

The Rhett Apartment Residents,

Welcome to The Rhett Apartments, Austin's newest and best apartment complex. We are proud to be able to provide our residents with modern and efficient facilities and we hope you are as excited about living in them.

The Rhett was designed and built under the 2020 Austin Energy Green Building Multifamily Rating and is also certified Bronze under the National Green Building Standard. Below are green features of the building as well as ways that you can utilize the building to enhance the sustainable nature of the facility.

Recycling:

Recycling is an easy way to contribute to minimizing the proliferation of waste and growth of landfills. The Rhett Apartments encourage residents to separate recyclables from other trash and deposit the recyclables in corresponding labeled trash chutes located at the designated trash room located on each floor of the. If you have any questions please contact onsite management. The current recycling program accepts the following items:

- Mixed Paper
 - o Newspaper/magazines
 - o Home office paper
 - o Junk mail/envelopes
 - o Catalogs
 - o Cardboard (break down and flatten)
- Plastic
 - o Plastic soda/water bottles
 - o Plastic milk jugs
 - o Plastic food containers (with food particles washed off)
 - o Rigid plastic items (#1 thru #7)
- Metals
 - o Aluminum cans
 - o Tin/Steel cans
- Glass
 - o Glass bottles

Battery Recycling

Your community has a recycling station for batteries located within the leasing area located on the first floor of the clubhouse. Batteries accepted include alkaline, nickel cadmium (Nicad), rechargeable, watch, camera, cell phone, laptop and other similar batteries.

Reduce waste even further:

Stop unwanted mail

<http://www.consumer.ftc.gov/articles/0262-stopping-unsolicited-mail-phone-calls-and-email>

<http://stopjunkmail.org/sample/kit.pdf>

<https://www.catalogchoice.org/>

Transportation Options:

The following alternative transportation options are available.

- Covered bicycle racks are provided and residents are encouraged to make use of the wide array of bike lanes and trails provided by the City of Austin. A map of the bike routes is available at most local bike shops or route your trip online at [Austin Bicycle Route Map](#)
- Alternative Transportation Service Apps:
 - Car share: Car2Go, ZipCar
 - Rideshare: Zimride, Carma

Ride Sourcing: Lyft, Uber, Sidecar
 Taxi hailing: Curb, Flywheel
 Real-time Transit Information: Moovit, NextBus
 Multi-modal: RideScout, Citymapper
 Bike-sharing: B-Cycle

Green Building Features

Below are some of the components that contribute to the energy savings and additional ways that tenants can use the components to save even more energy.

HVAC (Air Conditioning/Heating)

- The HVAC system provides an energy efficient 15 SEER2 heat pump unit for each apartment meaning that every apartment has individual control over their environment. Additionally, every apartment has a programmable thermostat.
 - o Be sure to adjust the thermostat settings if your unit will be vacant during vacations, holidays, etc.
 - o In the winter, wear a sweater instead of turning up the heat. In the summer, use the ceiling fan before turning down the temperature.
 - o The thermostats are pre-programmed to follow the Energy Star recommended schedule:

Factory Program Temperatures Recommended by ENERGY STAR® Cooling & Heating Schedule							
PERIOD		WEEKDAYS (5-DAY)		SATURDAY (1-DAY)		SUNDAY (1-DAY)	
		Start Time	Temp	Start Time	Temp	Start Time	Temp
COOL	MOR	6:00 am	78F	6:00 am	78F	6:00 am	78F
	DAY	8:00 am	85F	8:00 am	85F	8:00 am	85F
	EVE	5:00 pm	78F	5:00 pm	78F	5:00 pm	78F
	NHT	10:00 pm	82F	10:00 pm	82F	10:00 pm	82F
HEAT	MOR	6:00 am	70F	6:00 am	70F	6:00 am	70F
	DAY	8:00 am	62F	8:00 am	62F	8:00 am	62F
	EVE	5:00 pm	70F	5:00 pm	70F	5:00 pm	70F
	NHT	10:00 pm	62F	10:00 pm	62F	10:00 pm	62F

Lighting

- The lighting system throughout most of apartment and common areas utilizes high efficiency compact fluorescent lighting (CFL) or LED lighting.
 - o Residents are encouraged to create additional energy savings by turning off lights in any room that is not immediately occupied. Turning off lights regularly can save 8%-20% on lighting energy consumption.
 - o Keep lights clean. Why? Dust can cut a bulb's light output by 25%.
 - o Disposing CFLs. Like paint, batteries, and other household chemicals, CFLs should be disposed of properly. DO NOT THROW AWAY IN YOUR HOUSEHOLD TRASH. Ask the property manager where the battery and bulb disposal station is located onsite (clubhouse),

or deposit at a hazardous waste facility in your community or at stores that sell bulbs, such as Home Depot, IKEA, etc.

Ceiling Fans:

- Every apartment has an Energy Star ceiling fan in the living room and master bedroom. During the summer, ceiling fans provide air movement that creates a feeling of as much as a 5-degree temperature drop and reducing the need for more cooling from the air conditioning system. During the winter, the ceiling fans can be switched to run in reverse pushing air up against the ceiling which pushes the hot air at the top of the room down to the occupied level and reducing the need for heating from the HVAC system.
 - o Residents are encouraged to manage energy consumption by running ceiling fans in immediately occupied rooms and to setting thermostats to the Energy Star recommended temperatures. Don't forget to turn the ceiling fans off when leaving any room.

Appliances:

- The following appliances in each living unit are Energy Star rated for energy efficiency and/or low-water use, including the ***ceiling fans, refrigerators, and dishwashers***. Tenants can reduce energy and water usage with the following tips:
 - o Only run washing machines/dryers and dishwashers with full loads. Partial loads, even with adjusted settings, wastewater and electricity.
 - o Wash laundry with cold water, instead of hot. Hot water is only necessary for very dirty laundry.
 - o Keep refrigerators set at the minimum setting necessary to maintain the proper temperature for food storage. Keep your fridge between 36- and 38-degrees F. Set your freezer between 0- and 5-degrees F.
 - o Limit opening of the doors and avoid leaving the doors open longer than a few seconds. It is better to open the door multiple times than to leave it opened for an extended period.
 - o Keep the freezer full. It works more efficiently full than empty.
 - o Use the air-dry option on dishwashers.
 - o Scrape dishes instead of pre-rinsing them. New dishwashers can clean even heavily soiled dishes without pre-rinsing them.
 - o Use microwaves and crock pots to cook small meals.
 - o Keep the inside of your microwave clean. It improves the efficiency of your microwave.
 - o Use lids when cooking. They keep steam in and help food cook more quickly, which saves energy.

The design of the overall building includes water savings that equates to using **21%** less water than the City of Austin requires. Below are some of the components that contribute to the water-use savings and additional ways that tenants can use the components to save even more water.

