

Dakota County CDA  
1228 Town Centre Drive  
Eagan, MN 55123  
651-675-4400  
www.dakotacda.org



Dakota County  
Community Development  
Agency

# Family Townhome & Scattered Site Resident Handbook



*Heart of the City, Burnsville*



*Inver Hills, Inver Grove Hts.*

Spring 2023

## **Important Phone Numbers**

<b>CDA Main Number</b>	<b>651-675-4400</b>
<b>CDA Website</b>	<b>www.dakotacda.org</b>
<b>Work Orders</b>	<b>651-675-4506</b>
<b>After Hours Emergency Work Orders</b>	<b>952-988-3931</b>
<b>Dakota County Northern Service Center (Social Services)</b>	<b>651-554-6000</b>
<b>Dakota County Western Service Center</b>	<b>952-891-7400</b>
<b>Dakota County Employment &amp; Economic Assistance</b>	<b>651-554-5611</b>
<b>Dakota County Public Health</b>	<b>651-554-6115</b>
<b>CAP Agency</b>	<b>651-322-3500</b>
<b>360 Communities</b>	<b>952-985-5300</b>

**Property Manager:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### **Emergency Food Shelf Services**

360 Communities operates six food shelves located throughout Dakota County including locations in Burnsville, Eagan, Farmington, Lakeville and Rosemount.

If you need access to a food shelf, call 952-985-5300.

For a complete list of services that 360 Communities provides, visit [www.360communities.org](http://www.360communities.org) or call 952-985-5300.

### **The Recycling Zone**

Free recycling for Dakota County Residents can be found at the Recycling Zone located at 3365 Dodd Road in Eagan.

Materials accepted include most household electronics, items, recyclables, chemicals and hazardous waste.

Please see their website ([www.dakotacounty.us](http://www.dakotacounty.us)) or call 651-905-4520 for full details of items accepted and any fees.

## **360 Communities**

360 Communities is a non-profit organization dedicated to helping families in crisis get back on their feet. All families and individuals can access 360 Communities services.

360 Communities is able to provide holistic, long-term services for families and the community because all staff are trained to provide basic assistance in a multitude of areas including: food, financial assistance, child care, child neglect and maltreatment, domestic violence, sexual assault, safety planning, mentoring partnerships, and school success.

360 Communities Neighborhood Based Family Support Service helps people reach financial independence by working with families on a variety of issues, including:

- Affordable Housing
- Child Care
- Community Isolation
- Domestic Violence
- Financial Crisis
- Food Emergency
- Job Loss
- Sexual Assault
- Unemployment
- Language or Cultural Barriers
- Welfare to Work Transition

Neighborhood-based family support workers give people the support, resources, encouragement and long-term follow-up that can change their lives. They help families identify their problems and implement solutions by setting goals and promoting responsibility.

## **Introduction**

Welcome to your new home with the Dakota County CDA. We are very pleased you have chosen to live in one of our townhome developments or scattered site homes.

This resident handbook is designed to provide you with information that will be useful to you as you settle into your new home and become acquainted with the surrounding area.

Please refer to this information throughout your residency, as needed, and don't hesitate to contact your Property Manager about any questions you may have about material contained in this handbook.

Thank you for choosing to live with us!

### **CDA Business Hours**

The CDA's business hours are Monday through Friday from 9 a.m. to 4:00 p.m. The CDA is closed on weekends and the following holidays:

When the holiday falls on a Saturday, it will be observed on Friday. When the holiday falls on a Saturday, it will be observed on Friday. Sunday, it will be observed on Monday.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving (and day after)
- Christmas Eve and Christmas

# After Hours Emergencies

The CDA considers an emergency to be a situation where people will be hurt and/or property will be damaged if the problem is not fixed immediately.

Examples include:

- Fire (Call 911 first)
- Flood
- Sewer and sink back ups
- Clogged toilet (If a unit only has one toilet)
- Lack of heat
- Gas leaks (Call gas company first)
- Loss of power (Call electric company first)

If there is an emergency at your unit **after** normal business hours, or on a weekend or holiday, please call **952-988-3931** and report it. Please do not call this number for non-emergency repairs or during regular business hours (Monday– Friday).

