

*Wood Crest
Condominiums*

General Rules

&

Regulations

Wood Crest Condominiums

General Rules

This set of rules is established as a basis for a successful community and an enjoyable lifestyle. Condominiums are different from living in a "typical neighborhood." At *Wood Crest* "common area and facilities" are shared by the residents and, because of this sharing, community rules are not only worthwhile, they are a necessity.

These rules have been established under the authority of the *Wood Crest* Declaration and Bylaws to assure the maximum use of the facilities for the benefit of the community as a whole. Exceptions will only be allowed in keeping with the spirit.

Owners will be held liable when renters or occupants are in violation of the rules governing the Association.

1. Unit Owners Responsibilities

A

Noise

Excessive noise can be more disturbing to people than almost anything else. Therefore, residents are requested to place sound equipment on outside, rather than common walls, and please to use "good judgement" when playing record players, tape recorders, radios, running cars, etc. or entertaining both inside and outside the home. The base level of sound equipment must never be loud enough to disturb others. Quiet hours for the community are from 10:00 p.m. to 8:00 a.m.

B

Damage

Because it would be unfair for all residents to pay for the damage of any common area or facility made by him/her for his/her family, tenants, guests, or pets. Please report any damage to the Management Committee/Association Manager office as soon as possible.

C

Sidewalks, Entry Ways, Common Areas

The sidewalks and entry ways, etc. are not to be obstructed or used for any other purpose other than pedestrian walkways. They are not play areas. No bicycles or scooters are allowed on the sidewalks or left in common areas. Open containers of beer or alcoholic beverages are not to be consumed in the entry ways or in common areas.

D

Balconies

Balconies have been provided to you for your convenience and exclusive use; however, there are some uses that must be restricted: nothing may be stored which might increase the insurance liability of the Association. No gasoline or similarly volatile or flammable materials may be stored. The electrical system is not designed for heavy use. For your protection, check with the Management Committee/Association Manager for information on electrical use limitations. Management assumes no liability for loss or damage to articles stored on balconies or left in the common areas. It is recommended to have your personal belongings insured.

E

Trash

Everyone likes to live in a clean environment. All residents are requested to be careful please and pick up after the use of any common area in the community. In addition, please do not sweep or throw anything out from inside the house or deck. Please bag all trash. Dispose of as much wet garbage in the kitchen disposal as possible. Please remember anything fibrous will clog the drain (ie. Green beans, rice, etc.). Boxes must be compressed and trash must be placed inside the trash receptacle.

1. All residents are required to clean up after us of any common area in the community. Sweeping or throwing trash from inside the unit or Porches are prohibited. Discard all garbage and/or trash in the dumpster provided in your area. All garbage must be in closed bags. Owners or occupants will be billed at the rate of \$25.00 per hour for any clean up required by the Association.

down the drains. Each owner and occupant is personally liable for any damage caused by water from clogged drains or broken pipes that freeze and burst due to inadequate heat inside any unit, whether occupied or vacant. Each WoodCrest owner is responsible for maintaining the temperature in all parts of their unit "warm enough" to protect against freezing pipes and subsequent water damage.

1. Note . . . Safe temperatures in units require setting the heating thermostat much higher than 32F degrees to maintain temperatures high enough to protect pipes during prolonged cold and sub-zero temperatures.

I

Structural Changes to Individual Units

There shall be no structural changes to the inside of any unit without prior written consent from the Management Committee/Association Manager. In condominiums, most of the plumbing, security, fire, cable TV, and electrical systems are shared. Before any construction alteration is begun, all contractors or persons involved must check with the Management to secure a clearance to do any construction in the common or limited common areas.

J

Special Planting

The upkeep and appearance of the landscaping at *WoodCrest* is a major expense and therefore, before planting any flowers, Trees, shrubs, or special plants around your unit, you must first obtain permission from the management committee. Remember, a condominium project is most attractive if uniformly landscaped.

