

FOUR SEASONS

A SPA AND
COUNTRY CLUB COMMUNITY



RESIDENTS' HANDBOOK

A GUIDE TO COMMUNITY

RULES, POLICIES AND

GENERAL INFORMATION

APPROVED BY THE BOARD OF TRUSTEES
SEPTEMBER 2018

EMERGENCIES

**For medical, fire or safety
emergencies,
call**

911

**Immediately thereafter, call Security Gatehouse
at 732-477-8721 to inform the Security Officer of
your 911 call and the nature of the emergency**

**Clubhouse Address: 1560 Spring Meadow Drive
Activity Center Address: 1600 Spring Meadow Dr.
M&M Building: First Right After The Gate**

**Emergency call boxes are located at the
lower tennis court and on the golf course.
These phones may be used by Residents for
emergencies only.**

A FirstService Residential Customer Care Associate is available 24/7 at
800-870-0100 to assist you with all inquiries.

NOTICE

This Residents' Handbook is provided merely as a **convenient summary** of the Association's covenants, restrictions, policies, rules and regulations as of the date of its publication.

To the extent, if any, that the information in this Handbook conflicts with the Master Declaration of Covenants and Restrictions, ByLaws, Policies, Resolutions, Amendments and/or Rules and Regulations, such Master Declaration of Covenants and Restrictions, ByLaws, Policies, Amendments and/or Rules and Regulations shall be controlling. Notwithstanding anything contained herein, the Association's Master Declaration of Covenants and Restrictions (hereinafter referred to as **MDCR**), Bylaws (hereinafter referred to as **BYLAWS**), Policies (hereinafter referred to as **POLICIES**), Resolutions (hereinafter referred to as **RES**), Amendments (hereinafter referred to as **AMEND**), Rules and Regulations (hereinafter referred to as **R&R**) are binding and controlling.

This Handbook also summarizes rules and regulations governing various recreational and social activities available throughout the Community and provides general information of interest to all residents.

This Handbook may not be used as the basis for any claim against the Association nor may it be used as a basis for a defense of any claim asserted by the Association. All persons or entities with questions regarding the contents contained herein must direct those questions, in writing, to the Community and/or the Condominium Boards of Trustees via the Management Office.

Since rules are subject to change at the discretion of the Board of Trustees, residents are advised to check periodically with the Activities Desk and Management Office for updated rules and regulations.

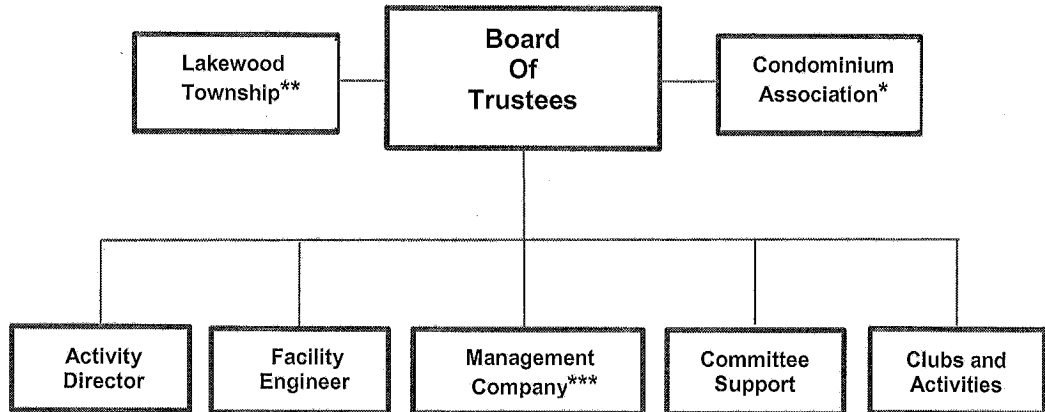
DESCRIPTION OF COMMUNITY

Four Seasons Spa and Country Club Community is a planned active adult community located in Lakewood Township, Ocean County, New Jersey, established under the laws of the State of New Jersey. This Handbook is designed to introduce Residents to Four Seasons, the facilities available and the rules and regulations which help to keep the lifestyle at Four Seasons one which Residents can be proud of.

Four Seasons consists of approximately 407 acres and has the following amenities:

- ❖ Nine Hole Executive Golf Course
- ❖ Golf Practice Tee and Greens
- ❖ Golf Pro Shop
- ❖ Golf Driving Cage
- ❖ Tennis Courts
- ❖ 18,000 Square Foot Clubhouse with Activity Desk, Ballroom, Card Rooms, Living Room, Billiards Room, Theatre & Library
- ❖ Fitness Center
- ❖ Indoor and Outdoor Pools
- ❖ Hot Tub / Saunas
- ❖ Bocce Court
- ❖ Vita Path (Jogging, Walking)
- ❖ Shuffleboard Courts
- ❖ Community Garden
- ❖ Meditation Park at the 9th hole of the golf course
- ❖ Gated Community Access

Four Seasons Community Association Organization Chart



* The Four Seasons Condominium Association is a separate corporation.

** The Board of Trustees interfaces with Lakewood Township on typical community services provided by the Township.

*** The Management Company provides services under the direction of the Community Board of Trustees.

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SECTION I

GENERAL RULES & POLICIES

AGE RESTRICTIONS

1. At least one permanent resident of a home must be 55 years of age or older.
2. At least one tenant leasing and residing in a home must be 55 years of age or older (See "Rental of Home").
3. A child or children residing in a home must be 19 years of age or older.

ANIMALS

1. No more than two (2) dogs or cats in the aggregate shall be permitted in any home.
2. No pens, runs, or electric fences are permitted.
3. Pet droppings must immediately be removed and disposed of in a sanitary fashion. This applies to all common areas including all wooded areas and areas on Homeowner's property. At no time are droppings to be placed in street sewer drains.
4. The Homeowner or other adult must accompany a pet at all times.
5. **Pets must be leashed at all times when outside.**
6. Violators are subject to fines.

AUTO REPAIRS

1. Major auto repairs are permitted inside garages only, provided that noise levels are not disruptive to neighbors.
2. Minor auto services may be conducted on driveways. Condominium residents will be responsible for any damage to the driveway as a result of servicing or repair of autos.