Our answering service will take the information and make sure it is given to the Maintenance Technician and/or Property Manager on call. Please provide as detailed and accurate information as possible so we can respond in the most appropriate and timely manner.

## CAP Agency

The CAP Agency is a private non-profit organization that provides the following services to residents of Scott and Dakota Counties.

**Head Start:** A family-centered preschool program designed to provide education, social services, and health and nutrition services to children and their families. Various program options are available to accommodate individual family needs and parent involvement is encouraged.

Head Start Services are voluntary and are provided at no cost to eligible families. Head Start eligibility is based on income, age and individual child and family needs. For more information call the CAP Agency at **651-322-3500**.

## Energy Assistance Program

The Energy Assistance Program (EAP) provides grants to help pay residential heating bills. Additional funds are available for energy crisis situations and energy-related repairs. Information on energy conservation practices is also offered.

The EAP funding runs October 1 - May 31. Applicants are encouraged to apply early because funds are not guaranteed to last the entire year.

For income limits, more information and/or to request an application call the CAP Agency at **651-322-3500** or visit [www.capagency.org](http://www.capagency.org).

## Dakota County Public Health

The Dakota County Public Health Department provides a broad range of services to individuals, families and communities to promote and protect the health of the residents of Dakota County. Services for families include:

- Pregnancy education
- Infant/child growth and development assessments
- Parent support and family health counseling
- Resources for children with special needs
- Child and adolescent health screenings
- Outreach and referral to resources
- WIC nutrition program
- Information about low cost health resources

For more information on Dakota County Public Health Programs visit [www.co.dakota.mn.us/HealthFamily/HealthServices](http://www.co.dakota.mn.us/HealthFamily/HealthServices) or call **651-554-6100**.

## Prescription Drug Drop-Off Program

A drop-off station for unwanted medications is available at each police department in Dakota County. Medications are accepted in any form, including prescription, over-the-counter and pet medications.

Place bottles or containers in a clear plastic bag. Use a marker to cross out your name and information. Do not cross out the name of the medication. For medicine that is no longer in its original container, place the capsules in a clear plastic bag and label with the name of the medicine. Needles, sharps and thermometers are not accepted.

For more information and a list of locations, visit their website at: [www.dakotacountysheriff.org](http://www.dakotacountysheriff.org).

## Work Orders for Repairs

From time to time you may find something in your home may need repair. One of the great advantages of living with us is that we have a dedicated and professional team of Maintenance Technicians to take care of our properties.

To report a work order, email us at [workorders@dakotacda.org](mailto:workorders@dakotacda.org) or call **651-675-4506** and tell us what needs to be repaired. Always include in your message your full name, address and telephone number. Once we have all the information from you, we will issue a work order for the repair and one of our Maintenance Technicians will respond.

Most work orders are completed in just a few days from the time they are reported to us. We ask that you call in and tell us of a repair or problem right away. The sooner we know about it, the sooner we can fix it.

## Common Rules

The following are some rules or guidelines the CDA has developed. Most of these items will seem like common sense to you, but a few may be new or different, and are in addition to the rules listed in your lease.

Your Property Manager can answer any questions you may have regarding these rules or help you address a situation that may not be covered.

### **Conflict Between Residents**

Residents may sometimes have conflicts with other residents. As a good neighbor, it is better that you as a resident try to deal with the conflict directly rather than getting your Property Manager involved. Typically, the resident being addressed is appreciative that the issue was brought to their attention and will most often remedy the situation. In those rare instances where this is not the case, please contact your Property Manager with your concern. Should an interaction rise to a level where you feel unsafe, please contact the police and then notify your property manager.

### **Non-Smoking Policy**

All Dakota County CDA properties are smoke-free, smoking is prohibited in your unit or within 25 feet of any structure. Structures do include garages, playground equipment and gazebos.

### **Conserve Utilities**

During the heating season, please do not leave your windows open. Windows should remain closed and locked when you are not home. A water pipe may freeze if it is near an open window in freezing weather. Leave your thermostat set at a minimum of 60°F in the winter. This is especially important if you are leaving the unit for an extended period of time such as for vacations or hospitalizations, etc. If damage occurs, due to a window being left open or reduced heat, you will be responsible (charged) for the damage.

