegations against us to others. Compliance with this paragraph is a condition of your lease agreement.

SMOKING:

We are a non-smoking community. This means that smoking is not allowed anywhere inside or outside on our 24 acre property. You must leave the property to smoke and are responsible for all guests and visitors. If you or guests/visitors are found to be smoking, you will be automatically fined a \$500 restoration fee and are subject to other damage fees to restore the apartment back to a smoke-free condition. In addition you will be considered in breach of your lease agreement. For more details regarding our non-smoking policy, please refer to our non-smoking lease addendum.

CHANGES TO YOUR LEASE:

ADDITIONAL PARTIES:

Any person staying in the apartment on a regular basis must be on the lease. Regular basis is defined as more than 7 consecutive days or 14 non consecutive days in a year. Either way, any additional parties living on the premises must be approved by Jefferson Ridge.

EARLY TERMINATION:

Our lease is a binding contract. However, we understand that events may come up that require individuals to suddenly move. For these cases Jefferson Ridge offers three options to our residents:

- **Subletting:** In the event of any sublease of the apartment home, a rental application from all prospective subtenants accompanied by a \$50 Application Fee shall be submitted to and approved by Jefferson Ridge prior to occupancy. An administrative fee equal to half of one month's rent and utility fee payment shall be payable by the current resident(s) who will remain responsible for the terms of the Lease until the normal termination date.

- Re-Letting: If the resident wishes for the Landlord to re-let the apartment home, an administrative fee equal to one-month's rent and utility fee payment shall be paid by the resident who will remain responsible under all terms of the Lease until the Landlord finds an acceptable applicant and the new resident(s)' Lease begins.
- Lease Buy-out: Notice must be given **before** the first day of the month in which the resident wishes to terminate the lease. Notice will start on the 1st of the month and resident will remain responsible under all terms of the Lease for that entire month. A one-time payment equal to three times the monthly rent and utility fee payment will terminate the contract on the last day of that month. No pro-rations will be given.

RENEWALS:

Tenants will be informed of lease renewal options prior to the expiration of their current lease term.

TRANSFERRING WITHIN THE COMMUNITY

Our lease is a binding contract. However, we understand that a resident may wish to transfer to a different apartment during their tenancy. For cases such as these, we reserve the right to deny a request to transfer for any reason. However, assuming a request is approved, we will allow a lease agreement to transfer within the community.

Here are the guidelines for transferring within the community.

- Residents will need to be re-qualified for the new apartment. Updated pay information will be collected and applications will be re-screened for credit and criminal history.
- An administrative transfer fee in the amount of \$500.00 will need to be paid.
- A new security deposit will be required for the new apartment. Security deposit monies being held on the current apartment will be returned within 45 days of the physical move out date minus any cleaning fees, damages, etc.
- An updated lease will need to be completed as well as a notice to vacate. Residents will remain responsible for both apartments for the time period in which they are being physically occupied in order to transfer from one apartment to another (not to exceed 5 business days).

MOVING OUT:

Your move-out must be complete, and all keys corresponding to your lease must be returned to the leasing office no later than 12:00 noon on the day your lease ends.

In order to make your move out day less stressful we will do the cleaning and carpet shampooing services through contractors we frequently use. By using our services, we can ensure that the apartment is cleaned to meet our standards. If you choose to have the carpet cleaned by someone else, you must provide a receipt to our office at move out to avoid paying the carpet cleaning fee. However, if we find that they are not cleaned to our standards and we still need to have them cleaned, you may still be charged for our contractors to clean them as well. The costs of these services will be deducted from your deposit.

Apartment cleaning costs range from \$140 to \$220 depending on size and floor plan.

Carpet cleaning costs range from \$100 to \$125 depending on size and floor plan.

Any walls that have been painted must be returned to their original color prior to your move-out. If you are unsure of what color to use, please reach out to our office and we will provide the name of the correct color. If there are any walls that have not been returned to their original color, you will be charged \$175 per wall that we must re-paint.