COMMERCIAL VEHICLES

1. A commercial vehicle is one having commercial license plates or one displaying a sign, logo, art, telephone number, or other information advertising or indicating a business function.
2. No commercial vehicles may park in streets or driveways overnight unless they are servicing the property. Temporary overnight parking is permitted in the lower portion of the Clubhouse parking lot with pre-authorization from the Gatehouse.

DIGGING

1. No substantial digging or earth removal is permitted on residential property without prior written approval from the Architectural Control Committee (see "Modifications").

FEEDING OF WILD ANIMALS

1. Feeding of all waterfowl and other wildlife (squirrels, rabbits, etc.) is strictly prohibited except for birdhouses and birdfeeders (see "Displays").

FLAGS & POLES

All Homes:

1. American flags and decorative seasonal flags/banners are permitted. The maximum size for any flag is three feet by five feet (3' X 5').

Single Family Homes:

1. Flagpoles may not exceed ten feet (10') and must be a neutral color.
2. Flagpoles may not be mounted in concrete, blacktop, or other like material.
3. Temporary flag poles may be inserted directly into planting beds or may be secured in a bucket no larger than three feet by three feet (3' X 3').
4. Flag poles no larger than six feet (6') in length may be mounted above garage doors or on front columns.

Condominium Homes:

1. Flag poles must be of a temporary nature and may be erected in the flower bed.
2. Flags or banners may not be installed in the front porch columns.
3. No more than one (1) flagpole is permitted per unit.
4. The flagpole may not exceed ten feet (10').
5. The flag may not exceed three by five feet (3' x 5').

GOLF CARTS (RESIDENT-OWNED)

1. All golf cart Homeowners must register their carts at the Management Office showing a valid driver's license and receive a sticker which will be placed on the cart. Two (2) types of stickers will be available:
 - a. Regular sticker – For carts owned and operated within Four Seasons. These carts must be maintained in good working order, including brakes, forward and reverse gears, horn and rear-view mirror.
 - b. Handicap sticker – For residents who have a state-recognized handicap permit for their automobile.
2. Carts with stickers may operate on all roads and golf course cart paths (golf carts may not operate on the other vita paths). Obeying the rules set forth in Paragraph 3.
3. Carts with Handicap stickers are allowed to use all handicap parking areas including the new parking area next to the outdoor pool.
4. All carts must adhere to all local and Lakewood driving regulations including: all speed limits, Stop signs, yield signs, one-way street signs, and use of signals (hand or light). Carts must be parked only in Community-designated parking areas or on resident's driveway.
5. Carts on Four Seasons Drive must drive on the right hand side of the road to the right of the white strip when possible.
6. Carts may only be driven by residents and their guests, and all operators must have a valid driver's license recognized by the state of New Jersey.
7. Penalties for not adhering to these rules will be assessed.

GRILLS/FIRE PITS

All Homes:

1. All grills and tanks must be placed at least 5 feet from the home or any ignitable surface when in operation.
2. Propane tanks ***may not*** be stored in homes or garages.
3. Fire pits are not permitted.

LANDSCAPING, LAWNS, PLANTING BEDS AND BORDERS

All Homes:

1. Where lawns are present, no substitution (gravel, stones or other ground covers) are allowed.
2. No unsanitary, unsightly or offensive weeds, vegetation, rubbish, debris, trash or other waste material shall be placed or be permitted to accumulate on any property.
3. Lawns must be kept free of obstacles so as to allow the Landscaping Contractor to maintain the turf in an expeditious manner. Bird baths, statues, and ornamentals are permitted only in the planting beds.
4. Planting of flowers and herbs are limited to foundation beds, tree saucers and native tree areas. Shrub plantings are limited to foundation beds. No plantings are permitted in utility box beds or around mailbox posts. Plastic or other artificial flowers are discouraged.
5. If plantings interfere with sprinkler system coverage of the turf, the Homeowner must arrange for the sprinkler head to be moved through the Association sprinkler maintenance company. The cost of such relocation will be paid by the Homeowner.
6. No Homeowner or outside contractor may change the location of sprinkler heads or alter the sprinkler system in any way without prior permission of the Architectural Control Committee.
7. Garden vegetable planting shall be restricted to the Community Vegetable Garden area by members of the Garden Club only. Potted garden vegetables, in limited, non-obtrusive quantities, are permitted on back patios or back porches.

8. Garden debris may not be placed curbside with household trash or recycling and must be taken to the Ocean County Recycling Center on New Hampshire Avenue.

Single Family Homes:

1. Tree and shrub plantings (other than in foundation beds) require prior written approval from the ACC (see "Modifications") and the signing of a Tree Planting Agreement.
2. Maintenance of the foundation beds and of all other trees are the responsibility of the Homeowner. All tree removals require prior written approval from the ACC.
3. Pruning of plantings must be maintained so as to allow normal landscaping and sprinkling of the turf.
4. Decorative stones with mandatory protective borders or borders without stones are permitted in foundation beds only and are not to exceed eight inches (8") in height.
5. Residents are not permitted to place stones and/or plants around the trees closest to the street.

Condominium Homes:

1. Homeowners have the option of maintaining the planting beds themselves.
2. If the Homeowner chooses not to maintain the planting beds, the Association Landscaper will continue to perform all maintenance. Once a homeowner does their own planting, then the Community is no longer responsible for replacing any shrubs.
3. Prior written approval from the ACC is required for borders around foundation planting beds (see "Modifications"). Decorative stones are not permitted.

MAILBOXES

All Homes:

1. Last name and/or house number are permitted on the mailbox or post.
2. Mailboxes with stenciled designs are permitted.

Single Family Homes:

1. The maintenance, repair and replacements of the mailbox and its components are the responsibility of the Homeowner.
2. When replacing mailboxes, Homeowners must maintain the basic shape, size, color, and height as the Developer's original installation.
3. Protective sleeves may be placed over the existing post to prevent the original post from deteriorating.

Condominium Homes:

1. The maintenance, repair and replacement of the mailbox and its components (except for the post) is the responsibility of the Homeowner. The Condominium Association is responsible for the post.

MODIFICATIONS

All Homes:

1. No modifications to the outside of a home shall be permitted without prior written approval from the Architectural Control Committee (ACC) and the appropriate Board of Trustees. Modification Request Forms (MRFs) can be obtained at the Management Office.
2. A refundable \$50 deposit must accompany the MRF. The \$50 check will be returned when the Management Office is notified by the Homeowner that the project is completed and after final inspection by the ACC. Notification to the Management Office must be made within thirty (30) days of the project's completion via the submission of a MRC (Modification Request Notice of Completion Form). Projects must be completed within ninety (90) days of application approval.
3. Approval of MRFs may take up to two (2) months, depending on the timing of scheduled meetings of the ACC and Board of Trustees
4. All approved MRFs are good for six (6) months. Beyond that, the Homeowner must apply for an extension.