Please be conscientious of your water consumption. If you have a dripping faucet or a toilet that runs constantly, let us know right away so that we can fix it

- Child Care
- Emergency Assistance
- Employment
- Food Support
- Health Care
- Housing
- Paternity & Child Support Services

For more information about these services visit [www.dakota.mn.us/healthfamily/publicassistance](http://www.dakota.mn.us/healthfamily/publicassistance) or call the Department of Employment & Economic Assistance at **651-554-5611**.

### **Dakota County Social Services**

Social Services provides assessment, investigation and case management services to people who are vulnerable due to age or disability.

Child protection (abuse or neglect), children's mental health, child care licensing, foster care licensing, adoption, minor parents and truancy programs are located at:

**Western Service Center**  
14955 Galaxie Avenue  
Apple Valley, MN 55124  
952-891-7400

Developmental disabilities for children and adults, adult protection/vulnerable adults, adult mental health, chemical health, long-term care/waivered services are located at:

**Northern Service Center**  
1 Mendota Road West  
West St. Paul, MN 55118  
651-554-6600



### **Dakota County Workforce Centers**

Dakota County Workforce Centers are a resource available to unemployed, underemployed and economically disadvantaged youth and adults who seek employment and training services.

The centers provide a number of programs and services including:

- Resource Room Facilities: fax, phone, computers, internet access
- Career Assessment
- Job Seeking Skills
- Resume Preparation
- Employment Referrals
- On-the-Job Training
- Job Search Placement and Assistance
- Dislocated Worker Programs
- Youth Employment Programs

The Workforce Centers in Dakota County are located in Burnsville and West St. Paul. For more information visit **[www.careerforcemn.com](http://www.careerforcemn.com)** or call the Burnsville Center at 952-703-3100 or the West St. Paul Center at 651-554-5955. Eligibility may be required for certain programs.

### **Dakota County Employment & Economic Assistance**

The Department of Employment and Economic Assistance administers financial assistance programs and support services to Dakota County residents to assist them in achieving and maintaining economic self-sufficiency.

The following services are provided:

- Cash Assistance

and save water. Keeping the cost of utilities low will save you money and keep rents affordable.

### **Furnace Filters**

Changing your furnace filter on a monthly basis during both the heating and cooling seasons will help it run more efficiently and distribute warm and cool air more efficiently.

The CDA provides furnace filters to you at no charge. If you need more for your unit, please call or email it as a work order request. Failure to change out your furnace filter on a regular basis could result in increased utility bills due to inefficiency or charges for failure to take reasonable care of the unit. Your maintenance technician will identify how often your filter needs to be changed. If you do not have that information, contact your property manager.

### **Pets**

The Workforce Housing Program has a no pet policy. This includes pets of guests or other visitors. Exceptions to this policy may be made in accommodation of a disability and are reviewed and approved on a case-by-case basis. Under no circumstances may you bring a companion/service animal home without first submitting an accommodation request. Should your accommodation not be approved you will need to remove the animal from the home.

Approved animals must abide by all rules listed in the Companion and Service Animal Addendum, which

includes but is not limited to:

- Animals must be leashed, accompanied and restrained at all times when outside the unit.
- Resident is responsible for the immediate disposal

## Library Information

Dakota County Library Cards are issued free of charge to all county residents with proof of address. Your card can be used at all Dakota County Library locations, in any metropolitan area public library, and in most public libraries in Minnesota. The following is a list of phone numbers and addresses for libraries in Dakota County.

