

PLEASE READ

Attached you will find a packet of information. This information will answer many of the questions you may have regarding Lakepointe Towers, both public and private areas. Please have everyone in your unit read this information.

The items in this packet are as follows:

Cover Page

FYI

Rules and Regulations-

Public area

Private area

Attachment #1 - Rules for construction & alterations

Attachment #2 - Rules for moving in or out of the complex

Attachment #3 - Rules for the pool and spa

Attachment #4 - Rules for the fitness center

Information Page

After reviewing the complete packet, **please fill out the Information Page, sign and return to the Board** (the mail slot in the Library/Social Room). If we do not receive the information requested within a week (7days), you will be contacted. Again, any questions should be put in the mail slot in the Library/Social Room.

**LAKEPOINTE TOWERS ASSOCIATION
RULES AND REGULATIONS
UPDATED 2015**

Lakepointe Towers Association is a residential community of which the owners are very proud. In condominium dwelling, certain rules are necessary to insure harmonious living. Each owner is entitled to the complete use of his or her own unit and the common facilities, but such use must not unnecessarily or unreasonably conflict with the rights of other owners. The rules and regulations are dictated by common sense, fairness, decency and consideration of others. It is true that rules are not all-inclusive. Objectionable behavior is not acceptable, even though not covered by specific rules. Laws and rules do place some restrictions on us but it is all for the common good.

These rules may not entirely please everybody. Neither are they designed to satisfy individual personal desires. We believe, however, they will meet with the approval of the majority of owners which is the secret of successful living in this type of community.

Please be aware that the Association will not be liable or responsible to owners, their families or guest for personal property that is lost or damaged on Association property. The property includes all common element facilities, play and swim areas, and grounds.

Nothing in these Rules and Regulations shall take precedence over existing Condominium Documents, or other legal obligations binding on Unit Owners.

Any questions regarding the Rules and Regulations should be addressed, in writing, to the Board and placed in the mail slot in the Library/Social Room.

FYI

Our current Building Manager is Mike Schall, phone #586-773-0472. Mike's hours of operation are Monday thru Friday 10am to 6:00pm and Saturday 10:00am to 12:00 noon. Unless an emergency, please respect these hours. Our Maintenance person is Ted and his phone number is 586-777-9022.

The Lobby, hallways, or any other public areas in the building, are extensions of your home, take pride in them, help keep them clean and welcoming.

Across from the mailboxes, below the shelf, is a trash container for your junk mail. If you find an orange key in your mailbox, this is for the mailboxes to the right that can hold large packages. If you are going on a short trip, leave a note in your mailbox also a bag to put in all the mail you receive while you are gone. If you go away for the winter, it is your responsibility to transfer your mail. In the Lobby you will see a lighted electric candle, this indicates that the mail has arrived.

On the Board across from the mailboxes will be posted information about upcoming events, such as meetings, parties, luncheons and outings.

There is a call board in both the front outer lobby and at the rear door, which will help visitors and repair people find you.

If you see lights out on your floor, either on the walls or the exit signs over doorways, fill out a request form. These forms can be found in the container over the outgoing mail slot in the Lobby, then leave the request in the container. This is checked by Ted, our maintenance man.

There is a generator that works to keep the halls and stairways lit in case the electricity goes out. Every Wednesday the generator, which is located in the Plaza Garage, runs for approximately 1/2 hour starting at 11am.

A hose for washing your car is outside of the Plaza Garage, turn into the first driveway to the left when you pass the new high-rise, the hose is to your right.

When you are in the Lobby, look up, all the chandeliers are from the old J.L. Hudson's Mezzanine floor.

REMEMBER THE GOLDEN RULE

LAKEPOINTE TOWERS RULES AND REGULATIONS - 2015

PUBLIC AREAS

ANIMALS - No animals shall be kept without the written consent of the Board of Directors, which consent, if given, will be revocable at any time for failure of the owner to observe the provisions of the Rules and Regulations. One (1) dog, weighing no more than 20 pounds, will be permitted in each unit, and no more than two (2) cats. The pet must have such care and restraint as not to be obnoxious, due to noise, odor or other unsanitary conditions. No savage or dangerous animals will be permitted. No animal will be permitted to run loose on the common areas, all animals will be leashed and tended by a responsible person. When taking your pet out, owners must leave by the rear door and be responsible for cleaning up after your pet. Waste, including kitty litter, must be wrapped and put in the outside dumpster to the left side of the rear door. Visitors with pets must follow the same rules as owners. If visitors are here for an extended stay with a pet, it is suggested that the Board be informed.