K

Visible Additions to the Home

Part of the financial appreciation of the condominium communities is due to rigid standards of uniformity. These standards forbid any exterior additions that were not part of the original design of the homes. This includes shades, reflective window coatings, "For Sale" Signs, awnings, window guards, arials, name plates, special painting, etc.

Some exceptions can be made to this visible addition rule; however, all approvals must be submitted in writing to the Management Committee/Association Manager who will then rule on any specific exceptions.

L

Move In/Move Out

All damage to the community caused by moving any article will be the liability of the homeowner. Homeowners need to be presents to meet the movers and to open us their units; management employees are not authorized to open homes for professional movers.

M

Business at Home

★ No business of any type may be operated from any of the units. Condominium units further may not be used as timeshare condominiums. Each homeowner is responsible for maintaining the interior of his home including all appliances, fixtures, etc., so that it will not detract from the value of any unit and will not increase the Association Insurance Liability or cause harm or damage to persons or property.

The agents of the Homeowners Association, and any contractor or worker authorized by the Homeowners Board, may enter any unit, patio, balcony or carport/garage at any reasonable hour of the day for the purposes permitted under the terms of the Condominium Declaration for *WoodCrest Condominiums*. In all cases, entry will try to be pre-arranged with the owner.

2. Common Area Fees and Special Assessments

A All community fees are due and payable on the first (1) day of each month. These same fees are late on the tenth (10) of each month, and a lien will be placed on any unit which owes any common fee in excess of thirty days. A ten dollars (\$10.00) late charge will be assessed to all outstanding accounts with interest at the rate of ten percent (10%) per annum. All community fees, plus any assessment of fine or damage reimbursements are due and payable to *WoodCrest* Homeowners Association.

The Management reserves the right to restrict the use of the common areas and amenities to only those unit owners (their Tenants and invited guests), who are current in payment of common areas' fees, and are in compliance with the by-laws and rules established for the management of *WoodCrest*.

B

Rules and Regulation Changes

These rules have been adopted by the Management Committee/Association Manager for the protection and privacy of each homeowner, They may be altered as the need arises. Each homeowner will be given written notification of any changes in the *WoodCrest* Community Rules and Regulations.

Each homeowner is encouraged to make suggestions to the Management Committee/Association Manager for sensible and practical Community Rules and Regulations.

C

Violation Fines

Any violation or infraction of the rules and regulations will result in the following action:

<i>1st Offense</i>	<i>Written warning</i>
<i>2nd Offense</i>	<i>\$100.00 Fine</i>
<i>3rd Offense</i>	<i>\$200.00 Fine</i>
<i>4th Offense</i>	<i>Legal action</i>

All violation fines will be collected as outlined in the Declaration.

D

Speed Limit

The speed limit for all parking areas is 5 mph.

3. Common Areas

The Clubhouse can be reserved between the hours of 8:00 a.m. to 10:00 p.m.

No one under the age of 18 is allowed in the Clubhouse unless accompanied by an adult.

Shirts and shoes are required in the social areas of the Clubhouse.

Please use the clubhouse facilities in turn if others are waiting.

Food and beverages are allowed in the clubhouse with proper care.

Do not run or roughhouse in the clubhouse. Radios should be kept at a low volume.

If you wish to reserve the clubhouse for a private function, the following apply:

The *WoodCrest* Clubhouse may be reserved by a *WoodCrest* homeowner only. The owner must be in attendance during his/her function at all times. The security deposit is %100.00. The following rules must be Observed. (See the Clubhouse Rental Application and Agreement).

1. Reservations must be made and deposit paid seven days in advance.
2. The clubhouse will not be reserved more than four months in advance.