<b>Burnhaven Library</b>	1101 West County Road 42 Burnsville, MN 55306 952-891-0300
<b>Farmington Library</b>	508 Third Street Farmington, MN 55024 651-438-0250
<b>Galaxie Library</b>	14955 Galaxie Avenue Apple Valley, MN 55124 952-891-7045
<b>Heritage Library</b>	20085 Heritage Drive Lakeville, MN 55044 952-891-0360
<b>Inver Glen Library</b>	8098 Blaine Avenue Inver Grove Heights, MN 55076 651-554-6840
<b>Pleasant Hill Library</b>	1490 South Frontage Road Hastings, MN 55033 651-438-0200
<b>Robert Trail Library</b>	14395 South Robert Trail Rosemount, MN 55068 651-480-1200
<b>Wentworth Library</b>	199 East Wentworth Avenue West St. Paul, MN 55118 651-554-6800
<b>Westcott Library</b>	1340 Wescott Road Eagan, MN 55123 651-450-2900

- of animal waste inside and outside the unit.
- Provide annual documentation, such as emergency contact information and vaccination updates.

One cat or small dog is allowed in the Scattered Site Public Housing Program homes only. A Pet Deposit is required. Please contact your Property Manager to obtain a pet permit and pay the deposit before you bring a cat or dog into your home.

## General Parking Guidelines

Households are limited to two vehicles or one car per licensed driver. In all townhome developments residents are required to park in their garage and/or their personal driveway. Guest parking is strictly for guests. Exceptions are made when a household has more than two licensed drivers by allowing one vehicle per licensed driver.

Parking in fire lanes or curbs is prohibited at all times. Fire lanes are marked by yellow paint on the curb or warning signs on the street. Vehicles parked in these areas would block a fire truck or other emergency vehicles in the event of an emergency. Cars parked in these areas are subject to towing at the owner's expense and ticketing by local police.

Inoperable or leaking vehicles, or vehicles with expired license plates are not permitted to be parked on the site and are subject to towing at the owner's expense.

Most sites have limited parking spaces available. We require that you park your personal vehicles in your garage or on your driveway and save the parking lot spaces for guests.

## City Information

We encourage parents to get their children involved in activities through their school district or city's Parks and Recreation Department. Many cities offer activities such as lifeguard training, art classes, or various athletics.

Listed here are phone numbers and websites for City Halls in Dakota County that can provide more information about recreational programs available.

**Apple Valley** 952-953-2500 | [www.ci.apple-valley.mn.us](http://www.ci.apple-valley.mn.us)

**Burnsville** 952-895-4400 | [www.burnsville.org](http://www.burnsville.org)

**Eagan** 651-675-5500 | [www.cityofeagan.com](http://www.cityofeagan.com)

**Farmington** 651-463-7111 | [www.ci.farmington.mn.us](http://www.ci.farmington.mn.us)

**Inver Grove Heights**  
651-450-2500 | [www.ci.inver-grove-heights.mn.us](http://www.ci.inver-grove-heights.mn.us)

**Hastings** 651-480-2350 | [www.ci.hastings.mn.us](http://www.ci.hastings.mn.us)

**Lakeville** 952-985-4600 | [www.ci.lakeville.mn.us](http://www.ci.lakeville.mn.us)

**Mendota Heights**  
651-452-1850 | [www.mendota-heights.com](http://www.mendota-heights.com)

**Rosemount** 651-423-4411 | [www.ci.rosemount.mn.us](http://www.ci.rosemount.mn.us)

**South St. Paul** 651-554-3200 | [www.southstpaul.org](http://www.southstpaul.org)

**West St. Paul** 651-552-4100 | [www.ci.west-saint-paul.mn.us](http://www.ci.west-saint-paul.mn.us)

Additionally, Dakota County coordinates programming for their parks. Visit [www.dakotacounty.us](http://www.dakotacounty.us) for more information.

## Snow Removal & Parking Lot Maintenance

There are times when it will be necessary for you to move your vehicle so that we can remove snow or perform other lot maintenance activities. We try to limit these occasions and keep them as short as possible. By moving your vehicle promptly when notified, you can avoid having it towed and we can perform the work quickly and efficiently.

For the safety of you, your guests, and CDA staff, your driveway and sidewalks need to be clear of ice and snow at all times. You are responsible for snow removal on your sidewalk and driveway. Failure to maintain these areas may result in the CDA hiring an outside contractor at the resident's expense.

In general, any visitor vehicles in guest parking should be moved within 24 hours of a snowfall (or earlier if a contractor is on site) to ensure guest spaces are cleared of excess snow.