5. MRFs are required for all modification applications; however, some select items are considered "Fast Track" and may be approved within a few days following the request. Specific criteria must be met for an application to be processed as a Fast Track. The Management Office will inform the resident of these criteria at the time of the request. See Section V, "Appendix" for a list of the current "Fast Track" items. Because "Fast Track" items change frequently, always contact the Management Office for an updated list prior to submitting the application.

OCCUPANCY

1. Maximum occupancy is three (3) permanent residents for a two (2) bedroom home and four (4) permanent residents for a three (3) bedroom home.

PONDS AND DETENTION/RETENTION BASINS

1. Ponds and detention/retention basins are designed for storm water management only.
2. Swimming, boating, fishing, ice-skating, or walking on stone/rock borders is strictly prohibited.
3. Planting around ponds and detention basins is prohibited.

RECREATIONAL VEHICLE PARKING

1. Parking and/or storage of recreational vehicles (campers, motor homes, etc.) and boats/trailers is available in a designated area of the Management Office parking area for an annual fee and under special conditions. Information may be obtained at the Management Office.

RENTAL OF HOME

1. No home shall be rented for a period of less than one (1) year. Prior to rental you must have lived in the house for 18 months. (MDCR. 5:5.18 Amend 8/2012).

2. Prior to the start of a lease, a copy of the Agreement along with a \$250 per unit fee per tenant turn over **must** be furnished to the Management Office. Failure to do so will result in a \$50.00 fine in addition to the \$250.00 fee. A lease rider and leasing permit must also be attached. (Exhibit A of Amendment)
3. A Renewal lease not submitted at least 30 days prior to its expiration will be subject to a \$100.00 fee.
4. The right to enjoyment of the recreational facilities and common areas will transfer to the Tenant from the Homeowner for as long as the home is rented. The Homeowner gives up their rights to the recreational facilities, membership in clubs and committees and/or any active participation in the community as long as the home is rented.
5. The Tenants shall sign a notification release indicating the Homeowner has given a copy of the Resident's Handbook to the Tenant or has received a copy from the Management Office.
6. No "For Rent" signs permitted.
7. Rooms may not be rented.

SALE OF HOME

1. A Homeowner must notify the Management Office of intent to sell his/her home. Upon closing of title, the Homeowner shall provide the name and previous address of the new Homeowner. (MDCR. 5: 5.23)
2. Closing Fees: A Transfer Fee as well as a non-refundable Contribution to Capital Fee (Single Homes) and/or a non-refundable contribution to the Condo Capital Fund (Manor Homes and Villas) must be paid. Contact the Management Company Closing department for the exact amount.
3. All fines and assessments owed to Four Seasons Community Association must be paid prior to closing.
4. The Master Declaration of Covenants & Restrictions (MDCR) and all amendments must be given to the new Homeowner by the seller. Open houses are permitted with a two week notice and with prior approval from Management.
5. No "House for Sale" signs are permitted on the property or in windows.

SNOW & ICE CONTROL

All Homes:

1. Once snow accumulations reach a predesignated amount, the contractor will begin clearing main roads.
2. After the main roads have been addressed, secondary and tertiary roads will be cleared.
3. Any Resident desiring to use an "ice melt" product should use only a product that is harmless to the sidewalk and the adjacent turf area. Calcium chloride or the like is suggested.

Single Family Homes:

1. The Association contractor will clear snow from driveways and walkways after the secondary and tertiary roads are cleared.

Condominium Homes:

1. Common access driveways will be treated in the same manner and at the same time as secondary/tertiary roads throughout the community.
2. The Association contractor will clear snow from driveways and walkways after the secondary, tertiary and common access driveways are cleared.

SPRINKLER SYSTEM

1. The Association contractor shall maintain the turf irrigation system throughout the year.
2. The system is designed to water the turf only. In most instances, it will not cover the entire planting and foundation bed areas. Watering of these areas is the responsibility of the Homeowner. Tying into the existing system for watering of flower beds is prohibited.
3. Homeowners and/or their contractors may not make any alterations to the system without prior written approval of the Association.

STREET PARKING

All Homes:

1. No vehicle of any kind may be parked, left, or otherwise maintained on the Community's roadways between the hours of 1 AM and 6 AM.
2. Guests must obtain a Guest's Pass from the Gatehouse for overnight guest parking. This Pass is valid for one week and must be prominently displayed in the Guest's vehicle. A Guest's Pass may be renewed for special circumstances for another consecutive week. In no case will a pass be issued for more than a total of 30 days in one calendar year.
3. No vehicle may be parked at any time (day or night) within cul-de-sac circles, turnarounds or within twenty-five feet (25') of street corners and street entry islands.
4. During all hours, residents and guests are expected to apply cautious and prudent judgment when parking on Community roadways. When deciding where to park on Community roadways at any time, day or night, the priority is always to allow for the rapid and uninhibited passage of Emergency Service Vehicles, Fire Fighting Apparatus and other Service Vehicles.
5. The lower Clubhouse parking lot may be used for extended Guest overnight parking. Gatehouse must be notified when this occurs.
6. When street parking, mailboxes, driveways, or fire hydrants should not be blocked. Vehicles must be parked on the right side of the street with the flow of traffic.
7. No commercial vehicle parking is permitted on streets or driveways overnight.
8. Violators of any of the above rules may be subject to fines.

Condominium Homes:

1. Parking in the turnaround will be permitted when all residents sharing that common driveway agree, in writing, to allow parking there. If any one of the agreeing parties move, then the agreement ceases and must be renegotiated with the new owner.