- Low-Flow Plumbing Fixtures
 - o Low-flow fixtures are installed and are designed to use less water and be equally functional. Residents shall refrain from replacing these fixtures.
 - o Take short showers. Why? They use less water than baths. You pay twice for water. You pay one bill for the cost of the water itself. Then you pay a second bill for the cost of heating the water.
 - o Report Leaks. A dripping faucet can cost over \$10 a month and a leaky toilet flapper can also add up fast.

Each living unit is equipped with an exhaust fan located within 6-10' of the cooking surface as well as a ventilation fan in each bathroom and are ducted directly to the exterior of the building.

- Residents should utilize the kitchen exhaust fan any time the range/cooktop is used to exhaust heat directly to the exterior and reduce the load on the air conditioning system. Additionally, the hood

will exhaust smoke directly to the exterior improving the indoor air quality of the apartment. Be sure to turn the hood off at the same time as the range/cooktop.

- Residents should utilize the ventilation fan in the bathroom anytime the shower is used to exhaust heat and humidity directly to the exterior and reduce the load on the air conditioning system as well as minimizing humidity damage within the apartment.

In addition to the above items, below are additional passive design/construction features that contribute to the sustainable nature of the building.

- Construction Waste Management – over 75% of the construction waste from the project was recycled and diverted from a landfill.
- Highly reflective roofing – reflects the sunlight to reduce the heat transmitted into the building, thus reducing the load on the air conditioning system.
- Low VOC paints and coatings – products used for painting within the building were chosen specifically to ensure that the fumes/off-gassing is minimal to non-existent to provide the highest level of indoor air quality.

Monitor Your Energy Usage: Did you know Austin Energy has a tiered rate structure? The more you consume, the higher (more expensive) the rate tiers are that are used to calculate your bill. This tiered rate structure is designed to encourage energy conservation. The less you use, the cheaper your power becomes! Austin Energy has a free app that allows you to monitor your usage and set up alerts to let you know when you may be entering a new rate tier online. Follow the link below to register and for more information.

<https://austinenergyapp.com/>

Smoking: We have designated smoking areas. Please pick up butts. Smoking areas were placed away from fresh-air intakes, mechanical systems, windows and doors, and fire hazards. Please look for the Smoking/Non-smoking signage in place.

Integrated Pest Management (IPM) Plan: -- Available to Residents upon request.

Practice Good Housekeeping: Deter insects by practicing good housekeeping. Keep windows and doors closed and keep food and water in tightly sealed containers.

Green Living

Green building means incorporating environmental considerations and resource efficiency into every step of the home building and land development process to minimize environmental impact. It's a practical response to a variety of issues that affect all of us – like increasing energy prices, waning water resources, and changing weather patterns. It means making intentional decisions about:

Energy Efficiency

Improvements such as high levels of insulation, efficient HVAC systems, high-performance windows and energy-efficient appliances and lighting.

- Insulation levels and quality are verified by a third party to ensure quality execution of this important aspect of the thermal envelope. Quality insulation installation and thermal envelope inspections help increase occupant comfort, reduce energy bills, and help control air movement in and out of the conditioned space.
 - Efficient, 15 SEER2 Heat Pump, HVAC systems help reduce energy consumption in the heating and cooling months while maintaining occupant comfort. A heat pump system reverses the flow of refrigerant in the heating months allowing for an energy savings when compared to traditional electric resistance heat strips.
 - ENERGY STAR/high performance windows reduce the heat gain in the summer months, thus reducing the amount of energy needed to keep the conditioned space tempered. Additionally, the windows durability is superior to preventing wind and water intrusion when compared to traditional window systems.
 - ENERGY STAR dishwasher, refrigerators and ceiling fans provide quality performance at lower energy use.
 - High-efficiency tankless water heaters more effectively heat the water and remove the need to keep water heated in traditional storage tank models providing energy savings.
 - HVAC duct leakage and envelope leakage have been tested and verified in accordance with the Austin Energy Green Building guidelines. Duct leakage and envelope leakage account for the most energy consumption in traditional building practices.
 - CFL and LED lighting are an energy efficient alternative to conventional incandescent bulbs. In general, a CFL will use around 75% less electricity than an incandescent bulb with the same light output, while lasting 10 times longer. Additionally, since CFL's produce less heat, they can help you save on cooling costs. LED's are even more efficient than CFL's and last longer. Your home uses 100% high efficacy lighting with most of the fixtures using LED lights.
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Water Conservation

Measures such as water-efficient appliances, fixtures, and drought resistant/low-maintenance landscaping.

- ENERGY STAR dishwashers use less energy and water to perform to the same standard as traditional/non-ENERGY STAR dishwashers. It is imperative to the ENERGY STAR program that no appliance receives the ENERGY STAR rating without undergoing performance evaluation and testing.
- Low-flow bathroom faucets, kitchen faucets and showerheads provide water savings and energy savings associated with water heating without sacrificing occupant comfort. Fixtures specifically designed to increase pressure while reducing water consumption.
- Low-flow toilets use less water per flush without sacrificing performance.
- Drought tolerant landscape design coupled with low flow irrigation reduces the water consumed by the total site.

Resource Conservation

Using materials and techniques such as engineered wood and wood alternatives, recycled building materials, and more durable products.

- Roof trusses and floor trusses are engineered to carry higher loads while using less lumber.
 - Standard floor-to-ceiling heights enable a faster construction while reducing the waste generated by sawing custom framing members.
 - During the construction of your home, at least 50% of the construction waste was diverted from the landfill to various recycling uses.
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Indoor Environmental Quality

Considerations such as effective HVAC equipment, formaldehyde-free finishes, low-allergen materials, and products with minimum off-gassing or low volatile organic compounds (VOCs)

- Low VOC paints, adhesives and flooring systems reduce the level of airborne contaminants and increase the indoor air quality.
 - Bathroom and Dryer exhausts directly to the outdoors to reduce the build-up of contaminants, post occupancy.
 - Durable construction products such as non-paper faced backerboard behind tub/shower surrounds used to reduce moisture buildup in the walls.
 - Durability inspections throughout construction were performed to ensure proper detailing, flashing and products used in accordance with their location.
 - Mechanical fresh air systems have been installed to ensure filtered and conditioned fresh air is circulated through your home.
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Site Design