## Garages

Your garage should be used for parking your vehicle. You may also use garage space for storage of seasonal items that you do not store in your home.

You must be able to park an operable vehicle in your garage at all times. Having a garage full of household items can become a fire hazard and attract roaches, mice or other rodents.

Cooking in garages or on open flame burners is prohibited. If grilling, please see page 15.

CAUTION: Do not warm up/run your vehicle while it is still in the garage. Doing so presents a fire hazard and is a potential source of carbon monoxide poisoning.

## Garage Door Opener

If your unit has a garage with an automatic garage door opener, you are given a garage door remote. You should treat this remote like you would a key as it allows you into your home. If you lose or misplace your garage door remote, let us know right away.

## Individual or Community Garage Sales

Garage sales are allowed one time per year and cannot last more than 3 days. Participants are required to keep all their sale items in their garage or driveway and store the items in their garage at the end of each day. Residents are also required to promptly remove all garage sale signage in the community and surrounding areas at the end of the sale. Garage sale guests are required to park in guest parking or the neighboring side streets and must not park in fire lanes (areas where curbs are painted yellow).

## Storage in the Mechanical Room

The room where your furnace, water heater and water softener are located is called the mechanical room. It is important that you not store any items, especially flammable items, within three (3) feet of your furnace or water heater. Both pieces of equipment need space for air to flow around them in order to operate safely and efficiently, since they have an active flame.

## Grounds Care

We ask that you do your part to make sure the grounds are clean and safe by picking up after yourselves. We provide common space trash receptacles near most playground areas. If you find trash in your yard or in a common area, please

# Community Information & Resources

There are many resources and community services available to Dakota County Residents.

## School Information

A good education is an important part of a child's development. We encourage all parents to be involved in their children's education. Listed here are phone numbers and websites for Dakota County public school districts.

### **Apple Valley Public Schools, ISD #196:**

651-423-7700 | [www.district196.org](http://www.district196.org)

### **Burnsville Public Schools, ISD #191:**

952-707-2000 | [www.isd191.org](http://www.isd191.org)

### **Eagan Public Schools, ISD #196:**

651-423-7700 | [www.district196.org](http://www.district196.org)

### **Farmington Public Schools, ISD #192:**

651-463-5000 | [www.farmington.k12.mn.us](http://www.farmington.k12.mn.us)

### **Hastings Public Schools, ISD #200:**

651-480-7000 | [www.hastings.k12.mn.us](http://www.hastings.k12.mn.us)

### **Inver Grove Heights Public Schools, ISD #199:**

651-306-7800 | [www.invergrove.k12.mn.us](http://www.invergrove.k12.mn.us)

### **Lakeville Public Schools, ISD #194:**

952-232-2000 | [www.isd194.k12.mn.us](http://www.isd194.k12.mn.us)

### **Rosemount Public Schools, ISD #196:**

651-423-7700 | [www.district196.org](http://www.district196.org)

### **South St. Paul Public Schools, District #6:**

651-457-9400 | [www.sspps.org](http://www.sspps.org)

### **West St. Paul Public Schools ISD #197:**

651-403-7000 | [www.isd197.org](http://www.isd197.org)

Managers will lock your front door upon leaving the unit. If the screen door is locked, the manager will access the unit through the garage if an additional remote is available.

The following is a list of maintenance items and commonly found violations:

**General:**

- Leaky sinks, shower faucets or pipes
- Running toilets, loose toilets
- Bent or broken window blinds
- Torn window screens
- Broken windows or windows that do not open, close, lock, or latch
- Missing lightbulbs; there must be a light bulb in every socket
- Outlet/switch plate covers missing, cracked, or broken
- Doors that are unable to latch properly and/or lock
- Breaker box: missing or blown fuses
- Smoke detector disconnected or batteries need changing (it is your responsibility to change batteries)
- Stove burners not working
- Tripping hazards such as electrical cords, frayed carpet or vinyl
- Using extension cords as permanent electrical source (i.e. overhead lighting)
- Fire extinguishers discharged or missing

**Fire Hazards:**

- Dirty stoves covered in grease or debris
- Drip pans covered in grease or debris
- Drip pans wrapped in aluminum foil
- Cookware stored in the stove
- Personal items stored less than three feet from the water heater or furnace in the utility room.
- Egress; there must be a pathway to every window

This is not an exhaustive list. If you have other work that needs to be done, please submit the work order as soon as possible.

dispose of it properly.