TRASH / RECYCLE COLLECTION

All Homes:

1. All trash and recyclables must be put in lidded containers. NO PLASTIC BAGS may be placed curbside.
2. Household and personal trash and/or recyclables may not be disposed of in the Clubhouse and M&M dumpsters or in the dumpsters located in the Condominium sections.
3. Removal of large items (refrigerators, washing machines, mattresses, etc.) must be arranged by the Homeowner directly with the trash collection contractor and paid for by same. Residents are subject to fines for any uncollected items left at curbside. Contact Management for the collector's phone number.
4. Recyclable material (newspapers, bottles, cans, plastic and cardboard) may be co-mingled in an appropriate lidded container. These materials must be placed curbside, away from mailbox posts, on designated days for collection. Recyclables are collected every week. Check for the pickup day schedule on the TV or on the weekly events calendar.
5. Trash and recycling material is not to be placed curbside before 5PM the evening prior to collection.
6. Should collection of your trash/recycling be missed, call the Management Office immediately. Management will contact the collection contractor if still on site and the contractor will return to pick it up.
7. Garden debris may not be placed curbside with household trash or recycling and must be taken to the Ocean County Recycling Center on New Hampshire Avenue.
8. Garbage containers must be stored in garages only.

Condominium Homes (Without Garages):

1. The dumpsters in the Villa sections are for the exclusive use of the Villas only.
2. Please report any cleanliness or repair issue needing attention to the Management Office.

VEHICLE DECAL

1. All vehicles (cars, trucks, vans, etc.) owned, operated, and registered in the names of Four Seasons residents and maintained in the Four Seasons Community are to display Four Seasons Bar Code Decals.
2. Only one (1) vehicle decal is permitted per resident. A valid Driver's License and Registration must be shown.
3. Bar Code Decals are to be placed on the driver's side rear window to ensure proper ID and operation of the Bar Code Reader.
4. Bar Code Decals are to be removed and destroyed prior to sale or trade of a vehicle.
5. When a vehicle is replaced or added, the resident is to notify the Management Office and a new Bar Code decal will be issued at no cost.
6. If at the time a Decal is issued to a new and/or additional car having a temporary registration the Homeowner/Tenant must notify the Management Office of the permanent registration within 30 days. Failure to do so will result in the Bar Code Decal identification being deleted from the computer system thereby requiring the Homeowner/Tenant to gain entrance into the community only through the Visitors entrance side.

SECTION II

YOUR HOME

USE OF HOME

1. No home may be used for any purpose other than as a private residence.

DISPLAYS

All Homes:

1. No clothes, laundry, or other articles shall be hung out or exposed on any part of the property.
2. No items shall be permanently hung, painted, or displayed on the outside of windows, doors, or exterior walls (EXCEPTION- see "Holiday Decorations" below).
3. Signs advertising the sale or lease of a home, or other commercial signs are not permitted with exception of open house hours.
4. Arbors are prohibited on any residential property. Free-standing trellises are permitted in planting beds.
5. No sports equipment may be affixed to any portion of the home or property.

Single Family Homes:

1. Placement of hanging ornamentals and/or planters on single homes is limited to porches, decks, planting beds, patios, garage door area and natural tree areas on one's property and must not materially alter the exterior appearance of the home.
2. Birdhouses and bird feeders (if permanently attached to the home) require prior written approval from the Architectural Control Committee (ACC) (see "Modifications", Page 6).
3. Two (2) statues/ornaments/structures with a maximum display height of twenty-four inches (24") each are permitted. Placement is limited to porches, patios, side and rear foundation planting beds, and native tree

areas. These include fountains, birdbaths, globes on a base/pedestal or any other type of displays.

Condominium Homes:

1. One (1) statue/ornament/structure with a maximum display height of twenty-four inches (24") is permitted. Placement is limited to porches, patios, side and rear foundation planting beds and native tree areas. These include fountains, birdbaths, globes on a base/pedestal or any other type of displays.
2. Decorative items may not be installed in such a manner as to damage the exterior of the home (nailing, stapling, screwing, etc.). The Homeowner is responsible for the cost of repair for any holes or damage resulting from the removal of hanging ornaments that had been attached to the home.

EXTERIOR APPEARANCE

1. No portion of the exterior of the home may be changed without prior written approval from the ACC and the Board of Trustees (see "Modifications", Page 12).
2. Porches and patios may not be used for storage with the exception of patio furniture and grills (see "Grills/Fire Pits", Page 10).
3. Items such as bicycles, strollers, toys, trash cans and golf carts must be stored in the garage.
4. Tents or other similar structures are not permitted on decks or patios.

GARAGES

1. Garages may not be converted or renovated for residential purposes.
2. All garages must be kept usable as garages for autos or other permitted vehicles.

HOLIDAY DECORATIONS

All Homes:

1. Holiday decorations of a temporary nature are permitted from the day after Thanksgiving through January 10th.
2. Decorations may not be permanently affixed to the home.

Condominium Homes:

1. Decorations may not be installed in such a manner as to damage the exterior of the home (nailing, stapling, screwing, etc.)

HOSES

Single Family Homes:

1. Permanent placement of garden hose reels or racks must not inhibit the normal landscaping process.

Condominium Homes:

1. Hose reels or racks may not be attached to the exterior of the home.

MAINTENANCE

Single Family Homes:

1. The Homeowner is responsible for the repair, maintenance and replacement of his/her own home and property as defined in the deed and survey.

Condominium Homes:

1. The Association is responsible for the maintenance, repair and replacement of the Common Elements.

PATIOS

All Homes:

1. A Modification Request (MRF) must be submitted to and approved by the Architectural Control Committee before the installation of, removal of or any modification to a patio. The MRF must be accompanied by a property survey - no exceptions.
2. If any damage is done to the common area during the installation of the patio, the Homeowner will be responsible for restoring it to its original condition and the additional area of the patio will be the Homeowner's obligation to maintain. In addition, if the patio requires moving of a sprinkler head, then the Homeowner will be responsible for any and all payments involved (a Work Order must be submitted to the Management Office). The pricing will be determined by the irrigation company and addressed with the Homeowner directly.

Single Family Homes:

1. A patio may not exceed four inches (4") in height, shall not extend beyond the side of the home, may not extend more than fifteen feet (15') from the rear of the home, and needs a minimum of twenty feet (20') from the property line to the extension.

Condominium Homes:

1. The depth of the patio cannot exceed the leading edge of the privacy fence and the width of the patio cannot exceed the far edge of the first bathroom window.

SATELLITE DISHES

All Homes:

1. Written approval from the ACC is required prior to the installation of a satellite dish.

Single Family Homes:

1. A maximum of two (2) satellite dishes are permitted provided prior written approval has been received from the ACC (see "Modifications", Page 12).