The entire leased property must be thoroughly free of all trash and debris. If you leave trash or items behind you are subject to trash out fees and labor costs for trash/item removal. The following items are an example of items that must be removed by 12 Noon on your lease expiration date.

All personal belongings including coat hangers, trash, boxes, soap, toilet paper, shower curtains, cleaning supplies etc. must be removed from inside and outside of the apartment and disposed of properly. Patios and Balconies must also be clear of all trash and personal belongings.

Remember to provide us with your forwarding address. If not provided, your security deposit return letter will be mailed to your last known address. If a check must be reissued within 3 months of our initial mailing of your return, a \$15 stop-check fee will be applied to your balance. Your security deposit will be returned along with an itemized list of any damages resulting in deductions within 45 days of the termination of your lease.

*If you choose to be present for the move out inspection, the apartment must be vacated (all items removed) prior to the inspection and keys must be turned in at completion of inspection. Also, the inspection must take place to later than 12:00 noon on lease expiration date. Move out inspections may not be scheduled for a Sunday.

***The electricity must remain on for 5 days after the lease expiration.** If we find that the electricity has been turned off, you will be charged a reconnection fee as well as the pro-rated usage for that time period.

MAINTENANCE

JEFFERSON RIDGE MAINTENANCE:

Jefferson Ridge provides maintenance for your apartment home. Normal maintenance issues should be submitted as soon as they are noticed. Problems can be reported by calling the Leasing Office, emailing the issue and details to info@jeffersonridge.com, or through the Jefferson Ridge Resident Portal through Appfolio. Normal maintenance on your apartment home is free of charge. However, usage related maintenance items may be your responsibility. Residents are specifically, although not exclusively, responsible for the following:

- Unclogging toilets and drains (do not use Liquid Plumber or similar products)
- Light bulbs
- Flipping of circuit breakers
- Loss of keys/lock-out
- Damages due to the actions, neglect or misuse by Resident(s) or guest(s)
- Modifications to the apartment

It is the responsibility of the resident to submit a request for maintenance issues as soon as it is noticed. When items in the apartment home need maintenance or need to be repaired/replaced it's our responsibility is to fix them as quickly as can be reasonably expected. We do not guarantee that residents will have absolutely no problems in their apartment home. This would not be realistic. Management will act with customary diligence to make repairs and complete maintenance requests in a timely manner, however the time may vary due to working with other vendors or parts that may need to be ordered. As a result rent will not be abated in whole or in part at any time.

Jefferson Ridge provides Emergency After-Hours Maintenance. This is a service provided for maintenance issues that cannot wait until the next business day. If your problem falls into this category, please call the emergency number: 434-972-1976 and leave a message with your name, apartment number, telephone number, and the nature of your emergency. Common problems that warrant an emergency call include:

- Sewer back-up
- No heat when the weather is below 60 degrees
- No A/C when the weather is above 90 degrees
- Water leaks that cannot be controlled temporarily
- Inoperable stove
- Only toilet in apartment is inoperable
- Refrigerator not cooling
- No electricity
- No hot water
- Vandalism

LOCK OUT SERVICE:

An official photo identification card or driver's license is required for all lock out services. This service is provided as a convenience to residents. During regular business hours, a key may be borrowed from the Jefferson Ridge leasing office. This key is free of charge, but must be returned immediately. Any keys not returned by the close of business the same day will be subject to replacement fees. After regular business hours, you must contact a locksmith to be let into your apartment. The cost for Jefferson Ridge to administer a new house or mail key is \$5.00 each. There is a charge of \$50.00 for a new electronic FOB key to be issued.

ALTERATIONS:

You are prohibited from making alterations, installations (including installation of locks or chain latches), repairs or redecorations of any kind to the premises without the prior **written consent** of management. No signs, lights, or satellite antenna wires may be installed to the exterior premises or in the windows.