If everyone does their part to keep grounds free of litter and trash, we can make sure your homes look attractive and are safe for your kids.

If anyone in your household brings personal toys, bikes, scooters, etc. outside to play with during the day, they must be returned to your garage before dark. Toys should not be left on sodded areas or the playground, as it can cause damage to the grass and also cause an obstruction for grounds maintenance crews. The Site Attendant will remove any items not picked up and will store unclaimed items in the office for 28 days prior to discarding them.

The CDA is not responsible for lost, stolen or damaged items.

**Furniture and Decorations Outside Your Unit**

Residents often like to decorate the outside of their unit during various holidays and seasons. This is allowed, however, there are guidelines that must be adhered to.

- Do not make permanent holes in the exterior of your unit by using nails or screws. There are a number of temporary, removable clips and hangers available wherever you buy seasonal decorations.
- All decorations are allowed to be out 30 days before the holiday and must be removed no later than 15 days after the holiday.

Please ensure that any furniture on your deck or patio is an 'outdoor furniture' product. No kitchen or folding chairs, stools, office furniture, etc. are permissible outside of the unit. An enclosed exterior storage chest on your porch is allowed if space permits. If

management finds an item unsuitable, you will be required to remove it.

Residents should not plant flowers or decorative plantings in the sodded or landscaped areas of their yard/development (including mulched areas). Please limit plantings to the potted type only. These pots are required to be on your concrete patio/porch area only and cannot block access to your front door. Pots must be stored in your garage or unit during the winter months.

The following items are prohibited:

- Political signs can only be placed in the interior windows of the home and not on the grounds
- Stringed patio lights
- Decorative fences
- Animal or bird feeders
- Tiki Torches/Luminaries
- Hooks attached to siding or soffit for hanging pots
- Hanging personal décor from any trees on the property

Consult with your Property Manager if you have any questions. If a decoration is deemed inappropriate, you will be asked to remove the item.

### **Swimming Pools, Trampolines & Portable Basketball Hoops**

Small, portable swimming or wading pools are allowed. These pools are usually 10 to 12 inches high, can be filled and drained each day, and are easily moved. These pools must be drained and stored in your garage overnight.

Larger, more permanent types of swimming pools are not allowed. You will be required to remove it if you have one. Never leave children unattended while

candidates entry (onto our properties) for campaigning purposes. Candidates can solicit door-to-door and they are permitted to leave flyers and host a meet-and-greet in common spaces such as the gazebo/picnic areas, so long as the proposed time does not conflict with any other scheduled use of the space. The CDA will not provide any refreshments for such a meeting.

Candidates must contact the Property Manager to arrange a time to host the meeting and, if possible, a note will be posted to alert residents about the upcoming visit. During the course of the campaign visit, residents are in no way obligated to allow candidates or any campaign workers into their individual units.

The CDA will not permit the posting of any campaign signs, stickers, lawn signs, posters or other material on CDA property.

### **Prepare For Your Annual Inspection**

You will have a housekeeping inspection every year and possibly other compliance inspections depending on where you live. Inspections are intended to ensure the safety of all residents, as well as, to protect the property from extraordinary wear and tear or neglect.

During the inspection, we look for maintenance items and situations which may harm your safety, such as blocked egress, broken appliances, tripping hazards, and unsanitary conditions involving food and cleanliness. Make sure to call in work orders throughout the year, rather than waiting for the inspection.

When inspections are scheduled, the resident must ensure that storm doors are unlocked. Property

prepared if the power goes out. You should avoid spaces with a lot of windows during severe weather.

If you are aware of any damage to the building or your unit as a result of severe weather, please call the CDA's after hours answering service at **952-988-3931** , or **651-675-4506** during office hours to report it.

### **Personal Emergency Kit**

In the event that you need to evacuate your unit for some reason on very short notice, it is a good idea to have a personal emergency kit or bag ready to grab on your way out the door. The kit can contain whatever you might need should you be required to be out of your unit for an extended period of time.