3. Clubhouse reservation is defined as the reservation Of the inside of the clubhouse excluding bathrooms and changing areas. (The swimming pool, changing rooms and restrooms will be open for use by all residents.)
4. The owner is responsible for the conduct of all guests or invitees and is personally liable for any damages caused by them. If your function lasts past 10:00 p.m., you must obtain advance permission. No one can be in the pool after 10:00 p.m.
5. The cost to repair or replace items damaged will be deducted from the security deposit. If the deposit is insufficient to cover damages, the owner will then be held liable and billed directly. A lien will be filed against the unit for any bill not paid within 30 days.
6. The security deposit is to cover damage to the building and inventory, and insure that the area being used is left clean and in orderly condition. The Association will charge the owner or occupant \$25.00 per hour if it is required to clean the area.
7. The security deposit will be refunded within 10 days after the rental date if the clubhouse is left with nothing missing or damaged and is in a clean and orderly fashion.
8. Anyone asked to leave by authorized personnel shall do so immediately.
9. The common area must be cleaned completely after use. This means sweeping, garbage removal, taking account of anything that might have been broken and general overall clean up of the common areas used.

Barbecue

Barbecue grills are located in the picnic area. Users are responsible For their own safety when using the barbecue equipment. Users are responsible for cleaning the picnic area and grills when through. The barbecues may not be used for items other than food. Please do not let children us the barbecue grills.

4. Dog, Cat and Household Pet Rules

- A* All pets must be approved by the Management Committee/Association Manager prior to bringing the pet to *WoodCrest*. Applications are available from the manager. Pets in residence prior to the adoption of these rules must be registered within 30 days.
- B* All pets are to be on a leash when outside of the units.
- C* Each pet owner, at all times, will pick up droppings of his/her pets immediately and dispose of them properly.

D Pet owners will not permit pets to bark or make other noises that will disturb other residents.

E Pets are not to be tied to porches, trees, or shrubs. Dog houses will not be allowed on balconies or porches either on a temporary or permanent basis.

F Pet owners are fully responsible for personal injuries and/or property damage caused by their pets.

G In addition to ensure compliance with all pet rules, the following procedure will apply in handling pet offenses. All complaints must be in writing and signed by the complainant(s) to be legally enforced. The Management Committee/Association Manager will then act upon all written complaints when received by the manager, in the following manner:

1st Offense A written notice will be delivered to the pet owner in violation.

2nd Offense A \$25.00 service charge will be assessed to both the resident and owner of the unit.

3rd and Subsequent Offenses A \$100.00 service charge will be assessed to both the resident and owner of the unit.

Special Note: Pet owners may appeal any complaint or service charge by submitting in writing a request for a hearing on the matter to the Association/Property Manager within five (5) days of the receipt of a complaint or service charge, or personally contact the Management Committee/Association Manager.

When management time is involved in the removal of unauthorized pets, the unit owner and tenant shall be assessed:

A A \$30.00 fee for the preparation of the first demand Letter from the Management Committee.

B A \$100.00 fee for the preparation of a demand letter from the Association attorney.

C A minimum charge of \$100.00 for attorney's fees and court costs should a lawsuit be commenced to enjoin the unauthorized use of the premises.

5. Parking Rules

In order to provide adequate access to all of the units and common areas of *WoodCrest*, the curbs and parking areas that constitute fire lanes and access areas have been painted red, and/or marked with "No Parking" signs. These areas include the spaces in front of the dumpsters. Because of the limited space available to some residents, cooperation in using the covered parking for motor vehicle parking will be necessary to ensure adequate parking in the common parking lots; and areas designed as resident parking only mean just that! Each owner receives one reserved covered parking place and one first come-first serve uncovered parking place.

Remember:

A Each homeowner has one deeded parking stall.

B Absolutely no washing your vehicles on the premises. Residents will need to use the local car wash.

C Unit owners, resident, and/or their invited guests who park any vehicle in any unauthorized space will have the vehicle towed away at the vehicle owner's expense after one warning has been given.

D Recreational vehicles may only park in the uncovered lots for loading/unloading period not to exceed 24 hours. This includes trailer, U-Hauls, and oversize trucks, etc.