BIKES - Must be stored in your storage cage or locked in the bike rack in a garage area, not in any common area. **Your name and unit number must be clearly marked on your bike.** Unmarked bikes will be removed.

BULLETIN BOARDS - The bulletin boards across from the mail boxes and the boards on the elevators are for **Board use only.** If you have information or an event that you want posted, you must first have the approval of the Board who will then post the item. Contractors may post their business cards on the bulletin board by the Maintenance office and owners may post notices on the bulletin board in the Library/Social Room on a 3x5 card.

CARTS - For your convenience, shopping carts are provided in each garage and are clearly labeled as to where they belong. When you have used a cart, it is to be returned to area that is marked on the cart, this should be done ASAP for use by another owner. Carts are not to be left in front of your unit, or in the elevators for someone else to return, nor should they be put in the Lobby or in the hallway leading to the garage. If this is an inconvenience for you, you may want to buy a personal cart which can be stored by your car and if brought to your unit, must be stored inside your unit and not in the hallway.

DOORS - Interior doors, going from the Lobby to the garage area, must be closed after you enter or leave the building. If left open it causes a change in the temperature (whether summer or winter) causing all of us more money for heat or air-conditioning. Exterior doors, at the front and rear of the building, if left open, create a security risk. **It is important that YOU make sure the front entrance and both rear doors are secure when either entering or leaving the building.**

ELEVATORS - IN CASE OF FIRE, DO NOT USE THE ELEVATORS. No smoking is allowed in elevators. Do not prop anything to keep doors open. See Attachment #1 Workmen Rules

EXERCISE ROOM - See Attachment #4

LAKEPOINTE TOWERS RULES AND REGULATIONS - 2015

FINES - Fines for violations of any provisions of condo documents, including duly adopted rules, are listed in Article XX of the Bylaws. The amounts are:

- a. First violation - No Fine (warning letter)
- b. Second violation - \$25.00 Fine.
- c. Third violation - \$50.00 Fine.
- d. Fourth and subsequent violations - \$100.00

Details about fines and appeals can be found in the Bylaws. Any owner behind in the payment of Association Fees are prohibited from Library/Social Room, Gym, Pool and Tennis Courts.

FIRE EXITS - Learn where fire exits are. Owners are not permitted to block or obstruct fire exit for everyones safety.

GARAGES - Each unit is provided with one or more parking spaces, as indicated on their deed. They should only use those spaces. Parking is also provided on the outside for owners additional cars and guests. Also, space for additional vehicles is available behind the building under the carports. Speed limit in the garage should not exceed 5mph. A personal shopping cart may be stored by your parking area. It is highly recommended that you lock your car.

HALLS - Halls are public areas, no personal items are to be placed on the floors in front of your condo. The front door, which belongs to the unit, may be used only to display appropriate decorations. No items belonging to any unit are to be left in the halls or are the halls to be used for anything other than walkways. If giving anything to another owner, place in a bag and hang on door knob. The only exception is when moving in or remodeling, you must have approval from the Building Manager in advance.

KEYS - If you want an extra key to be placed in a lock area in the Library, contact the Building Manager in writing.

LARGE DELIVERIES - Place a call to the Building Manager or McCoy (our janitorial service) at 586-777-9022 to arrange for elevator use, they will leave a message with our in-house help. All deliveries are to be made at the back door. When delivery is complete you should go down with deliverer to be sure rear doors are locked and nothing has been put in our dumpsters. **It is your responsibility to see that all materials (extra carpeting, large cardboard boxes, etc) are taken with whoever delivers them. If ordering new appliances, make sure company takes old appliances away.**

LIBRARY/SOCIAL ROOM - The 3rd floor Library/Social Room is for owners use. Books can be taken and returned to basket provided for this purpose. Picture puzzles can be borrowed and returned. There is also a mail slot for maintenance checks. When leaving this area, make sure the TV, fan and lights are turned off.