Condominium Homes:

1. A maximum of one (1) satellite dish with a diameter of 39.37 inches (1 meter) or less is permitted provided prior written approval has been received from the ACC (see "Modifications", Page 12).
2. The preferable locations for dish installation is on the patio or on the deck adjacent to the unit. If the only acceptable signal may be obtained by installation in an alternate location, the unit owner must apply to the Association prior to the application to the ACC.
3. Unit owners are responsible for the repair, replacement, maintenance and removal of satellite dishes, including, but not limited to, any modification/damage to the common and/or limited common elements.

WINDOW COVERINGS

1. Draperies, blinds, curtains, or other window coverings must be installed and maintained by the resident on all windows of the house.
2. Sun room, sun porch, and palladium windows may be decorated at the resident's discretion.

SECTION III

RECREATION/SOCIAL

GENERAL GUIDELINES FOR PUBLIC AREAS

1. All Clubhouse Activity rooms are available to all residents when not in use or reserved for scheduled activities or committee meetings. All posted guidelines must be followed.
2. The Activities Center and the Ballroom are available for a fee to residents for private functions. Arrangements must be made through the Activities Desk.
3. Bocce Courts, Shuffleboard Courts, Tennis Courts, Table Tennis and Billiards are available to all residents and their guests when not in use or reserved for scheduled activities. All guests under 16 years of age must be accompanied by a Homeowner. All posted guidelines must be followed.
4. Fitness Center guests must be **18 years of age** or older.
5. Guests at the Billiards Room are restricted to those **16 years of age** and older.
6. Shoes or sneakers must be worn on Bocce Courts or Shuffleboard Courts.
7. Smoking is prohibited in/on: Clubhouse, Bocce Courts, Fitness Center, Shuffleboard Courts, Indoor and Outdoor Pools, Table Tennis, and Tennis Courts.
8. Food is **not** permitted in/on: Bocce Courts, Fitness Center, Shuffleboard Courts, Indoor or Outdoor Pools, Billiards Room or Tennis Courts.
(Exception: During a golf tournament, food will be allowed at the juice bar in the Fitness Center.)
9. Food & drink are permitted in the Clubhouse ballroom and kitchen, in the Activities Center, and anywhere on the Outdoor Pool Upper Terrace (at the back of the ballroom).
10. No pets other than guide dogs or service dogs are allowed in any recreation area or facility.
11. Broken or damaged equipment must be reported to the Activities Desk.
12. Any gatherings and/or picnics on the patio and verandah common areas surrounding the outdoor pool or the Clubhouse involving more than twenty-five (25) residents must be approved by the House & Recreation Committee and put on the schedule by the Activities Director.

13. The following items are not available for individual resident use:
 - a. Outdoor Grill in pool area
 - b. Ballroom sound & music equipment
 - c. Clubhouse and Activities Center Kitchen

BUS TRIPS

1. Ticket sales are on a first-come, first-served basis. See weekly calendar and Channel 77 for ticket sale date and times.
2. Handicap-accessible buses may be available upon advanced request at the first announcement of any trip.
3. Checks are to be made payable to Four Seasons Community Association, Inc.
4. Only buses for community-sanctioned trips are permitted to pick-up and drop-off passengers in the clubhouse parking area.
5. Residents going on trips must park their vehicles in the lower parking lot.
6. Moneys are non-refundable.
7. A one-person household is entitled to 2 tickets, a two-person household is entitled to 2 tickets, and a three-person household is entitled to 3 tickets.
8. Spaces in the waiting line cannot be saved for people who are not present.

FITNESS CENTER

1. Fitness Center hours are 5:00 AM to 10:00 PM.
2. No one under the age of 18 is permitted to use the Fitness Center equipment.
3. Residents are urged to attend a fitness seminar with the Fitness Consultant before using the equipment. Dates and times are posted in the weekly events calendar.
4. It is strongly suggested that residents check with their doctor before beginning an exercise program.
5. Sneakers are required to be worn when using equipment.
6. Questions regarding use of the equipment should be directed to the Fitness Consultant.
7. If there is a problem or equipment malfunction, report this by filling out a Service Request Form available at the Fitness Desk and submitting the completed form to the Activities Director.

8. Return all equipment (dumbbells, weights, step-pads, sticks etc.) to their proper areas.
9. Phones are for emergency use only to call 911 and/or the Security Gate.
10. Equipment should not be moved from designated areas. Dumbbells should not be removed from the Fitness Center.
11. Residents are encouraged not to use the Fitness Center alone - use the Buddy System.
12. Only drinks in plastic containers are permitted. No food is allowed.
13. Bring your own towel for comfort and sanitary reasons. Wipe down equipment with paper towels and spray sanitizer as provided after each use.
14. A maximum of 45 minutes on a machine is permitted when someone is waiting. The signup sheet should be used when waiting for equipment.
15. Anyone who abuses the Fitness Center Guidelines, the equipment or removes any apparatus will be reported to the Management Office. Penalties and individual suspension of privileges may be imposed. Residents are always responsible for their guests.

GOLF

1. We have an excellent nine-hole Golf Course available for the pleasure of our members and their guests. For membership information and/or rules and regulations, contact the Golf Pro, Golf Committee, or Management Office.
2. The regular season is from March 15th to December 15th, weather permitting.
3. If any member does not understand the rules of golf, they are encouraged to call a Golf Committee member or the Golf Shop.
4. Players must be a minimum of 13 years of age and must be accompanied by a golf member.
5. Violations of any golf rules may result in suspension or loss of privileges (refer to the penalties section of the Golf Handbook).
6. Membership privileges are not transferable.
7. The Golf Course will be open for play six days a week from Golf Shop opening until dusk (refer to the Golf Shop hours listed in the Golf Handbook). The Golf Course will be closed on Tuesdays for maintenance.

8. Annual membership and guest fees will be set by the Board of Trustees upon recommendation of the Golf Committee.
9. All members are expected to present a current membership identification card at the Golf Shop and have a current member bag tag conspicuously displayed on their golf bag.
10. No alcoholic beverages are allowed on the Golf Course. All beverages shall be in non-glass containers.
11. Members and their guests are morally responsible for any private property and/or personal injury.
12. Appropriate attire is required at all times - refer to the Golf Handbook for details.

POOLS, SPA & SAUNA

Pools:

1. The community has both an indoor and outdoor pool for use by residents and their guests. Pool rules and regulations are published annually and are available at the Activity Desk.
2. See children's hours as posted.