E Use of common areas for repair and/or service work is strictly prohibited.

F No motor vehicle, including motorcycles, motorbikes, go-carts, etc. will be operated, driven or parked on the sidewalks or any other common area not designed for such use.

G *WoodCrest* is not a trailer park or campground, and or R.V., motor vehicles or camper shall be inhabited while parked in the common area.

H All vehicles, of any kind, parked in the common areas must have current license plates and be in operating condition. Vehicles parked in violation of such regulation will be towed away at the vehicle owner's expense after receiving one written notice of the parking violation.

I Please park your vehicle between painted lines. Vehicles may not take up more than one parking space. Please do not encroach on the parking stall next to yours.

Violation Procedure

The following procedure and guidelines will apply to the Management Committee and Association/Property Manager in the enforcement of the parking rules of *Wood Crest*.

Before towing any vehicle for any reason other than an emergency, the following will occur:

<i>1st Offense</i>	<i>A written notice will be posted On the vehicle by the Management.</i>
<i>2nd Offense</i>	<i>The vehicle may be towed at the vehicle owner's expense.</i>

In addition, a service charge for the Management's time may be assessed using the following manner:

<i>1st Offense</i>	<i>A written warning posted on the vehicle.</i>
<i>2nd Offense</i>	<i>A \$25.00 service charge will be assessed to the resident and owner of the unit. Owner to pay towing and storage costs.</i>
<i>3rd and Subsequent Offense</i>	<i>A \$100.00 service charge will be assessed to the resident and owner of the unit.</i>

In addition, a late fee of \$10.00 per month plus and rate of 10% will be assessed on all unpaid fines or assessments. Fines and assessments unpaid after 30 days, Management Committee/Association Manager will file a lien on your condominium.

You may appeal any complaint or service charge parking violations, by submitting in writing a request for a hearing to the Management Committee within five days of receiving the written notice. Deliver all appeals in writing to the Association/Property Manager.

J

The office must have this form on file for your pet.

Pet Registry

As a resident of *WoodCrest*, I hereby agree to abide by the following rules concerning personal pet management and also to any changes to these rules as they may be revised by the Management Committee/Association Manager.

1. Pets must be registered at the Management Office. This must be done prior to bringing any pet onto the Community premises.
2. No reptiles of any kind are permitted. Pets are to be kept in the homes unless under owner's supervision on a leash.
3. Pets found running loose will be taken to Animal Control.
4. When a pet is taken outside of the home, it must be carried or on a leash in the custody of a responsible person who will not allow the pet to foul the lawns or planted areas.
5. No pet will be allowed in the common area.
6. Any pet which becomes a nuisance or causes undue annoyance cannot be permitted to remain on the premises. A ten day written notice will be sent by the Management Committee/Association Manager stating that the pet must be removed.
7. You must hand in a picture of you pet with this form.

Pet/Home Owners Signature

Date

___ Cat ___ Dog ___ Other (Specify)

Name of Pet _____

Breed _____

Age of Pet _____

Weight _____

Coloring _____

Parvo _____

Rabies# _____

License # _____

Other Vaccinations _____

____ Approved by Management Committee

Unit Owners Responsibilities

1. Renters

Owners must use the lease language provided by the Association when renting or leasing a unit. (See Lease Agreement attached to the back of Rules and Regulations). Owners will be held liable when renters or occupants are in violation of these rules governing the Association.

All *WoodCrest* owners must record the long-and short-term rental of their units through the *WoodCrest* Owners Association office.