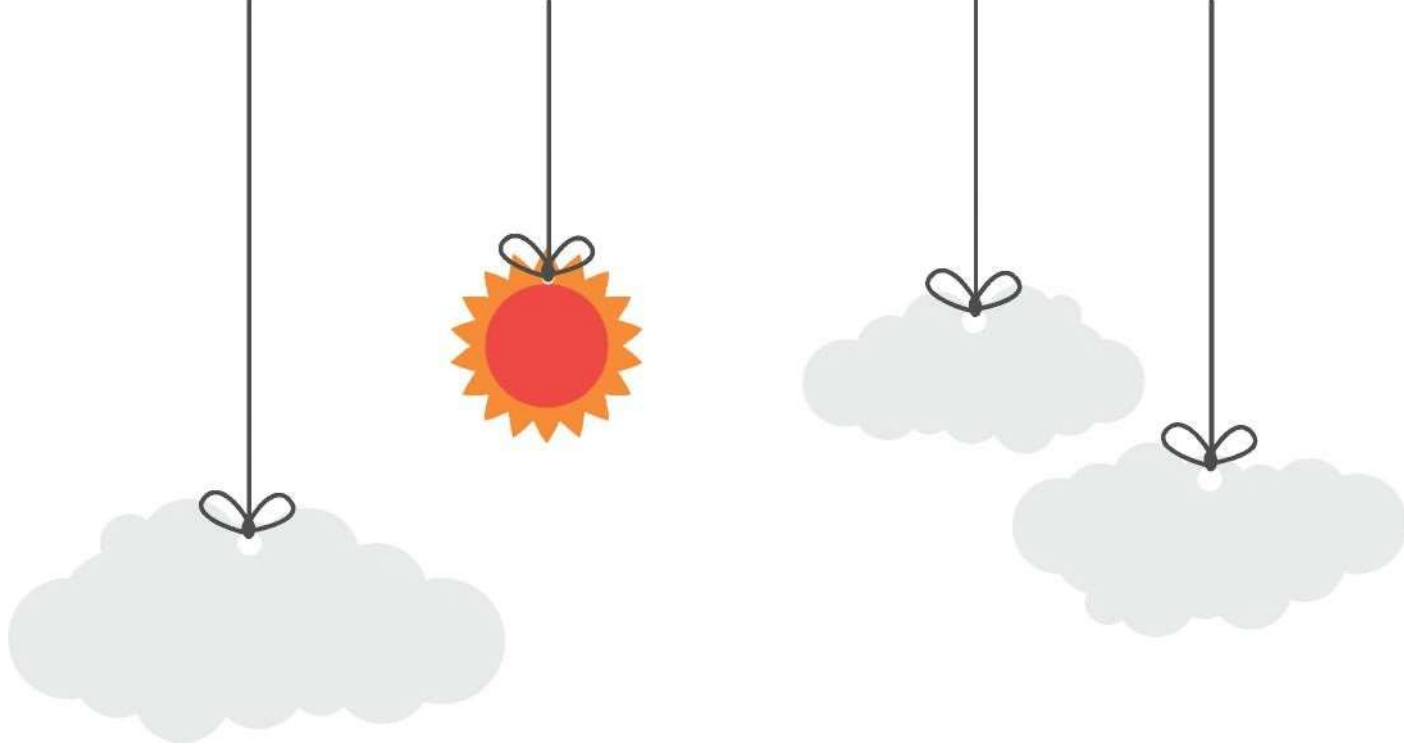
Planning such as minimizing disruption and preserving open space

- Pedestrian activity promoted, by providing walking/bicycle paths and storage, and outdoor activity space as well as fully equipped exercise facility thus reducing transportation related emissions.
 - Natural drainage features provided reduce the impact on the sewer system.
 - Construction activity erosion controls maintained throughout construction reducing the impact on the surrounding ecology, streams and lakes.
 - Reflective light-colored concrete used to reduce heat absorption.
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Green Certification

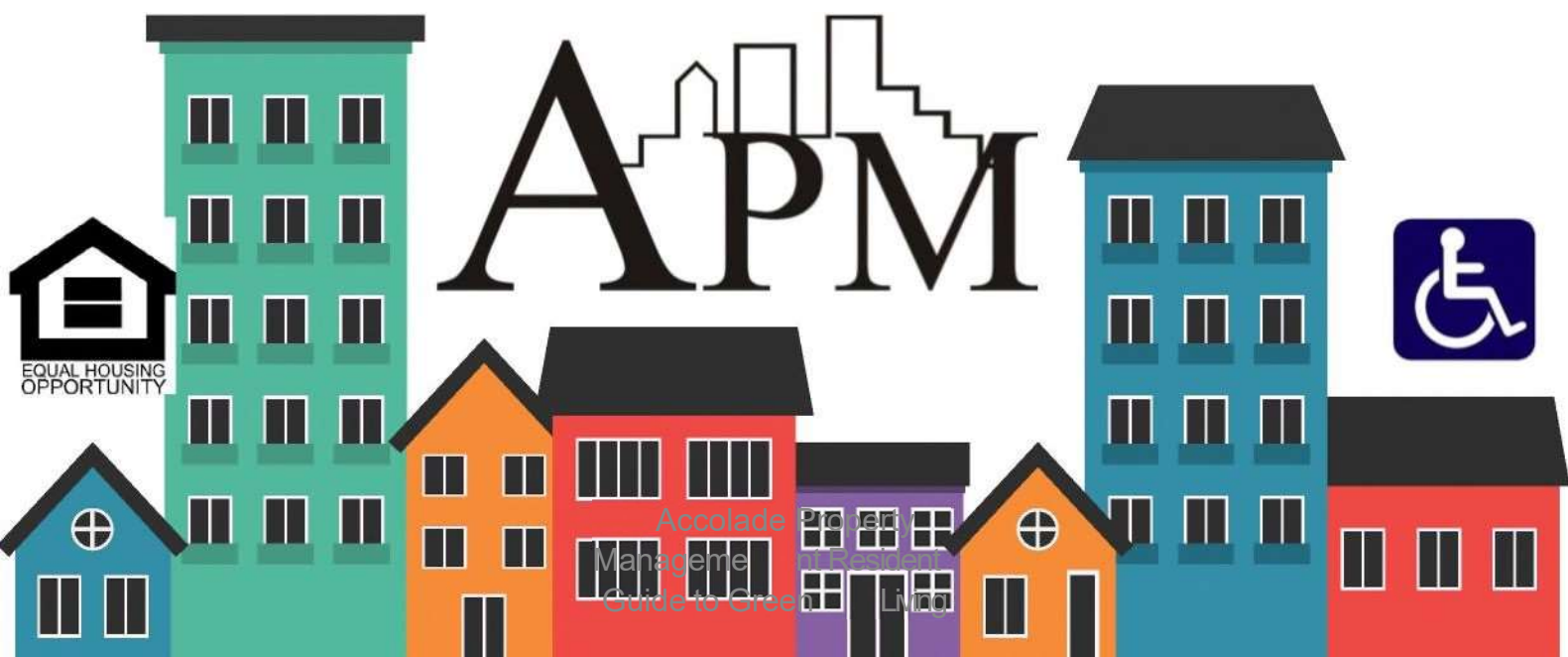
Vi Collina has the distinction of earning an Austin Energy Green Building rating. Austin Energy Green Building developed the first rating system in the U.S. for evaluating the sustainability of buildings, and buildings earning a rating are high performance buildings that contribute positively to Austin's environmental and sustainability goals.

Vi Collina joins an elite group of residences that have achieved the National Green Building Standard (NGBS) certification. NGBS is a nationally recognized green building program that was developed specifically for residential housing.



YOUR GREEN & HEALTHY HOME

Our resident guide to
a healthy home, a
healthy community
and a healthy **YOU**.