Spa & Sauna:

1. For everyone's health and safety, the posted rules and instructions for the spa and saunas must be followed.
2. It is strongly recommended that pregnant women, anyone suffering from heart disease, diabetes, high or low blood pressure and those using prescription or over-the-counter medications not use the spa or sauna without prior medical consultation and permission from their doctor.
3. Anyone under the influence of alcohol, anticoagulants, antihistamines, vasoconstrictors, vasodilators, stimulants, narcotics or tranquilizers should not use the spa or sauna.
4. Children under the age of 18 are not permitted.
5. It is highly recommended that residents and guest be accompanied by another person when using the spa or sauna.
6. Pouring water on the rocks in the Men's and Ladies saunas is limited to six

ounces or less at a time. The system is not designed for excessive water as it damages the equipment.

7. No scented sprays are to be used in the saunas at any time.
8. The Men's and Ladies saunas are not unisex.

TENNIS

1. The community has four tennis courts. Rules, hours of play, tournament information, proper attire and general information is available from the Tennis Club and generally available on the Community Cable Channel.

SECTION IV

GENERAL INFORMATION

ACTIVITY COORDINATOR

1. A resident volunteer who is responsible for coordinating and overseeing a sanctioned activity, group or club.
2. The weekly calendar lists the names of all Activity Coordinators.

ACTIVITIES DIRECTOR

1. The Activities Director and staff are located in the lobby of the Clubhouse and are responsible for operation of the Activities Desk under the auspices of the Board of Trustees.
2. This Office is responsible for the collection of funds and the payment of invoices related to day trips, special events, fund raisers, and activity groups and clubs. This office is also responsible for the accountability for such collections and payments.
3. Payments for all activities must be made **by check** to the **Four Seasons Community Association**.
4. Any resident whose check is returned as non-negotiable will be charged an amount equal to the bank charge **plus a handling fee**.

BALLROOM/ACTIVITY CENTER

1. Available to residents for Private Parties for a fee as established by the Board of Trustees. Make reservations with the Activities Director.
2. Neither Ballroom nor Activities Center room may be rented for private parties from the day before Thanksgiving through January 2. There are no exceptions to this rule.
3. An Insurance rider must be provided by the sponsoring resident.
4. Residents must sign a Hold Harmless Agreement.

BOARDS OF TRUSTEES

Community Association:

1. The Community Association is governed by a seven (7) member Board of Trustees.
2. Select Trustees are elected annually by the Membership each November, based on term expiration and/or vacancies.
3. The Officers are elected annually by the Board each January.
4. The term of office for Trustees is three (3) years.

Condominium Association:

1. The Condominium Association is governed by a five (5) member Board of Trustees.
2. Select Trustees are elected annually by the Membership each September, based on term expiration and/or vacancies.
3. The Officers are elected annually by the Board each October.
4. The term of office for Trustees is three (3) years.

BUS SERVICE

1. Free bus transportation is provided weekly to local shopping plazas and shopping malls. See weekly calendar (available at the Clubhouse) and monthly calendar (centerfold in Newsletter) for dates and times.
2. The bus route within the Four Seasons Community is available at the Activities Desk.

IN HOUSE CABLE CHANNEL, CHANNEL 77

1. This community information channel is available to all residents 24/7 through the cable company and is included in the basic cable package. Events, meeting announcements and special bulletins as well as video programming is shown daily.

COMMITTEES

Introduction

1. Committees marked with an asterisk (*) are designated as a "Major Committee" and membership is restricted to only one of the eight.
2. All appointments are for one (1) year and must be approved by the Community Board of Trustees.
3. Officers of each Committee are elected by members of that Committee.
4. Standing Committees (as mandated by the Governing Documents) are Judiciary and Architectural Control. All other committees are optional and may be modified, merged or disbanded at the Board's discretion.
5. Ad Hoc committees are temporary in nature may be formed as the need arises.

Architectural Control *

Assists the Boards in controlling the exterior of the residents' buildings and grounds to provide visual harmony throughout the community.

Buildings & Grounds *

Advises the Board on matters pertaining to the maintenance, repair or improvements of the common buildings and the common areas of the community.

Cable TV/Audio/Video/Lighting (CAL)

Develops programming for our "in-house" cable channel and works with audio/video/lighting equipment.

Emergency Management

Plans and implements procedures and programs related to emergency and catastrophic situations.

Finance *

Assists the Board in the budget preparation and does a financial review of the Association's funds and spending.

Golf *

Gives recommendations to the Board in matters pertaining to the overall operation and maintenance of the golf course.

Judiciary *

Mediates/arbitrates disputes and infractions of procedures under the governing documents.

Landscape *

Oversees landscaping, ponds and sprinkler system throughout the community.

Library

Organizes the Clubhouse library which provides access to written materials, audio and visual items.

Newsletter

Provides information to residents about their Association, community and events, and other features of interest.

Pool *

Oversees the daily operation of the indoor and outdoor pool facilities.

Social

Was established to plan and bring social events and entertainment to the community for their enjoyment and to promote friendly camaraderie to all the residents of Four Seasons.

Website

Creates and oversees the content that provides an online educational and recreational resource for all homeowners.

DEFIBRILLATORS

1. Defibrillators are located in the lobby of the Clubhouse on the right-hand wall near the Activities Desk and in the Fitness Center. The cabinets are to be opened only in case of an emergency, as an alarm will sound when opened.
2. These defibrillators are for use in an emergency by any resident trained in their use or capable of following the instructions for use.

DONATIONS

1. Lakewood Police, Fire, and Rescue Squad do not solicit donations by phone. Donations are requested by mail only.
2. Private solicitations are not permitted.

HOLIDAY SCHEDULE

1. The Management Office and the Activities Desk will be closed on most major holidays. Please see posted signs and bulletins on Channel 77 for the most up-to-date information.

LOST AND FOUND

1. All Items found within the Community (with the exception of the Golf Course) are to be turned into the Activities Desk. Items found in the Fitness Center will be turned in to the Activities Desk.
2. Items found on the Golf Course are to be turned in to the Pro Shop.

MAINTENANCE FEES

1. Association maintenance fees are due quarterly and are payable on the first day of January, April, July and October. The automatic withdrawal payment procedure is highly recommended.
2. Late charges will be imposed when quarterly maintenance fees are not received by the 15th of the month in which they are due. Late charges will be added and will accumulate monthly until the past due balance is paid in full.
3. See the Appendix for all payment options currently available.