A. Notification shall require providing the following:

- 1) Signed copies of each rental/lease agreement.*
- 2) An Agreement to abide by these Rules and Regulations must be signed by each person who will occupy the leased or rented *WoodCrest* unit.*
- 3) Other information and instructions as may be deemed Important by the owners and the *WoodCrest* Association Management Committee.*

MISCELLANEOUS RULES AND REGULATIONS

- 1. Damage to units caused by failure of appliances or fixtures used specifically by a unit will be charge to that unit. The unit owner is responsible for the maintenance or replacement of any heating equipment, hot water equipment, and plumbing fixtures that may be in or used exclusively by the unit. Check you water heaters regularly to see that they are in good working order.*
- 2. Persons under the age of 18 in common areas after midnight, unless accompanied by an adult, are prohibited.*
- 3. Littering in common areas is prohibited.*
- 4. Any activity which is in violation of any government law, statute, and/or ordinance engaged in a *WoodCrest* is prohibited and is subject to the penalties of such laws.*
- 5. Voting by non-member resident is prohibited without legal proxy or power of attorney.*
- 6. Homeowners who have repairs done (by an outside contractor) on their unit and anticipate the reimbursement of funds from the Homeowners Association, must first notify the Management Company and Committee in writing and get approval for the*

expense.

Swimming Pool Rules & Regulations

The Rules and Regulations listed below are for the protection and benefit of ALL to assure safe and sanitary operation of the pool and facilities. Your cooperation in abiding by these rules will afford pleasant relaxation and recreation for all concerned. Any failure to comply with the rules shall be considered sufficient cause for any action deemed necessary by the management, including barring violators from the use of the pool area. Continual failure to follow rules will also be constructed as a breach of contract and violators may lose their opportunity to use the pool as determined by management. The pool is open during peak summer season and may be closed during the off season.

1. All persons using the pool or pool area do so at their risk and sole responsibility. The owners and/or management does not assume any responsibility of any accident or injury in connection with such use.
2. The residents and their guests or any other person agree with the management and/or owners, for and in consideration of the use of the pool as an added facility, to make no claim against the management and/or owners for any loss or damage of life, limb or property.
3. All swimmers with hair over six inches in length must wear bathing caps or have their hair in a ponytail while in the pool.
4. Children under 2 years of age must wear rubber pants. No children in diapers are allowed in the pool. (This is a rule adopted by the Board of Health) DO NOT LET CHILDREN INTO THE POOL AREA UNATTENDED. NO LIFEGUARD ON DUTY.
5. Greaseless type suntan lotion must be used instead of oil types. NO glass containers will be allowed.
6. Each unit will be allowed TWO guests at any one time if in the opinion of the management there is sufficient room in the pool. Condominium Owners must be present when guests are swimming.
7. Depending on weather conditions, to be determined by the management, the pool will be open from 9:00 a.m. to 10:00 p.m. These hours will be strictly enforced. In addition, the pool may be closed at any time due to either a breakdown or to any other operation difficulty and/or at the discretion of the management.
8. State Law requires ALL children UNDER 14 years of age MUST be accompanied by an adult age 18 years or older for admission to the pool. FOURTEEN YEAR-OLDS ARE NOT ADULTS. Adults MUST remain with children in the pool area.
9. Residents will be responsible for all actions of their guests. The cost of property damage will be charged to the resident.
10. The management and/or agents will not be responsible for loss or damage to any personal property of any kind.
11. No wheeled vehicles are permitted in the pool area at any time, except for handicap aids.

12. Running, pushing, wrestling, ball-playing or causing undue disturbance in and around the pool area will not be tolerated. Battery operated radios may be taken into the pool areas so long as they are kept at a low volume level and do not disturb other residents.
13. Pets will not be allowed within the pool area.
14. Admission shall be refused to anyone with skin abrasions, colds, coughs, inflamed eyes, nasal or ear discharge, wearing bandages or any communicable disease shall be excluded from the pool.
15. Spitting in the pool area is prohibited. Pool area bathrooms are available for those in need of a restroom.
16. NO alcoholic beverages or smoking are allowed in the pool area AT ANY TIME.
17. NO Abusive language will be tolerated.
18. Only small play balls, inflatable toys, life jackets, etc are permitted.
19. All person use the facility at his or her own risk and in conformance with all regulations. Any person may be barred from the pool or pool area at the discretion of management for violation of rules and regulations or for any other reason which his/her judgement constitutes a hazard to others or to the management.
20. NO diving will be permitted.
21. Swimming pool filtering systems are complex, expensive to maintain and repair. Proper swimming attire must be worn while in the pool No cut-offs or levis, etc., will be allowed.
22. Please read these rules to your children and guests as well as the ones posted in the pool area.