MOVING - See Attachment #2

POOL - See Attachment #3

LAKEPOINTE TOWERS RULES AND REGULATIONS - 2015

SMOKING - No smoking is allowed in the building or on the grounds of Lakepointe Towers.

STORAGE ROOM - Each unit has an assigned cage in the building. No flammable, explosive, chemical or any other substances having explosive capacity are permitted. When storing personal items, you must make sure they do not reach above the top of the cage. (Fire Marshall Rules). **Nothing of a personal nature is to be stored outside of your cage in the common area of the storage room, such items will be removed.** Make sure your cage is locked, lights are turned off and door is securely closed when you leave the area.

TELEPHONE REPAIR SERVICE - The terminals of all telephones in the building are in the "Electric Room" off the Lobby. Your common key will open that door for a repairperson. You unlock the door to allow the repairperson entry, you do not give the key to them. You need not stay with the repairperson. After they are finished, all they need to do is close the door and it will lock. It is a good idea to check later to be sure this door is locked.

TELEVISION REPAIR SERVICE - Check the front cover of your Lakepointe Towers Roster for the location of your TV terminal. You will have to unlock the door if your terminal is in a locked area and you must stay with the person until the job is completed.

TENNIS - The tennis court hours are from 8:00 AM until dark.

TRASH ROOM - Each trash room has two (2) large recycle bins. As you face the bins, the one on the left is for newspapers and thin boxes (ex: flattened cereal boxes). The recycle bin on the right is for **CLEAN** plastic, glass and metal can containers only. There is also a small metal can for used batteries. If bins are not in the Trash Room, you **MUST** take your trash back to your unit, do not leave anything on the floor. This will help prevent insects and make it easier for the pest control person to spray. **Any garbage that goes down the chute, including cleaned styrofoam food containers, must be put in plastic bags (13 gallon) and securely tied, anything larger is to be placed in a bag and put in the outside dumpsters. All cardboard is to be cut up (there is a box cutter on the wall in the Compactor Room) and placed in outside dumpster with a black top, to your left as you exit the rear door). Do not place any cardboard or boxes (pizza, gift, etc.) in the recycle bins or down the chutes, they go to the outside dumpster, this also includes any shredding that is placed in plastic bags, also extra plastic bags that are bundled up.** Burned out light bulbs, old and new types, including florescent bulbs are to be put in a bag and placed by the maintenance room. For miscellaneous items such as paint cans and toxic materials, please notify our maintenance person, who will help you dispose of these items.

LAKEPOINTE TOWERS RULES AND REGULATIONS - 2015

PRIVATE AREAS

ALTERATIONS OR CONSTRUCTION - Unit owners are specifically cautioned that their right to make any additions, changes, alterations or decorations to the exterior of any portion of the Condominium is subject to the provisions of the Condominium Documents. Simply meaning, before doing anything outside of your unit, check with the Building Manager. Please note that any construction work is to be done between 8 AM and 6 PM, work will not be permitted on Sundays. For complete list of Construction and Alterations Rules, see Attachment #1

BALCONY/PATIOS - No unsightly conditions shall be maintained upon any balcony or patio. Only furniture and equipment consistent with ordinary balcony use will be permitted. Rugs may not be shaken from balconies or windows. No rugs, towels, bathing suits, or garments of any kind, bedding or other items may be hung from balconies or windows. Balcony tiling or carpeting shall not extend over or down the edge of the balcony. Any blinds being added to the front of the balcony must have prior approval by the Board. Owners are responsible for the upkeep of their balconies/patios. The ceilings must be white paint and the walls and doors must be paint that matches the existing color. The exact custom color formula can be found on the bulletin board by the maintenance office. Any questions, contact the building manager or a board member. Holiday decoration are permitted during the month of December on balconies/patios however; they must be removed within two weeks.