SERVICE / SUPPORT / EMERGENCY

If you are experiencing a health or safety emergency **DIAL 911**

Community Management 512.975.9230 Answered 24 hours/day

Police Non-Emergency Line 512.974.5000

City Information www.AustinTexas.gov

Capitol Metro capmetro.org

WELCOME TO OUR COMMUNITY!

The purpose of this resident manual is to provide you with the tools, information and resources to help you create and maintain a green and healthy home, community, and lifestyle.

THIS MANUAL

- Provides guidance on maintaining and operating your home
- Offers tips and suggestions for creating and maintaining a healthy and green lifestyle
- Provides maps of the building and nearby amenities, including public transportation access and bike trails
- And much more!

Please refer to your lease agreement for specifics on community policies and regulations..

Thank you and welcome home!

Community Manager



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Management Resident
Guide to Green Living



WHAT TO EXPECT FROM YOUR HOME

Because there are many ways to build green, Vi Collina's developer built your community within guidelines to ensure the homes built are healthy and sustainable for their residents. Design Features Include:

1. Integrative Design
2. Location and Neighborhood Fabric
3. Site Improvements
4. Water Conservation
5. Energy Efficiency
6. Materials Beneficial to the Environment
7. Healthy Living Environment
8. Operations and Maintenance



WHAT A "GREEN" HOME MEANS TO YOU

While your new home may look just like what you have seen in other places you've lived, it is **designed with high standards and the intent to reduce environmental impact and improve human health.**

You are living in a home that is comfortable, energy efficient, affordable to maintain, and long-lasting. Your home:

Social Equality



- Improves your health and wellbeing
- Improves air quality and reduce toxins
- Increases access to basic amenities and alternate transportation
- Enhances comfort and control in the home

Economic



- Reduces the cost to operate the building
- Lowers utility bills
- Increases occupancy of the homes
- Improves performance and durability of the equipment

Environmental



- Protects nature, wildlife and its diversity
- Provides better air and water quality
- Conserves natural resources

This guide will help to explain the special features in your home that will protect your health and well-being while also giving you actionable tips and information to live a green, healthy, and thriving lifestyle.



BUILDING FEATURES

Low or non-toxic volatile organic compounds (VOCs) in all paints, coatings, sealants, adhesives, and flooring

0 This means cleaner air for you! It is proven that these materials help reduce health problems associated with asthma and other chronic issues.

Plumbing fixtures that use less water than traditional fixtures

0 These fixtures will reduce water consumption and help our state and country through drought struggles.

Lighting and heating equipment that **improves comfort and controllability**

You will be thankful for easy-to-use and efficient fixtures and equipment that will improve your comfort at home and reduce harmful emissions.

Designed for resiliency to help withstand any unexpected weather events or loss of power.





LIFESTYLE LIVE GREENER

There is a strong connection between your personal lifestyle choices and the health of the environment. In taking care of your health you are taking care of the earth (and vice versa).

LIVE GREENER

1. Buy Local

Buying local reduces the emissions required to get goods to consumers while supporting the local economy and providing you with fresher, healthier foods and products.

2. Use Green Cleaning Products

Choose non-toxic, zero VOC, biodegradable products in recycled packaging or use homemade substitutes when possible. This is better for your family's health, your wallet, and the environment.

3. Stay Active

Use the stairs, ride your bike, go for a walk. Staying active greatly decreases risk for chronic disease, obesity, and health disparities. It also keeps you living longer and decreases your cost of healthcare.

1. Use Public Transportation Public Transportation cuts down on your environmental footprint, so does carpooling! Find out more information on the public transportation in your area in this guide.

DID YOU KNOW?

The **more connections** we have to the people and places around our home, the healthier and happier we are and the longer we live. - Robert Putman, Harvard

University
Professor

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Guide to Green Living



LIFESTYLE

STAYING ACTIVE

This building has been designed with your fitness and health in mind. Several amenities are provided to ensure you can be active.

- **Stairwells** Gone are the days of boring, poorly lit stairwells. The stairs in this building have natural light we encourage residents to use the stairs.
- **Fitness Area** The fitness area is located at Vi Collina's clubhouse and contains Aerobic, Yoga and Weight equipment.

Hours: Daily 8:00 a.m. to 11:00 p.m.

- **Activity Space** On site there is a dedicated recreation space for adults and children. This area is intended to encourage residents to connect and be active.

Hours: Open daily



COMMUNITY CONNECTION TRANSPORTATION

Car Share • Car share information can be found rideaustin.com

Bicycles • Bicycle storage/racks can be found under the pavilion and other locations close to your buildings.

Walking • Trail access and information is available <http://www.walkaustintx.org/>

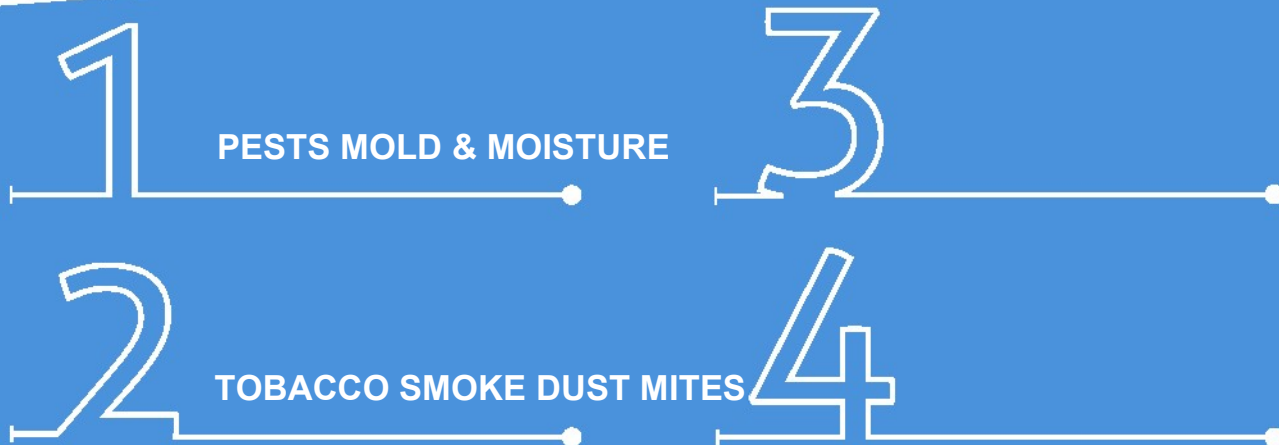
Bus • Bus information is available www.capmetro.org

Light Rail / Train • Rail information is available www.capmetro.org.



BREATHE EASY AVOID ASTHMA AND ALLERGY TRIGGERS

Help keep your home clear of these common asthma and allergy triggers.



Report Issues Report problems to management as soon as possible
512.975.9230

Good Be sure to: clean up food waste daily, avoid collecting **Housekeeping** boxes/papers/magazines, check cupboards and corners for pests and mold, maintain a regular cleaning routine.