ACCESS:

Owners will be provided with a key to the facilities and are expected to keep the gates locked at all times to protect small children and prevent uninvited guests. In the event an owner has a duplicate key made and makes it available to guests for their use, said owner, when identified to the Homeowners Association, will be responsible and liable for the cost of changing all locks and issuance of new keys to all owners.

Each owner and occupant shall be responsible for any damage caused to the swimming pool or its facilities or equipment by the said owner or occupant, his/her family, tenants, invitee or guest. Liens may be filed against the unit for any damages not paid for within 30 days.

NO LIFEGUARD ON DUTY:

No lifeguard is on duty. It is important to realize that the swimming pool does not have lifeguards. Use of the facilities and swimming pool is at your own risk.

SAFETY EQUIPMENT:

The pool is equipped with a life ring and safety hook. These are important pieces of safety equipment and should never be used or removed from the area except in an emergency.

I HAVE READ THE RULES AND REGULATIONS AS STATED ABOVE. I UNDERSTAND THEM AND AM WILLING TO ABIDE BY THEM. I HAVE RECEIVED _____ POOL KEYS (Please see "Access" above.).

(OWNER)

DATE

(OWNER)

DATE

WOODCREST HOMEOWNERS ASSOCIATION

Dear Homeowner:

Your lease with your tenant must read similar to the following:

LEASE AGREEMENT

YOUR APPLICATION HAS BEEN APPROVED, AND WE ARE PLEASED TO WELCOME YOU TO OUR COMMUNITY.

When people are living together, privacy and convenience are best achieved with some mutual agreed upon understandings. We ask that you and your guests consent to certain rules designed to help maintain community appearance and tranquility.

YOUR NEW HOME IS LEASED UNDER THE FOLLOWING CONDITIONS:

This lease agreement is made this ____ day of _____ by and between _____ as "Owner" and _____ as "Tenant." Address of leased premises is _____

Term of lease begins on _____ and ends on the last calendar day of _____. The length of the term is _____.

This lease will renew itself automatically on a month-to-month basis unless either party notifies the other in writing 30 days before its expiration. If automatically renewed, all other terms and conditions of the lease will remain the same except that the rent may be increased. Written notice of the proposed rent increase shall be mailed or delivered to you 30 days before the lease expiration date. By permitting the automatic renewal, you agree to pay the increased rent.

The rent is due on the 1st day of each month. If any portion of the rent is not paid by the 5th of the month in which it is due, a late fee of \$50.00 will be incurred and due along with the unpaid rent. If any portion of the rent is still unpaid by the 10th of the month in which it is due, an additional \$50.00 will be incurred and due along with the previous late fee and unpaid rent. If any portion of the rent or incurred late fees is still unpaid after the 10th of the month in which it is due, legal eviction processes will be instituted.

Rent per month: _____
First month's rent: _____
Last month's rent: _____
Security deposit: _____
Amount pre-paid: _____

Terms and Conditions

*I agree to abide by the current official Rules and Regulations of the Woodcrest Homeowners Association Community. I have received and read the Rules and Regulations and accept them as a legally binding part of this lease agreement.