BARBECUE - By order of the St. Clair Shores Fire Department, no gas or charcoal grills are allowed on balconies or decks. One-pound propane or electric grills are allowed. See SCS Fire Department posting on the board in the Library.

CONTROL PANEL USAGE - When buzzer rings press TALK to ask who it is. Press LISTEN to hear reply. Make sure you know who is at the front or back door before releasing the lock. If you know who is at the door, press DOOR to allow entry, or TALK to deny entry. Do not loosen panel or permit a painter or decorator to do so. To disturb either could breach the building security causing the exterior doors to remain open. In case of a malfunction in the system, as a result of improper use or tampering, the unit owner will be responsible for all materials and labor costs to restore the system to proper working order.

DISPOSAL OF LARGE ITEMS - Contact the Building Manager or our Maintenance person.

DISH TV UNITS - Since the balconies are limited common areas, you can install a dish on your balcony, within certain guidelines which are established by law and not by the condo association. The size of the dish cannot exceed one meter. The dish must be within the limited common area, which means that any part of the dish or receiver cannot be on the balcony rail or outside of the rail. Also, the dish cannot be installed in any general common area. Whenever possible the dish should be installed in good taste to conform to your balcony and not interfere with your neighbors. The installation should not make use of any wiring installed by Comcast. It is requested that you talk with the Board before installing a dish.

DRAPERY - Window drapery must be lined with white for a uniform look from the outside.

LAKEPOINTE TOWERS RULES AND REGULATIONS - 2015

MAINTENANCE FEES - Fees and any fines must be paid in full by the first of each month. A late fee of \$25.00 will be charged after the 10th of the month. Checks may be put in the locked door mail slot in the Library. Having your maintenance fees automatically deducted is encouraged, if interested, call the Building Manager at 586-773-0472. If fines have been assessed then the amount of the fine will be paid first out of any money deposited.

MOVING - See Attachment #2

NOISE - All residents must exercise care to minimize noise. **YOUR UNITS ARE NOT SOUND PROOF**. Musical instruments, stereos, televisions, amplifiers, etc., must be played in a manner so as not to disturb your neighbors. When doing personal repairs or hobbies, be considerate of neighbors when pounding, 9:00 PM should be the latest to work.

STORAGE - The personal property of all unit owners shall be stored in their Condominium Unit (closets in unit or at the end of the balcony) or assigned Cage. Storage is not permitted in any other area. Garages, carports and the compactor room are not for owner storage. Remember, nothing you store cannot reach above the top of the cage. Also, no explosive materials chemicals or any other substance having explosive capacity is allowed.

VACATION - It is a good idea to notify the Building Manager or Board Member when you go away for any length of time, and be sure there is a key for entry into your condo and a phone number at which you can be reached, this information can also be left with a neighbor. If no provision is made for access into your unit or storage area and an emergency occurs, damage to your unit or storage area, as a result of forced entry, will be your responsibility and at your expense. Further, you are responsible for shutting off the main water valve in your unit before leaving for two (2) days or more. It would be advisable to turn down your hot water heater also. (Switch is in the circuit breaker)

ATTACHMENT #1 - RULES FOR CONSTRUCTION & ALTERATIONS

BEFORE STARTING ANY CONSTRUCTION, IT IS RECOMMENDED THAT YOU TALK TO THE BUILDING MANAGER

COMMON ELEMENTS - No alteration of the common elements will be permitted without the express written approval of the Board of Directors.

DAMAGE - Any damage incurred to the hallways, furniture, heaters or other property of the Association including elevators, lobbies, carpeting or any other common area, as a result of construction, or incident to such construction, in either completing or future revision of Owners Units, shall be repaired to the original condition, or replaced, at the responsible owners expense.

INTERCOM PLATES - Owners are not to remove intercom plates from their walls without first checking with and obtaining written approval from the Board of Directors. The intercom units are extremely sensitive and are easily rendered inoperative. The entire system will go out of service if any unit is improperly serviced or moved. In the event of malfunction of the system, as a result of improper use or tampering, the offending unit owner will be responsible for all material and labor costs to restore the system to proper working order.