Treat Pets Have pets treated for fleas and other pests yearly.

No Pesticide Avoid using foggers as they are often ineffective and **Foggers** contain products that are harmful to your health.

Report Leaks Report plumbing/roof/toilet leaks to management as soon as possible . A small leak can turn into a big problem quickly.

Exhaust Fans Use the exhaust fans in your kitchen and bathroom to avoid mold and moisture damage. Clean regularly to avoid buildup of dust.

Smoking Smoke at least 25 feet away from the building. Smoking is only allowed in designated common spaces.



SMOKE FREE

SMOKING POLICY & SUPPORT

Why is Smoke Free Housing Good?

- Smoking is the #1 cause of lung cancer and shortening of lives
- Smoking is the #1 cause of severe earaches and asthma in children
- Secondhand smoke is the third leading cause of preventable death
- Secondhand smoke can cause Sudden Infant Death Syndrome (SIDS) in babies
- Limiting exposure to smoke improves your chances of avoiding heart disease and other problems
- Smoking poses a fire hazard and damages interior finishes

Resident Role

- To be respectful to others and ensure the health and wellbeing of all residents, please smoke outside at least 25 feet from windows and doors
- To keep our grounds clean and safe, please use an ashtray and throw away butts properly. Smoking is allowed only in designated common spaces.

ABOUT



YOUR HOME



ENERGY COMFORT & EFFICIENCY

Reducing your ENERGY consumption provides the **greatest opportunity to positively affect the environment**. This is because the energy produced by power plants to fuel the building results in major greenhouse gas emissions - impacting air quality, wildlife, and climate. Also, **saving energy saves money!**

LIGHTING, DAYLIGHT AND VIEWS

- Efficient light fixtures have been installed throughout the building
- Access to daylight and views to enhance personal wellbeing and cut down on the need for electric lighting.

ADDED COMFORT

- The walls, floors and roof all have increased insulation and improved air sealing to prevent drafts, leaks, and cold surfaces.
- The windows are double-paned in order to keep the air inside in and the air outside out.

ENERGY STAR APPLIANCES

- Washing machines, dishwashers, and refrigerators that are Energy Star rated to minimize energy and water use. See the next page for usage tips.



DID YOU KNOW?

Buildings consume approx. **39% of the energy** and **74% of the electricity** produced in the U.S. - USGBC LEED Reference Guide v4

Better building energy performance means fewer greenhouse gases emitted. That means **cleaner air** and **healthier people**.



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Management Resident Guide to
Green Living



ENERGY STAR TIPS WASHING MACHINE

- **Always use HE (high efficiency detergent).** Regular detergent makes too many suds which effects performance of the machine. Look for the blue when purchasing.
- **Fill it up.** It takes the same amount of energy to wash regardless of the size so run full loads when possible.
- **Wash in cold.** Heating water uses 90% of the energy it takes to run a load. Cold water will do just as good a job cleaning clothes and can save over \$40/ year.
- **Avoid the sanitary cycle.** This super hot cycle uses more energy.
- **Leave the door open after use.** Front loading washers use airtight seals to prevent leakage which can trap moisture and lead to mold. Leave the door ajar after use to allow the moisture to evaporate.
- **Rinse the washer monthly.** Some manufacturers recommend a monthly rinse with 2 cups of white vinegar with 1 /3 cup of baking soda to reduce the risk of mold or mildew.

DID YOU KNOW?

Washing in cold water cleans just as well as warm or hot water and prolongs the life of your clothes. -The Smithsonian, "The Case for Washing in Cold"

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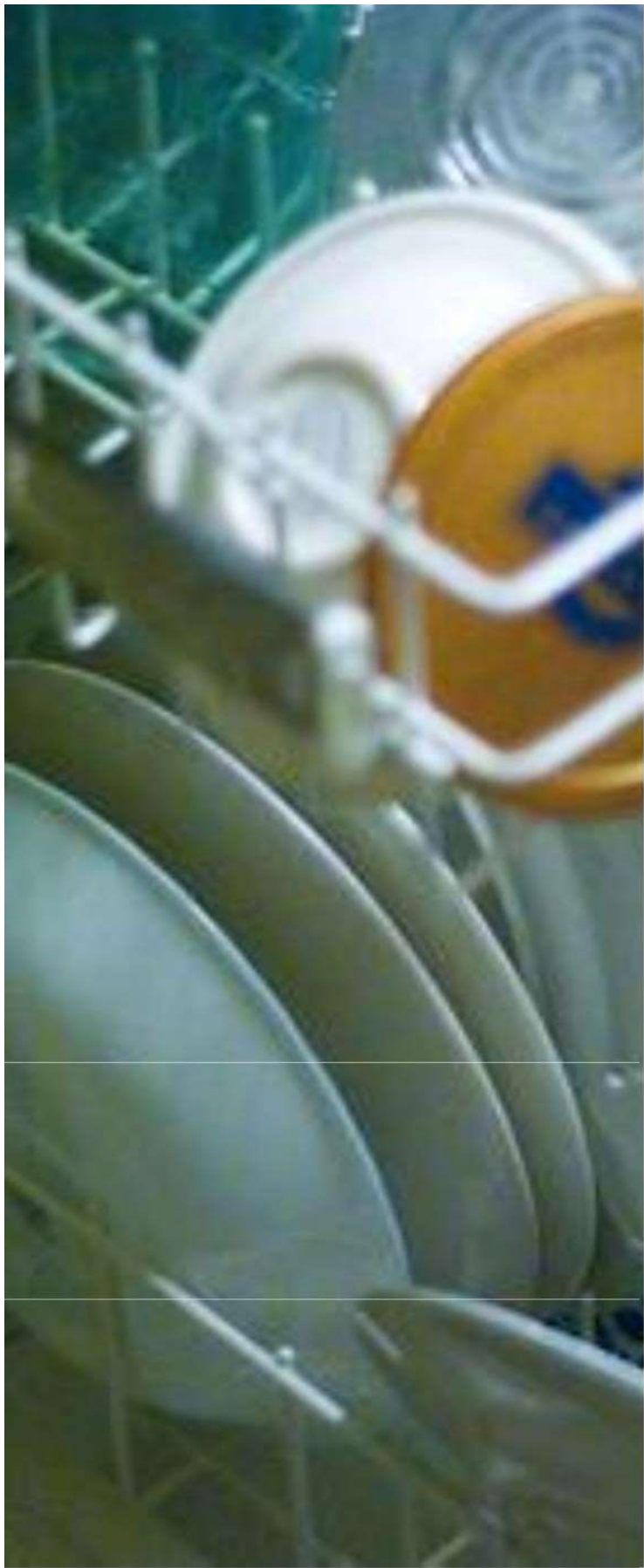
ENERGY STAR TIPS CLOTHES DRYER

- **Hang dry.** Air drying saves energy and prolongs the life of your garments.

- **Use the moisture sensor option.** Many new clothes dryers come designed with a moisture sensor that will automatically shut off the machine when clothes are dry. This saves energy and lengthens the life of your clothes.