MANAGEMENT OFFICE

1. The Community Manager and Management Staff are located in the M & M (Management and Maintenance) Building which is the first right turn after entering the Gate House.
2. Office hours for resident services are: 9:00 AM to 12:00 Noon and 1:00 PM to 3:00 PM Monday thru Friday (subject to change). Between the hours of 3:00 PM and 5:00 PM, the Management staff addresses other administrative and management issues.

NEWSLETTER

1. The Four Seasons Times is published eight (8) times a year and mailed to each home, free of charge.
2. The Times is generally received between the 1st and 5th of the month of publication.

PARKING LOTS

1. Handicap parking spaces near the Clubhouse front entrance are for short term parking only.
2. Handicap parking spaces are clearly marked and are for those that are truly disabled. Non-handicap persons may not park in a handicap spot.
3. The upper parking lot is for short term parking only
4. The lower parking lot is to be used for long-term parking when on day bus trips or overnight trips.
5. Vehicles found overnight in the upper lot will be ticketed by Security.
6. When going on a bus trip, cars must be placed in the lower parking lot.

PROCESS FOR RECONCILIATION OF VIOLATIONS, "DUE PROCESS"

1. A procedure has been established to address violations of rules and provisions established in Association Documents, Official Policies, Procedures, and Resolutions.
2. Resident and/or employee-reported violations will be discussed with the alleged offending party in an informal manner. If an acceptable resolution is not achieved, formal procedures will be initiated.
3. The Board of Trustees shall have the right to levy fines for violations to the rules and provisions established in Association Documents and Policies, Procedures and Resolutions.
4. The initial fine for a single violation may not exceed \$50. Repeated fines may exceed the \$ 50 amount.
5. Each day a violation continues after initial notice is given shall be considered a separate violation
6. A copy of the entire "Due Process" procedure is available at the Management Office.

SECURITY (MONITORED ENTRANCE)

1. A Security Officer is present at the Gatehouse 24 hours a day, 365 days a year.
2. A mobile Security unit will be provided to the community as determined by the Board of Trustees.
3. In the event of a safety/health emergency, the security officer in the Gatehouse will not be able to leave the gate unattended to respond to your emergency. *Please call 911.*
4. An "Authorized Guest List" is created for each resident within the Community. This list may contain names of family members and other individuals (health aides, cleaning services, etc.) who may visit frequently. This "Authorized Guest List" must be submitted to the Management Office in writing and will be added to the resident's Census Form. All guests on this list will be allowed access to the Community without a call to the resident from the Security Officer.
5. Residents must notify the Gate House (732-477-8721) if they are expecting

guests who are not on the "Authorized Guest List". If Security has not been notified, the Security Officer will call the resident and request permission to allow the guest to enter. Should the resident not answer the phone, the guest will be turned away. This also applies to food and other deliveries.

6. Security will not accept packages or hold keys for contractors expected to work in a resident's home while the resident is away. The Homeowner is responsible for making appropriate arrangements.
7. A Guest Pass will be issued to any guests who will be staying for no longer than 7 days. Security should be notified 1 or 2 days in advance of the guest's arrival, providing the guest's name, arrival date and length of stay. The Guest's Pass must be placed on the dashboard of the guest's vehicle. If extended overnight parking exceeds 7 days, the guest must park in the Clubhouse parking lot.

STREET LIGHTS

1. All street and parking lot light problems, such as damaged poles or non-functioning lights, should be reported to the Management Office with the pole number and the location.

TELEPHONE DIRECTORY

1. The Four Seasons Resident Directory is available at the Activities Desk to residents only. Directories are not to be made available to non-residents.
2. All emergency and other important phone numbers are provided on the first page of the directory.

TRAFFIC VIOLATIONS

1. The Community Association has the right to delegate responsibility and authority to the Lakewood Township Police Department for the enforcement of NJ State laws. As such, the Lakewood Police are responsible for patrolling the Community roadways and issuing tickets for traffic violations, as appropriate.
2. All Homeowners and their guests are responsible for following the traffic regulations within the Community as to speed limits, parking guidelines, and intersection STOP or YIELD regulations which apply to all motorized

vehicles and bicycles.

VANDALISM

1. All acts of vandalism are to be reported to the Lakewood Police (732-363-0200) and the Security Department (732-477-8721).

VOTING RIGHTS

1. Only one vote per home is permitted, regardless of the number of owners of record.
2. Voting privileges may be suspended if the member is not in good standing as specified in Section 2.06 of the ByLaws.
3. Proxies and Absentee Ballots are permitted.

WEBSITE

All Homes:

1. All homeowners may request access to the Community website by navigating to the Home Page and clicking on the tab "Request Login". You will receive a response on regular business days within 24 hours.

The Community website is located at:

www.fourseasonsatlakewood.net/fourseasonslakewood/

WEEKLY CALENDAR

1. Weekly activity calendars for the upcoming week are available at the Activities Desk on Thursday after 3 PM and/or obtainable online by contacting the Activities Director.

SECTION V
APPENDIX

ARCHITECTURAL CONTROL COMMITTEE

FAST TRACK ITEMS

COMMUNITY	CONDOMINIUM
Attic Fans	Awnings
Awnings	Doors (Painting)
Columns (Front) Replacements	Flags
Doors (Painting)	Landscape Borders
Driveways	Light Fixtures
Landscape Borders	Motion Detectors
Light Fixtures	Painting of Patios/Porches
Patios (Painting)	Satellite Dishes
Roof Shingles	Sliding Door Replacement with grids or to French door
Satellite Dishes	Solar Lights (Planting Beds/Walkways)
Security Lights	Storm Doors (Front & Rear)
Shutters (Painting/Replacements/Additions)	Window Replacements
Sliding Door Replacement with grids or to French door	
Solar Panels	
Solar Tubes	
Storm Doors (Front & Rear)	
Trees (Removal of Dead/Dying) & Replacements	
Vinyl/Aluminum Wrapping/Replacements	
Window Replacements	

ALL ACTIONS REQUIRE MODIFICATION FORM TO BE COMPLETED BY HOMEOWNER

REV Oct 2017

MAINTENANCE FEE PAYMENT OPTIONS

Pay by Hand Written Check w/Coupon Booklet

Mail your check made payable to:

FOUR SEASONS LAKEWOOD COMMUNITY ASSOCIATION
FOUR SEASONS LAKEWOOD CONDOMINIUM ASSOCIATION
c/o FirstService Residential East
P.O. Box 363
Emerson, NJ 07630

-
- ✓ Include your account number on the check
 - ✓ Only mail payments to the PO BOX listed above
 - ✓ Payments mailed to the Eatontown address will be returned to you
 - ✓ Checks payable to FirstService Residential will be returned to you

The lockbox accepts no correspondence. All correspondence other than payments should be sent to the onsite Management office at:

1560 Spring Meadow Drive; Lakewood, NJ 08701

Pay Your Association Dues ONLINE

Residents can pay association dues online through FirstService Residential's provider, ClickPay.