Jefferson Ridge has installed Venetian blinds on all windows and vertical blinds for the sliding glass door in your new apartment home. If you desire to add additional window treatments, your windows or sliding glass doors may be covered by drapes, blinds, or curtains. Sheets, flags, or similar articles are not permitted as window coverings.

INTERNET:

Ting provides the fiber internet connection for the community, and has asked that internet related issues be reported directly to them. They provide wonderful customer service and are ready to help troubleshoot, set-up and apartment-specific issues. You can contact them at 434-227-5984.

Jefferson Ridge cannot be liable for failure to deliver service for short periods of time because of the potential for sporadic service outages due to circumstances directly out of our control (i.e. weather). Internet and cable are not guaranteed to be available 24 hours a day, or 7 days a week. If the internet or cable services provided by Jefferson Ridge fail, it is important to let the leasing office know as well as the service provider so the problem can be addressed and resolved.

CARPET CARE:

Your carpets have been professionally cleaned prior to your move in. While living at Jefferson Ridge you are responsible for maintaining your carpet's cleanliness and are required to have it professionally cleaned when you move out. Routine carpet care is the best way to avoid any charges for carpet replacement after vacating your apartment. Clean any spots or stains immediately and vacuum at least once a week to remove any dirt from the carpet and to keep the pile erect (heavy traffic areas require more frequent vacuuming).

APPLIANCE CARE:

Residents are responsible for the proper care and maintenance of all appliances provided by Jefferson Ridge. Harsh abrasives or steel wool pads are not to be used as they may cause damage to the appliances. Use a soft cloth or sponge and mild detergent or glass cleaner instead. Using common sense and regularly cleaning your appliances are the best ways to ensure that they continue to operate properly.

A FEW TIPS:

- **MICROWAVE:** For stuck on food, boil a cup of water in the microwave for 2 or 3 minutes. The steam will soften any stuck on food. If you have a metal rack in your microwave you must remove it with each use if you are not using it.
- **GARBAGE DISPOSAL AND DISHWASHER:**
 - Always run plenty of cold water before, during and after use.
 - Put food down the drain once the disposal is operating.
 - Never use your hands to feed food into the disposal.
 - Never put any of the following in the disposal: grease, glass, tea bags, pits, bones, coffee grounds, metal, fruit stems, corn cobs, carrot peels, potato peels or husks.
 - If your disposal becomes jammed, turn off the switch, remove item, and press the re-set button underneath the disposal.
 - Dishwasher should be used at least once a week, otherwise the seals may dry and the motor may be damaged by long inactive periods. Only use detergent made specifically for dishwashers.

HEATING & COOLING:

The best way to maintain the desired temperature of your apartment is to set the temperature and leave the system running 24-hours a day. With the thermostat switch set to auto, the fan will cycle on and off to sustain the desired temperature setting. During extremely hot or cold periods it is recommended that the fan switch be left in the ON position. The fan will run constantly to better circulate air throughout your apartment. Never turn your heat below 60 degrees in the winter months. Doing so could cause the pipes to freeze and burst, causing excessive damage. You will be responsible for any repair costs and damages caused by your negligence if this should happen.

CEILING FANS: Each apartment home is equipped with a ceiling fan. During the warm months, the fan should be set to pull the cooler air up from the floor and circulate it. In the colder months, the direction of the fan blades should be reversed in order to blow the warmer air from the ceiling down. Using your ceiling fan in this manner will make the heating and cooling system function more efficiently.

FIREPLACES:

- Make sure that the damper is open when the fireplace is in use. After all the coals have cooled make sure that the damper is closed in order to prevent loss of heat from the apartment.
- While using the fireplace the screen must be closed at all times. Embers can easily damage the carpets and any damage caused will be your responsibility.
- Never leave your apartment without being certain that the fire is completely extinguished.