- **Clean the lint filter.** Cleaning the lint filter after every load will improve air circulation and increase efficiency. It is also an important safety measure in reducing fire hazards.

- **Scrub the lint filter regularly if you use dryer sheets.** Dryer sheets can leave a film on the filter that reduces air flow and over time, can affect the performance of the motor.



ENERGY STAR TIPS REFRIGERATOR

- **Set at the appropriate temperature.** Keep your refrigerator at 35 - 38 degrees Fahrenheit.
- **Allow air to circulate behind the fridge.** Leave a few inches between the wall and the refrigerator.
- **Check the door seals.** Make sure the refrigerator seals around the door are airtight. If not sealing tightly, contact management.

DISHWASHER

- **Scrape, don' t rinse.** Rinsing dishes can use up to 20 gallons of water before dishes are even loaded. Your
- **Energy Star dishwasher and HE detergent are designed to do the cleaning so you don' t have to.**
- **Load it up.** Dishwashers use about the same amount of energy regardless of load size, so run full loads whenever possible.
- **Skip the heat.** Select the no-heat drying option. It provides good drying results with less energy.



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ENERGY

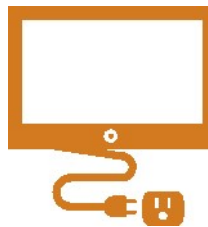
ENERGY CONSERVATION TIPS

Lights contribute a significant percentage of electricity use in your home. Replacing incandescent bulbs with high-efficiency CFLs or LEDs reduces electricity use and saves up to \$45/month. If done in every household in the U.S. it would reduce greenhouse emissions equivalent to taking 10 million cars off the road.



USE CFL OR LED LIGHT BULBS

Use high-efficiency bulbs and reduce energy use by up to 80%



TURN OFF/UNPLUG APPLIANCES

Unplug when not in use. For example, TV, DVR, fans and coffee maker.



TURN LIGHTS OFF Turn the lights out when you leave a room and use natural light over electric lights when possible.



KEEP REFRIGERATOR CLOSED

Think about what you need prior to opening the fridge to minimize time spent with the door open.



USE POWER STRIPS

It's easier to turn off/unplug all appliances at the same time and remove "phantom/vampire" energy loads.



UNPLUG CELLPHONE/ LAPTOP CHARGERS

These use energy even when the electronic is not being charged. This is called a "vampire" or "phantom" load.

Guide to Green Living



ENERGY HEATING SYSTEM GUIDELINES

Your home's heating system has been designed to reduce the impact on the environment, save energy, and be comfortable.

One of the best ways to stay comfortable in your home and use less energy is to use your thermostat's programmable settings. In the winter, you can program it to automatically **turn up the heat while you get ready in the morning, turn it down while you're away, turn it back up in the evening, and turn it down when you go to sleep.**

This is a great energy saving feature. If your thermostat needs resetting or readjusting, please contact management. Rather than disabling the programming feature, ask for help.

Do not try to use the thermostat as an accelerator to ramp up heat quickly as this causes unnecessary demand on the equipment and wastes a lot of energy.

NEVER use your oven to heat your home or space heaters in your home. These can release carbon monoxide (a deadly toxin), pose a fire hazard, and are expensive to run. If you are uncomfortable in your home, please contact management

Air filters will be changed on a monthly basis. If you notice that your filter is dirty or want to change more often, please contact the management office.

DID YOU KNOW?

Heating and cooling our homes accounts for almost **HALF** of the energy use in the average American home. - US Department of Energy (DOE) 2014

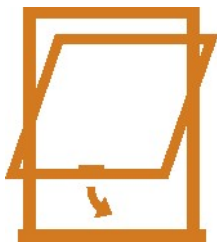


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ENERGY HEATING SYSTEM TIPS

Please **DO NOT** use portable heaters as they are a fire hazard and are very energy intensive. Instead, dress warmly and let sunlight into your home. Close doors to rooms that are not being used to help contain the heat. **Keep all heating vents clear of obstruction to ensure heat can enter the room.**



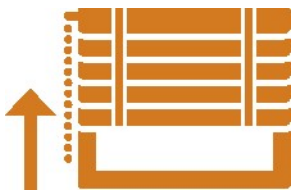
KEEP WINDOWS CLOSED

Heating your home while allowing cool air in and hot air out wastes energy.



SEAL LEAKS

If you think you have an air leak, contact management to get it fixed. This improves energy and keeps you comfortable.



OPEN CURTAINS

Allowing the sun to warm your home reduces the demand on your heating (and lighting) system.



USE BLANKETS AND DRESS WARMLY

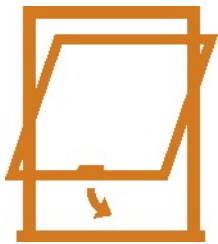
Using blankets and wearing layers cuts down on the need to turn up the thermostat.



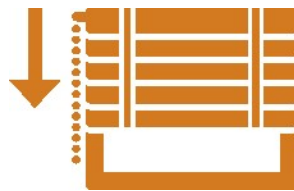
ENERGY COOLING SYSTEM GUIDELINES & TIPS

The heating and cooling of your home is maintained by the same thermostat.

Cooling your home uses a lot of energy in the summer months. Ensure your comfort and efficiency by following these tips:



**CLOSE WINDOWS
WHEN THE AC IS
ON** Letting cold air out
and hot air in wastes
energy.



CLOSE CURTAINS
In the summer months,
stay cooler during the
day by keeping the sun
from heating your
home.



**SET THE AC TEMP AT
78 DEGREES OR
MEDIUM** During cool
nights, open windows and
turn the AC off or turn the
thermostat up a few
degrees.



USE A FAN
Instead of (or in
addition to) turning on the
AC, use a ceiling, window,
or portable fan to keep air
cool.

DID YOU KNOW?

The amount of energy consumed in the U.S. every year to power our air conditioners is about the same as the amount of energy consumed by the entire continent of Africa.

◦ Stan Cox, University of Yale 2012


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WATER SMART SAVING WATER IN YOUR HOME

Water is one of the Earth's **most valuable resources**, yet many of us don't take the time to think about where our water comes from. In fact, every year the number of states in drought grows and fresh water is becoming scarce. **Less than 3% of the water on Earth can be used for drinking and only 0.5% is readily available.**

For these reasons, your home has been designed with high-efficiency water fixtures to help conserve this precious resource.

	AVERAGE FIXTURE	YOUR FIXTURE	YOU SAVE
Showerhead	2.5 gallons/min	1.5 gallons/min	
Bathroom Faucet	2.2 gallons/min	0.5 gallons/min	
Kitchen Sink	2.2 gallons/min	1.5 gallons/min	
Toilet	1.6 gallons/flush	1.28 gallons/flush	
Dishwasher	10 gallons/cycle	5.8 gallons or less	
Washing Machine	23 gallons/wash	15 gallons or less	

You may notice that your kitchen and bathroom sinks have a lower flow. This helps to greatly reduce excess water being wasted and to save on utility bills.