Tenant agrees to deliver up said premises to owner at the expiration of said term in as good order and condition as when the same were entered upon by tenant, reasonable use and wear thereof and damage by the elements excepted. Tenant further agrees that, in the event of his/her default in any of the covenants herein contained which is not cured within ten (10) days from written notice, or if tenant shall vacate such premises, owner may elect, without notice or legal process, to re-enter and take possession of said premises and every part thereof and re-let the same and apply the net proceeds so received upon the amount due or to become due under the lease, and tenant agrees to pay any deficiency. Tenant shall be responsible for all utilities and losses resulting from his/her negligence or misconduct.

If this agreement is referred to an attorney for enforcement, the prevailing party shall be entitled to recover attorneys fees and costs, regardless of whether a lawsuit is commenced.

In the event that any of the terms of this lease shall be determined invalid by the courts, the remainder of the lease shall remain valid. If the ownership of the property which includes these leased premises changes, or if a Declaration of condominium is filed for these premises, this and all other lease agreements may, at the option of the new owner or the present owner and upon 30 day's notice, revert to month-to-month tenancy.

This and all other lease agreements may, at the option of any new owner or the present owner, be terminated with a 60-day notice and/or upon 30-day notice revert to month-to-month tenancy.

In addition to the foregoing provisions, tenant agrees to the following special provisions:

Tenant will not sublease the unit, whether for financial consideration or not; will not allow anyone not included on this lease agreement to live in the unit unless and until such person is approved by _____, the owner of such unit, and is included in the lease agreement, and will not have, or allow to be had, a pet or any animal in the unit or on the common areas.

Tenant agrees to pay all fines explained in the Woodcrest Homeowners Association's Rules and Regulations if incurred.

THIS IS A LEGALLY BINDING CONTRACT. By signing this lease, the undersigned acknowledge that they have read the foregoing provisions and received a copy of this lease agreement.

In Witness Whereof we have executed this Lease Agreement on the day and year above.

Resident/Tenant

Resident/Tenant

Resident/Tenant

BY: _____

Owner of Woodcrest Homeowners Association

Unit #

*Must be in each lease

**WOODCREST HOMEOWNERS ASSOCIATION
HOMEOWNERS UPDATE**

Please complete this update form and return it to Woodcrest Homeowners Association, 555 North Starcrest Drive by _____. This information will be treated as confidential to be used only by your Association.

Unit Number

OWNER INFORMATION	TENANT INFORMATION
Name	Name
Work Phone Home Phone	Work Phone Home Phone
Off-site Address	Off-site Address
SS#	SS#
Co-Owner's Name	Co-Owner's Name
Work Phone Home Phone	Work Phone Home Phone
Off-site Address	Off-site Address
SS#	SS#
Mortgage Company	Mortgage Company
Names of Children and Ages:	Names of Children and Ages:
Number of Pets Breed	Number of Pets Breed
Vehicle Type License #	Vehicle Type License #
Vehicle Type License #	Vehicle Type License #

In Case of Emergency Contact:

Name

Phone #

Address

Name

Phone #

Address

Owner's Signature

Date

**WOODCREST HOMEOWNERS ASSOCIATION
RECREATIONAL AMENITIES AGREEMENT**

Unit owners are responsible to the Homeowners Association for any loss or damage to the recreational common area caused by themselves, their family, their guests, their lessees or tenants and guests of their family, lessees and tenants.

The Committee may require restitution for loss or damage, or impose such fines as it deems reasonable. It may also restrict, limit or prohibit access to the recreational areas for violations of such rules governing their use.

The Rules and Regulations pertaining to this facility will be adhered to and strictly enforced. If they are not adhered to, you will be restricted from the use of the recreational amenities.

In the event of a documented complaint in writing and signed with appropriate witness of the Manager and/or Management Committee, your key to the recreational facilities may, after a notice and a hearing, be confiscated.

Violation of any of the rules shall be treated as follows:

- First Offense: Warning letter from the Management Committee or its agents.
- Second Offense: A fine of \$25.00 to \$50.00 as levied by the Management Committee or its agents.
- Third Offense: A fine of up to \$199.00 as deemed appropriate by the Management Committee.