USEFUL INFORMATION

IMPORTANT CONTACT INFORMATION:

- Emergency Contact: Fire/Police/Rescue Squad: 911

Property Contact Information

- Leasing Office: 810 Catalpa Ct, 434-293-9000, info@jeffersonridge.com
- Office Fax: 434-293-9029
- Office Hours: Monday-Friday 8AM-6PM, Saturday 9AM-5PM, Sunday Noon-5PM
- Maintenance Requests: 434-293-9000, info@jeffersonridge.com
- Emergency Maintenance (after-hours only): 434-972-1976

Utilities

- Dominion Energy: 1-888-366-4357; www.dominionenergy.com
- CenturyLink (Telephone): 1-877-290-5458; www.centurylink.com
- Ting (Internet): 434-227-5984
- Comcast (Cable): 1-800-266-2278

Vehicles & Transportation

- UVA Parking & Transportation: 1101 Millmont St, 434-924-7231
- Charlottesville Transit Service (CTS): 434-296-RIDE
- Albemarle County Office (County decal): 434-296-5841
- Department of Motor Vehicles: 2055 Abbey Rd, 1-800-435-5137 (Route 250 East, Pantops)
- Albemarle County School Transportation: 110 Lambs Ln, 434-973-7231
- Cale Elementary School: 1757 Avon St, 434-293-7455
- Walton Middle School: 4217 Red Hill Rd, 434-977-5615
- Monticello High School: 1400 Independence Way, 434-244-3100

LOCAL INFORMATION:

Post Office: 2150 Wise St (Barracks Rd Shopping Center), 1-800- ASK-USPS

Grocery Stores:

- Harris Teeter: 975 Emmet St (in Barracks Rd Shopping Center on Emmet St)
- Kroger: 1117 Emmet St. (in Barracks Rd Shopping Center on Emmet St)
- Wegmans: 100 Wegmans Way (in the 5th Street Shopping Center)

- Food Lion: 1131 5th St NW (just past the I-64 interchange on 5th Street)
- Trader Joes: 2025 Bond St (Stonefield Shopping Center, Hydraulic Rd.)

UVA Medical Center: 1215 Lee Street, 434-924-0000

McIntire Road Recycling Center: 611 McIntire Road, <http://rswa.avenue.org/mcintire.htm>

Jefferson Madison Regional Library, Central Branch: 201 E Market St, 434-979-7151 Visit: <http://www.jmrl.org>

Parks:

- Azalea Park: Located on Old Lynchburg Rd near 5th St Extended. Playgrounds, baseball diamond, community gardens, off-leash dog park, connection to Rivanna Trail and picnic areas.
- McIntire Park: Located on Rte 250, near the intersection with McIntire Rd. Home to the Spring Dogwood Festival and other annual community events. Public golf course, a skate park, and baseball diamonds.

Parks and Recreation: 501 East Main Street, 434-970-3260 Click [here](#) to view information regarding the Charlottesville Parks and Recreation.

Charlottesville-Albemarle Airport: 100 Bowen Loop, 434-973-8342. Visit: <http://gocho.com>.

Tourism and Activities:

- Charlottesville Tourism: Visit <http://www.visitcharlottesville.org> to find hotels, festivals, family activities and regional attractions.
- The Downtown Mall: A pedestrian mall and the bustling hub of Charlottesville, is located on eight city blocks between Market St and Water St. You can find shopping, al fresco dining, ice skating, street vendors, movies, plays, live music, and more! Visit <http://www.downtowncharlottesville.net/> to learn more.
- Monticello: The home of Thomas Jefferson is just one exit away on I-64E (exit 121). Visit <http://monticello.org> for information and directions.
- Carter Mountain Orchard: Minutes away on I-64E (exit 121), open from July through December. Pick your own peaches, apples, pumpkins and other seasonal produce or try their famous jams, pies, and cider.
- Wintergreen Resort: About fifteen minutes away via I-64W, features skiing, golfing, horseback riding, and a spa. Visit <http://wintergreenresort.com> for information.

Nearest Bus Routes: (subject to change)

For information regarding all bus routes provided by CAT, please click [here](#).