The dishwashers and washing machines in the building have a shorter/eco cycle setting to help reduce water consumption as well. Whenever possible, choose to conserve!

DID YOU KNOW?

The average person uses **80-100 gallons** of water each day! That's over **31,000 gallons** per year! - US Geological Survey, 2015



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WATER SMART

WATER CONSERVATION TIPS

It takes lots of energy to pump, treat, and heat water so saving water reduces greenhouse gas emissions and can protect this necessary resource. Saving water around the home can be simple by following these steps:



TURN OFF WATER WHEN NOT IN USE

Turn off water while you brush your teeth, shave your face, and wash your hands.



WASH FULL LOADS A

full load of laundry uses less water than two half loads.



DO NOT FLUSH GARBAGE

Never use the toilet as a wastebasket. Save water and prevent blockages by disposing of waste properly.



REFRIGERATE DRINKING WATER

Don't run water to wait for it to get cold. Fill up a labeled bottle and put it in the fridge.



RECYCLE WATER AROUND THE HOUSE For example, you can collect water used to wash fruits and veggies for watering house plants.



TAKE SHORTER SHOWERS AND FEWER BATHS

Showers typically use less water. Shortening your shower even by 1 minute can save over 500 gallons per year.



FIX DRIPPING FAUCETS AND RUNNING TOILETS

If you notice an issue with your plumbing, notify management right away.





WASTE RECYCLING AND WASTE MANAGEMENT

Waste that we throw away, chemicals that we pour down drains, and items that we do not recycle all harm our planet. Waste is a major factor in the pollution of our soils, air, bodies of water, and our forests.

Vi Collina works with local waste haulers to provide you with an easy means of reducing the amount of waste you put in the landfill. All trash should be disposed of in the dumpster near your apartment. There are separate bins for recycling and trash available. Please dispose of your waste in the proper location.



RECYCLE THESE ITEMS

- Paper
- Plastics (marked with #1 - #7)
- Aluminum and tin
- Cardboard and paperboard
- Glass
- Phone books
- Steel and empty aerosol cans

**Be sure to
rinse out
bottles and
containers to
avoid odors
and pests.**

DID YOU KNOW?

The average American discards **4.4 pounds of garbage** every day. Most of this garbage goes into landfills, where it's compacted and buried.
- EPA, 2014

Recycling just one glass jar **saves enough energy to power a CFL for 20 hours.** Recycling a stack of paper just three feet high **saves one tree.**

- Recycle Across America, 2014



WASTE

ADDITIONAL WAYS TO REDUCE WASTE

Think of other ways to reduce waste such as:

- Donating lightly used items to ARC, Disabled Veterans, or other Re-use stores
- Giving books to libraries or items that can be used in the classroom to schools
- Delivering games and puzzles to senior centers and hospitals

The City of Austin has means of recycling electronics to reduce e-waste (TVs, microwaves, chargers, etc.) from going to landfills. For more information, go to: www.AustinTexas.gov



USE A REUSABLE BOTTLE

Each year, billions of plastic water bottles are thrown away.



DO NOT USE DISPOSABLES

Avoid using Styrofoam cups, paper plates, plastic utensils, and single use coffee cups.



USE REUSABLE SHOPPING BAGS

Take your own bag for groceries to help cut down on single use plastic bags.



END JUNK MAIL

Remove yourself from mailing lists. For more information, visit: www.catalogchoice.org



REUSE/RECYCLE

Think twice before putting something in the trash. Decide if there is a better way to dispose of or reuse the item.



Guide to Green Living



WASTE

RECOGNIZE HAZARDOUS WASTE

Be smart about hazardous waste. It can threaten human health and contaminate the air, water, and soil. It is important to dispose of these items properly. Contact management for assistance with disposal of these products.



**BATTERIES &
ANTIFREEZE**



**TVs, CELL
PHONES &
ELECTRONICS**



**FLOURESCENT
LAMPS & LIGHT
BULBS**



**PAINT &
PAINT
PRODUCTS**



**AEROSOL CANS,
POOL CHEMICALS
& HOUSEHOLD
CLEANERS**



**MEDICATIONS,
MERCURY
THERMOMETERS &
THERMOSTATS**



**PESTICIDES,
HERBICIDES &
CHEMICAL
FERTILIZERS**



**COMPUTERS,
PRINTERS &
PRINTER
CARTRIDGES**



CAMPING FUEL

Management Resident Guide to Green Living



GREEN SPACE

CONTRIBUTUE TO GREEN SPACE

Green space is essential to the health of our planet. Plants help clean the air we breathe, absorb greenhouse gases, provide habitat for wildlife, maintain diversity, and reduce the hot temperatures in the summer.

You can help maintain our community's green space by adhering to the following guidelines:

- 1. PICK UP LITTER** Litter attracts pests, is harmful to wildlife, and leads to more crime. Help keep our community space beautiful and clean.
- 2. LEAVE THE PLANTS IN PLACE** Do not pick or trample plants and flowers. The landscaping is intended for all to enjoy and leaving them alone keeps them healthy and thriving. Also, the more plants and vegetation we have, the safer the neighborhood is.
- 3. PICK UP DOG WASTE** Keep green space enjoyable for everyone and dispose of pet waste properly.
- 4. KEEP THE COMMUNITY SPACES FREE OF PERSONAL ITEMS** The non-personal community spaces both inside and outside are for use by all residents. Contribute to their maintenance and upkeep by keeping personal items in your own homes.
- 5. GET INVOLVED** Help with local cleanup projects, urban gardening, spreading the word, and simply spending time outside.

DID YOU KNOW?

Researchers found that residents whose apartments were exposed to green spaces **reported fewer aggressive conflicts**, including domestic violence, than those who had no views of green space. They also **procrastinated less** on major goals, like finding a job or new home and were less likely to think their problems were

unsolvable. - Kuo, Journal of Environment and Behavior
2011

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GREEN CLEANING

THE RIGHT PRODUCTS FOR YOU

How can you tell if a product is sustainable and healthy?

"Green" cleaning products have specific ingredients that help to create a healthier indoor environment and reduce outdoor smog by avoiding volatile organic compounds (VOCs).

SELECT PRODUCTS LABELED

- Unscented
- Concentrated
- Biodegradable
- Non-toxic
- Low or no-VOC
- Phosphate Free
- GreenSeal Certified
- Design for the Environment

AVOID PRODUCTS LABELED

- Anti-bacterial
- Anti-microbial
- Highly flammable or combustible
- Danger
- Poison
- Corrosive
- Caution
- Never use chlorine bleach or ammonia

The way you clean also matters. Follow these best practices:

- Sweep and mop the floors of your apartment at least 1x/week
- Vacuum the carpet regularly
- Wash dirty dishes and kitchen surfaces daily
- Wipe up spills immediately
- Clean discolored surfaces or cracked grout with baking soda or borax. If discoloration persists or gets worse, contact Management
- Open windows to let fresh air in when the heat and A/C is off
- Clean your stove's range hood and grease filter
- Avoid using bristly cleaning brushes and abrasive products
- Regularly replace sponges and cleaning rags
- Don't mix cleaning products
- Dispose of chemical products properly





DO IT YOURSELF

EASY RECIPES FOR HOUSEHOLD CLEANERS

BASIC WINDOW CLEANER

$\frac{1}{4}$ Cup white vinegar
Water

Pour white vinegar in a spray bottle and fill to top with water. Spray on surface and wipe with clean sheets of newspaper.