WORK SCHEDULES - Owners must instruct all service personnel that work will not be permitted in the Condominium prior to 8:00 AM and must not go beyond 6:00 PM., Monday through Saturday. NO CONSTRUCTION WORK WILL BE PERMITTED ON SUNDAY. Owners are to govern **PERSONAL** construction efforts by the same rules, in consideration for their neighbors.

WORKMEN RULES - Owners of units under finish or revision construction must make certain that their contract personnel keep Security and Fire doors closed and that they are not **propped open**, this also includes the elevator doors. (You are responsible for contacting the maintenance man in our building or McCoy Maintenance at 586-777-9022 or Mike Schall at 586-773-0472, to insure that the large elevator will be readied for your use, and that a key will be inserted to keep the doors open.) All workmen or Companies with personnel working anywhere within the Condominium, must submit to the Board of Directors proof of Workmen's Compensation and Liability Insurance coverage prior to commencing work.

ATTACHMENT #2 FOR MOVING IN OR OUT OF THE COMPLEX

You must confirm with the Building Manager, Mike Schall at 586-773-0472 or McCoy Maintenance at 586-777-9022, the date and time of your moving into or out of the building so that the freight elevator can be reserved for your use and that protective pads are placed in the elevator. A key should be used to keep elevator doors open, do not prop them open.

Moving must be on a Monday thru Saturday, **unless** other arrangements are made with Building Manager Mike Schall or the Board of Directors.

Entrance to the freight elevator must be at the rear door of the building. Be sure to give your moving company the proper directions to our building **and to the rear door**.

It is your responsibility to meet your moving personnel upon their arrival at the building. The mover should know your address and have a phone number where you can be reached, if necessary. Do not give your keys to the moving personnel. Do not block back door, other co-owners will be entering and leaving by this door. There is a ramp, and the moving truck should park at the bottom of it.

It is your responsibility to arrange with the movers to take with them any wrapping paper or boxes when they leave. Our dumpster cannot handle such items. If the Association incurs additional charges because of overfilling, you will be charged.

After the move, you may, and probably will, have boxes and some moving materials. You must cut these boxes and materials into flat pieces that can be placed in the dumpster to the left as you walk out the back door.

If you have items to go to your storage unit, you must accompany the mover to unlock the storage room and to be sure the room is locked when they leave.

When your move in is complete, you must accompany the mover to be sure that **both rear doors** are closed and locked and that no moving materials are left outside the building.

If you have service people, repair personnel or painters coming to your unit, you must advise them to enter the building by the rear door. There is a call board at the rear door and you should be sure that these people know your address to ring your unit, as your name may not be on the board until after move. **YOU ARE ALWAYS RESPONSIBLE FOR THESE WORKERS WHEN THEY ARE IN THE BUILDING.**

You are responsible for any damage to common areas (elevators, halls, etc.), therefore it is recommended that you be sure that any moving company or workers you engage have adequate insurance. This also applies to repair personnel.

Hook up controls for Comcast are in the storage room on your floor. Your common area key lets you in the storage room. 1st floor controls are in the Electrical/Telephone room, which is on the first floor around the corner from the mailboxes, this is also where the Telephone Controls are. 2nd floor controls are in the exercise room. 3rd floor controls are in the library.

When moving out, it is your responsibility to make sure your movers and repair people are aware of our rules and regulations.

ATTACHMENT #3 - RULES FOR THE POOL & SPA

ALL PERSONS USING THE POOL AND SPA DO SO AT THEIR OWN RISK AND ASSUME SOLE RESPONSIBILITY FOR ANY ACCIDENT OR INJURY SUSTAINED. CO-OWNERS ARE FINANCIALLY RESPONSIBLE FOR DAMAGES TO THE POOL, SPA OR EQUIPMENT, INFLICTED BY THEMSELVES OR THEIR GUESTS. FAILURE TO COMPLY WITH THE FOLLOWING RULES COULD RESULT IN THE LOSS OF POOL AND SPA PRIVILEGES.