Suggested items include: keys, personal I.D., water bottle, cell phone, medications, names and numbers of relatives or friends, and anything else that would make the event more manageable and less stressful.

### **Renter's Insurance**

Dakota County CDA highly recommends that you purchase a renter's insurance policy to protect your personal belongings in the event of a building disaster such as a flood or fire. The CDA is not liable for damage caused to personal belongings.

Residents are held responsible for the CDA's insurance deductible in the event that they are the cause of a flood or fire, etc. An insurance policy is very affordable and will replace your personal belongings and pay for the CDA's insurance deductible.

### **Fair Campaign Practices Act**

The CDA follows the Fair Campaign Practices Act (MN Statute 211B.20) which requires that we allow

using a swimming pool to prevent a potential drowning hazard. Also never leave a pool with water in it unattended for the same reasons.

Trampolines and portable basketball hoops are not allowed on CDA properties.

### **Grills/Fire Pits/ Tiki Torches**

Grills may be used in your driveway a minimum of 15 feet from the building structure (or in compliance with city code). Grills can not be used in garages, on the lawn, or on decks or patios. Your grill must be supervised at all times to prevent accidents or injuries. When your grill is cool, store it in your garage rather than leaving it outside. Stand-alone fire pits, lawn chimneys and tiki torches are not allowed.

### **Play Equipment**

To ensure the safety of children playing at the development, please report if playground equipment is damaged or in need of repair. If you notice anyone intentionally damaging any of the equipment, please report it to your Property Manager so that it can be addressed.

### **Satellite TV Dishes**

Many residents have cable or satellite TV service. We do not allow satellite dishes to be permanently mounted to the outside of your unit. Your installer can mount the dish on a pole or post outside your unit in an area approved by the CDA. It is important to note that depending on the location of your home, satellite dish service might not be an option.

We do not allow any cables to be run along the exterior of the unit without prior permission. All installations must be pre-approved and signed by

your Property Manager.

If you or your installer have any questions, please contact your Property Manager. We will remove any unauthorized satellite dishes that have been installed improperly or without permission.

### **Recycling**

We encourage residents to recycle to the greatest extent possible. By recycling your waste, you help reduce the amount of trash that goes into landfills, which saves energy and other natural resources. Please follow any directions on the recycling containers regarding what is acceptable for recycling.

Dakota County residents can recycle numerous electronics, household items, household chemicals, hazardous waste, and other items at *The Recycling Zone*, located at 3365 Dodd Road, Eagan. Additional information can be found on page 33 of this handbook.

### **Garbage & Recycling Containers**

The garbage company for your site provides you with containers for both garbage and recycling disposal. Besides collection day, containers cannot be stored outside of your garage for any reason. Containers may be placed at the curb starting at 6:00 p.m. the evening before pick-up day, and must be returned to the garage by 6:00 a.m. on the morning following the pickup day.

It is a good idea to rinse your containers out once or twice a year if they start to smell. A good rinse with a garden hose usually takes care of it. Report broken or

### **Fire**

All CDA units are equipped with fire and smoke detectors. Report any smoke detector that isn't working to the CDA right away so we can fix or replace it. Removing or disabling a smoke detector or carbon monoxide detector is a lease violation.

You are responsible for changing the batteries in your smoke detector. When the batteries are low, the detector will begin to 'chirp' at a frequent interval, which is an alert that the batteries need to be changed. Residents are responsible for changing batteries at that time.

In the event of a fire in your unit, you should evacuate immediately. Once you are safely out of the unit, report the fire by calling 911. After reporting the fire to the local Fire Department, please call the CDA's after hours answering service at **952-988-3931** to report the fire and ask them to contact the Property Manager on-call.

It is a good idea to practice a fire drill with your kids. It is important that they know what to do in case of a fire. Practicing will help them learn and remember what to do.

### **Severe Weather**

You and your family should have a plan to be prepared to seek shelter during severe weather. Generally speaking, you should go to an interior space without windows on the lowest possible floor of your unit such as a basement or bathroom.