No key shall be issued if condo fees are two months or more in arrears and only one key will be issued per unit. Additional keys may be purchased at a cost of \$_____. Replacement keys will be handled by the Management Company. Replacement keys:
1) \$_____ for replacing lost or stolen key; 2) \$_____ for replacing key lost or stolen due to change of owner or renter.

I have read, fully understand, and will adhere to the Woodcrest Homeowners Association Rules and Regulations.

Signed: _____
Address: _____
Unit #: _____
Date: _____
Signature of renter, if applies: _____
Date: _____

**APPLICATION AND AGREEMENT FOR THE USE
OR RENTAL OF THE WOODCREST CLUBHOUSE**

Please fill out all information below and return to the Management Office.

Date of Rental: _____ Purpose: _____

Hour Meeting Begins: _____ Hour Meeting Ends: _____

Number of People expected to Attend: _____

Please answer yes or no

Will admission, tuition or fee of any kind be charged? _____

Will donations be solicited or collections taken? _____

Will products or services be promoted in any way? _____

Will items be sold? _____

Will food or drinks be served? _____

Will decorations be used anywhere in the clubhouse? _____

If you answered yes to any of the above questions, please explain below: _____

If food or drinks are to be served, please list items below: _____

1. The use of the clubhouse will be denied to any resident whose purpose is illegal or unlawful.
2. Only residents in good standing may rent the clubhouse at any time. An adult resident over the age of 18 must be present at all times.
3. Rental of the clubhouse is restricted to the clubhouse area.
4. Residents not part of the rental party will be allowed to utilize the pool per the CC&R's.
5. Management reserves the right to refuse use and/or cancel reservations at any time.
6. Damages will be deducted from the security deposit to repair or replace. If the deposit is insufficient to cover damages and/or cleaning costs, the resident will be billed directly. The security deposit is to cover damages to the building and inventory and ensure that all areas used will be cleaned by the renter after the event. (See Section F.)
7. Use of the clubhouse does not constitute endorsement by the HOA or the Management. No advertisement or endorsement implying such will be permitted.
8. The resident who applies for the rental of the clubhouse will be responsible for the discipline of those in attendance. The resident (applicant) will care for all furnishings and property.
9. Reservations will be made upon receipt and acceptance of written application, along with rental fees and security deposit.

10. **CLEANING AFTER USE:** The clubhouse will be cleared of all clutter, trash and debris. All counters will be wiped clean, furniture replaced, and all carpeted areas will be vacuumed. Failure to leave the clubhouse in order and cleaned will result in the security deposit being held and all labor costs deducted from such at a rate of \$10.00 per hour.
11. Closing time for the clubhouse is 11:00 p.m. **NO EXCEPTIONS!!!** Failure to vacate the clubhouse on time will result in forfeiture of deposit and rental privileges being revoked for one (1) year.
12. All decorations must be approved by the manager prior to the reservation date. Nothing may be affixed to the walls and ceiling.
13. Smoking is prohibited in the upper room but allowed in the game room. Please use ashtrays at all times.
14. Light refreshments may be served - defined as finger foods and beverages. Drinks that contain dye or food coloring are not permitted. All refreshments must be approved by the manager, no exceptions.
15. **RENTAL FEES**

Group meetings that do not exceed 30 persons	\$40.00
Group meetings between 40 - 70 persons	\$70.00
Security deposit for these meetings is \$100.00	
Wedding and reception rental fee is \$150.00. The security deposit for such is \$200.00.	
16. Please list all damage to the clubhouse and furniture.

Resident's Name _____ Unit # _____

Phone # _____

I agree to the rules and regulations of the community and those which are set forth in this document. It is also understood that I have read both sides of this agreement and understand that failure to comply with the policies of this agreement and the declaration of the community will necessitate forfeiture of my security deposit and cancellation of rental privileges for one (1) year.

Signature _____

Date _____

Management Approval _____

Date _____