ALL-PURPOSE SPRAY

2 Tbsp. white vinegar
 $\frac{1}{2}$ Tsp. liquid dish soap
1 Tbsp. baking soda
2 Cups warm water

Combine vinegar and soap in spray bottle. Add baking soda and wait until foaming stops. Add water and shake to mix. Spray and let sit before wiping with a clean rag.

PEPPERMINT FLOOR CLEANER

$\frac{1}{4}$ Cup Murphy's Oil Soap
1 Cup white vinegar or lemon juice
1 Cup very strong peppermint tea

Combine ingredients in a bucket of warm water and mix until sudsy.

Scrub floor with mop or rag. Follow with a clean water rinse.

TOILET BOWL CLEANER

Sprinkle baking soda inside bowl
Squeeze in a few drops of
Murphy's Oil Soap or Castile Soap

Scrub toilet with a bowl brush and finish outside surfaces with a rag sprinkled with baking soda.

Rinse well with clean water.

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PEST MANAGEMENT PREVENTION TIPS

Pests can carry disease. If you find bugs, ants, rodents, or other pests in your apartment, report it to management immediately. Pests are often not a sign of "dirtiness" and are something that can happen to any of us.

If you do find pests, please **use non-toxic pesticide products** and avoid those products that are dangerous to your health, such as Raid spray and Moth Balls. Most pesticides are poisons, and they are often **poisonous to humans**, as well as to pests. Studies have linked some pesticides to cancer, birth defects, neurological disorders, and immune system disorders, as well as allergies.

Non-toxic solutions (such as sprinkling borax), baits and traps should be used prior to more aggressive means.

The best strategy is **to keep pests from coming into your apartment in the first place.**

- **Clean** up food and spills right away
- **Clean** the kitchen regularly
- **Sweep** the floors regularly
- **Rinse** bottles before recycling
- **Take out** garbage and recycling regularly
- **Minimize** clutter and paper piles

Carefully inspect all used furniture before you buy. **Most bed bugs are carried into the home on used furniture..** If you have bed bugs contact Management **ASAP.**

Vi Collina's Pest Control Expert is
Austin Pest Control 512.555.1234
Your normal treatment is
scheduled for every



HEALTH HAZARDS MITIGATION AND PREVENTION

Mold During the construction of the building, special care was taken to install anti-microbial surfaces and ensure proper water drainage to limit mold and moisture issues. Be sure to check for and report mold, musty smells, or leaks as soon as possible and use your bathroom and kitchen exhaust fans as designed. Moisture damage can quickly lead to asthma and air quality issues as well as damage to the property.

Fire Smoke detectors have been installed to provide early warning against deadly smoke. Do not dismantle your alarm. If it starts beeping, the batteries need to be replaced. Do so as soon as possible.

At least two times per year **test your smoke detector**. This is done by pushing the button in the center. Notify Management immediately if the alarm isn't functioning.

HEALTH HAZARDS NON-TOXIC FINISHES



All the paints, coatings, adhesives and sealants used in the building have low/no volatile organic compounds (VOC). In addition, all composite wood products (cabinets, cupboards, countertops, etc...) have no added urea formaldehyde. VOC and formaldehyde are carcinogens that are often found in building finishes.

If needing to use one of these products (sealing furniture, painting, caulking, etc...), please select No/Low VOCs and Urea Formaldehyde Free. The following are good guidelines:



PAINT TYPE MAXIMUM VOC LIMIT

Primers and sealers 100 g/L
Coatings, flats and non-flats 50 g/L
Opaque floor coatings 50 g/L
Rust preventative coatings 100g/L
Clear wood finishes 275 g/L





MAINTENANCE



& SAFETY



SITE MAINTENANCE

Personal Items

In order to keep pests away and maintain the beauty of the neighborhood, please keep the sidewalks and public common areas clear of any bicycles, motorcycles, grills, toys, trash, cigarettes, or other personal items.

Patios/ Decks

When cleaning your patio, deck, or sidewalk please sweep it off with a broom rather than using a hose or water. This decreases cracking of the cement and helps to conserve water.

Beautifying To maintain a nice exterior appearance throughout the community, all window coverings must be approved or furnished by management. No signs, signal, illumination, or advertisements are allowed to be displayed on windows, doors, or any other part of the building. If you wish to hang personal items near your entrance, please contact management for approval first.

Landscape The plants on this property are either local plants native to the climate and region or plants that survive well in our climate with little need for maintenance. This helps conserve water, provides needed habitat for local wildlife, and limits weed growth. If you would like to plant some of your own plants, please contact management for any guidelines or rules.

Irrigation The irrigation or lawn watering system was designed to limit water use while ensuring we maintain healthy plants. The plants receive just the amount of water they need through the use of zoned systems, drip irrigation, and a rain sensor. If you notice an issue with the irrigation system, please let management know.



HOME MAINTENANCE CHECKLIST

SPRING FALL MONTHLY

INTERIOR WALLS, CEILINGS, DOORS

Check for signs of water damage x x

Check operation of windows and doors x

Check for rodents and pests x

PLUMBING FIXTURES AND APPLIANCES

Check and clean refrigerator coils x

Check and clean refrigerator drip pan x

Check plumbing traps and drains x x

Check hot water heater for leaks x

Check bath and kitchen fans x

APPLIANCES

Clean kitchen range hood screens x

Clean dryer vents and screens x

Clean exhaust fan outlets x

Clean A/C coils, drains, pans x

ELECTRICAL AND HVAC

Check smoke and CO alarms x x

Replace air conditioner filters x

If anything is **broken, leaking or needing repair**, please contact management.



EMERGENCY MAINTENANCE

If you encounter any of these situations, contact management immediately:

- Inoperative smoke alarm or carbon monoxide detector
- Kitchen sink stopped up
- Water leak
- Overflowing or broken toilet causing leaks
- Stopped up toilet (after plunging failed)
- No A/C or Heat
- No hot water
- Power out
- Lightbulb replacement
- Gas leak or pilot light out
- Wall-mounted sink loose or fallen off the wall
- Inoperative stove
- Inoperative refrigerator/freezer
- Broken first floor window
- Broken entrance door lock
- Interior and exterior railings loose and/or broken
- Banister loose and/or broken

MANAGEMENT CONTACT NUMBERS

To Report a Leak or Concern **512.975.9230**

Thank you for helping to make Vi Collina a healthy and happy community!