It is a good idea to have a flashlight and cell phone or a battery operated radio during these situations so you can monitor the weather reports and are



needs it and whom you know and trust. You are responsible for what happens to that key.

The CDA does not consider being locked out of your unit an emergency and will not send staff out after hours to let you in. If a locksmith is called and the lock is changed, the Property Manager must be notified the next business day. The lock will be rekeyed to CDA locks at the resident's expense.

### **Lock Your Door**

Police inform us that most property crimes are crimes of opportunity. If you leave your door unlocked, it may present an opportunity for the wrong person to enter your home. You should lock your door whenever you leave your unit. Even if you think you will only be gone for a little while, it is safest to lock the door. You should also lock your door at night or any other time of the day you feel necessary in order to ensure your safety.

CDA staff are required to lock all doors when exiting a unit. If CDA staff enter your unit or home for a work order, inspection, or other business reasons, they are required to lock the door upon their exit, whether the door was unlocked or locked upon their arrival. This is an industry standard practice. It is extremely important that you always take your key with you, as you may return home to find you're a door locked.

### **Lock First Floor Windows When Not in Use or When Not Home**

An unlocked window on the ground floor is like an unlocked door; it can be used to gain entry to the home. Lock your windows when you are not home.

cracked containers to your property manager so they can be replaced.

### **Pest Control**

Small amounts of common household pests such as ants, spiders, box elder and lady bugs are normal and can be expected in Minnesota. However, infestations of more damaging and aggressive insects or rodents are of great concern. It is the resident's responsibility to promptly report any infestation of bedbugs, cockroaches or mice and other rodents to the CDA. These infestations, if left untreated, can spread to adjacent areas and be quite costly and difficult to resolve. Should it be discovered that the resident was negligent in promptly reporting such infestation, the resident may be held responsible for the full extermination cost.

### **Guests**

Resident's guests or visitors may stay in a unit up to 15 (fifteen) days per guest, per calendar year. Upon showing of special circumstances or need, your Property Manager may extend this period of time (consecutive or non-consecutive days).

If your household composition is scheduled to change, for example, if you are expecting a child or if someone is planning to move in or out of your home, please let your Property Manager know right away. Only those who are listed on your lease are allowed to be living in your home.

Any household member additions must be approved prior to the individual moving in.

### **Guest Responsibility**

You are responsible for the actions of your guests while they are at your home and around the development. Because you share the development with the other residents, you have an obligation to make sure your guests follow the rules including anything that would disturb or endanger other residents.

## **Safety & Security Information**

The most important piece of any safety or security system are residents who are aware of what is going on in the area and knows who does and does not belong there. By being an active partner with us and your local authorities, you can help ensure a safe and secure home for everyone in the development and neighborhood.

### **Report Suspicious or Unusual People, Behavior or Activities**

No one knows better than you what is “normal” for your development and surrounding area. Don't hesitate to report suspicious activity or people to the local Police and/or the CDA. Unless the Police and CDA are aware of something, we can't do much about it. Let your common sense and instincts guide you. If something doesn't seem right, act on it and let someone know about it.

### **Be Aware of Your Surroundings**

Whenever you are out and about, you should pay attention to the environment around you and be aware of the people and activities that are going on. The same is true when you are in the parking lots or other areas of the development.

If you sense something isn't quite right, act on that feeling. Remove yourself from the area and report it to the Police and/or the CDA. By being alert and aware of situations you can keep yourself and your home safe.

### **Personal Security Cameras**

Personal security cameras are allowed to be placed inside the home. We also allow the use of a wireless doorbell camera system. This doorbell camera must replace the existing doorbell and cannot be placed in an alternative location.

You are financially responsible for any damage or repairs caused by the installation of the device. It is also expected that you return the original doorbell to its original condition at move-out. Dakota County CDA is not responsible for lost, stolen, or damaged doorbell cameras.

Cameras cannot be mounted on the exterior of your building or placed in other exterior locations, this includes the porch, garage, or mulch area. Should you want to monitor the outside area around your unit, cameras may be placed inside your window facing out.

### **Keys**

When you moved in you were given keys to your unit. You should only give a key to someone who really