HOURS - The hours are 6 AM to 10 PM

CHILDREN AND GUEST - The pool and spa is for the use of Residents and their guests only. Limit of four (4) guests per unit in the pool or spa. **Resident must accompany guests at the pool and spa (adults and children) at all times.** Children in diapers are not permitted in the pool, including swim diapers **and** children under 15 years of age are not permitted in the spa at any time. Children under 8 years of age must be with an adult at all times.

CLOTHING - Bathing suits must be worn in both the pool and spa. No cutoffs, shorts, etc. are permitted in the pool or spa. You must wear a cover-up and footwear to and from the pool and spa areas, and dry off before leaving pool or spa area. No swim diapers are allowed.

FURNITURE - Return furniture to original position when leaving the pool area.

MUSIC - Battery powered radios, CD players, etc. may be used with earphones.

PETS - No pets are allowed anywhere on the pool deck.

PLAYING - Running, rough play, loud noise, diving or jumping in the pool is not allowed.

REFRESHMENTS - No glass containers are allowed inside of fenced pool and spa area. Beverages must be in unbreakable containers. Absolutely no drink or food is allowed in the pool or spa.

SHOWERS - Showers are to be taken before using the pool or spa.

SMOKING - NO SMOKING IS ALLOWED.

SPA - Make sure the spa timer is turned off when leaving the area.

SUNSCREEN - Suntan lotion or sunscreen may be used. **No suntan oil is to be used as it clogs the filters.** Anyone with a skin infection of any kind, or wearing a bandage, may not use either the pool or spa.

TOWELS - A beach towel must be used on the chaise lounges or chairs at all time to protect our pool furniture from the grease of suntan lotions of any kind.

TOYS FOR THE POOL - No beach balls, rafts, rubber boats, inner-tubes, scuba or snorkel equipment may be used in the pool. Masks or goggles are allowed. Noodles are the only exception. Small children are permitted to use floatation devices, when supervised by an adult.

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ATTACHMENT #3 - RULES FOR THE POOL & SPA

UMBRELLAS - Must be closed when you leave the pool area. Do not use the umbrellas on windy days.

WEATHER - For your safety, all residents and guests must leave the pool area during a storm of any kind.

PLEASE CHECK THE POOL AND SPA AREA WHEN LEAVING, MAKING SURE YOU TAKE ANYTHING YOU MAY HAVE BROUGHT DOWN WITH YOU.

The pool is normally open on or before Memorial Day in the spring and closed on or after Labor Day in the late summer. It may be closed temporarily for various health or safety reasons. Residents and guests are prohibited from using the pool when it has been closed by the directors, the building manager or any municipal health official. Violators will be fined as set forth in the association bylaws.

ATTACHMENT #4 - RULES FOR THE EXERCISE ROOM

The exercise room is for owners only. If owner has a guest, the owner must accompany guest to the facility or notify a Board Member or the Building Manager.

No one under 18 years of age is allowed in the exercise room.

When using the incline function on the treadmills, return the incline to zero before turning off the treadmill.

Use at your own risk, the room is not staffed.

The phone is for emergency 911 calls only.

Wipe down machines after each use.

Re-rack weights after each use.

Only plastic water bottles are allowed, no glass. No food is allowed.

Turn off TV, lights and make sure doors are closed and locked when leaving exercise room.

LAKEPOINTE TOWERS INFORMATION PAGE

Name(s) on Deed _____

Address _____ Unit # _____

City/State/Zip _____

Phone _____ Cell Phone _____ Work Phone _____

VEHICLES:

1 _____ License # _____ Parking # _____

Make/Model

2 _____ License # _____ Parking # _____

Make/Model

PERSON(S) TO CALL IN AN EMERGENCY

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Do we have a key to your unit in our lock box? _____

If not, who has access to your unit? _____

TO RECEIVE INFORMATION WHILE AWAY FROM YOUR UNIT

Address _____

City/State/Zip _____

Phone # _____

E-mail Address _____

PET INFORMATION

Type of Pet(s) _____ Size _____

Type of Pet(s) _____ Size _____

By your signature, you are stating that you have read and understand all Rules and Regulations in the packet **and** agree to abide by them.

Owner Signature _____ Owner Signature _____

Date _____