Get Started: www.ClickPay.com/FirstService

- Pay for FREE by e-Check
- Pay by Credit/Debit Card*
- Set Up Automatic Payments
- Pay from Your Phone/Tablet

Questions?

Visit: www.ClickPay.com/GetHelp

Call: 1.888.354.0135 (opt 1)

*Payments by e-check can be made at no cost. Fees apply to payments made by credit or debit card. Please note the date you make your payment on ClickPay is not the date it is reflected on your account. Payments by e-check (ACH) before 9:00 PM EST will debit from your bank account and settle the next business day. Payments by debit or credit card can take 3-4 days to settle.

Pay by Online Bill Pay Through Your Bank

The instructions for setting up this method of payment are available through your bank only.

INDOOR and OUTDOOR POOL RULES

Revised & Approved by the Board of Trustees February 2018

- *Residents and their guests are responsible for knowing and complying with these rules.
- *Resident hosts will be responsible for the actions of their guests at the pools and pool areas.

PLEASE TAKE THE TIME TO READ THEM THOROUGHLY.

HOURS OF OPERATION

The Indoor Pool is open year round

Children's indoor Holiday Pool hours are based on the Lakewood Township School District Holiday Schedule only. Other school district's schedules do not apply.

Hours

Monday - Friday8 am to 7 pm

Saturday & Sunday.....8 am to 5 pm

(Children under the age of 16 are permitted Saturday & Sunday ONLY or Holidays ... 1 pm to 4 pm)

July 1st through August 31st: 8 am to 5 pm

(There are NO family hours at indoor pool while outdoor pool is open)

HOLIDAYS WHEN THE INDOOR POOL IS CLOSED

Thanksgiving, Christmas Day, New Year's Day, & Easter Sunday. December 24th and December 31st the pool will close at 12 noon for the day if open based on Pool Companies schedule.

The Outdoor Pool is open from Memorial Day until after Labor Day. During the two weeks after Memorial Day and after Labor Day the hours will be 12 – 5 P.M. The official opening and closing dates are subject to change as may be deemed necessary by the Association Board of Trustees. These dates will be announced to the community in a timely fashion.

Saturday – Thursday.....10 am - 7 pm

Friday10 am – 8 pm

(Children under the age of 16 are permitted between 11-1 and 3-5 P.M.)

Age Requirements

Children MUST BE 3 or older and toilet trained. NO DIAPERS are permitted in the pool. Guests 16 years and older are permitted at the pool without being accompanied by an adult.

Health & Safety

1. All relevant New Jersey State Board of Health and State Sanitary Code Rules will be enforced by the lifeguard and are expected to be followed.

2. Expectoration, urination, rough housing, rowdy behavior, or any other negative conduct that affect the health, safety or comfort of others is strictly forbidden in the pools or pool areas.
3. Persons suspected of being under the influence of drugs or alcohol will be prohibited from entering the pool areas.
4. Any resident or guest whose act causes the pool to be specially treated or drained will incur the cost involved to allow the pool to reopen.
5. All persons MUST shower before entering the pool.
6. Use of the pools and pool areas requires the presence of a lifeguard who will be responsible for the supervision, maintenance, and enforcement of pool rules and regulations as stipulated by the Four Seasons Board of Trustees. Use of the pools or entry into the pool areas during times when they are designated as closed is strictly prohibited.
7. Lifeguards will be responsible for lifesaving as well as enforcing the pool rules and regulations. They do not make up the rules, but they are responsible for making sure they are followed. Residents and their guests who fail to comply with pool rules and regulations will be reported to the Community Manager by the lifeguard in charge. If the non-compliance requires immediate attention, and the Community Manager is not available, the lifeguard will phone the Security Gate Office for appropriate action. The Lakewood Police Department will be notified if the situation warrants such action.
8. Swimming shall not be permitted during an electrical storm or any other threatening weather condition. Both the Indoor Pool and Outdoor Pools shall be closed in the event of such weather. The lifeguard in charge shall make the judgment call as to the threat of an impending storm, and is obligated by New Jersey State Law to declare both pools closed if the threat is perceived to be a real one. Lifeguard should contact their supervisor. Lifeguard then needs to contact the Management Office who will then contact the Board Members and Activities Desk.
9. The Association's Board of Trustees reserves the right to close the pool without prior notification to the community whenever it deems it necessary to protect the interest of the community by doing so. Every effort will be made to expeditiously inform residents as to the cause and duration of the necessary closing.
10. Proper bathing attire must be worn in the swimming pools and spas. Wet bathing suits and bare feet are not allowed in the clubhouse or fitness center. If it is necessary to enter these areas, cover-ups and shoes must be worn.
11. NO DIVING, NO JUMPING, NO RUNNING or HORSEPLAYING is permitted at any time. For obvious safety and convenience reasons, sitting on the pool steps or otherwise blocking passage into the pools is prohibited.
12. Children and special needs persons may use swimming aids attached to their arms or backs, but no rafts, kick boards, tubes, or swim fins are allowed in pools. Toys such as Frisbees, balls, etc. are not permitted in pools or pool areas. Noodles may be used in both pools by adults only. Children who require assistance must be accompanied by an adult in the water and the adult MUST remain near the child AT ALL TIMES.

Courtesy and Maintenance

1. No food, soft drinks or alcoholic beverages are allowed in either pool areas. Food and drink are permitted on the terrace areas surrounding the Outdoor Pool. Plastic bottled water is permitted in the pool areas. Plastic containers must be discarded in the appropriate "Recycle" containers.
2. No smoking is allowed anywhere on the clubhouse patio or on the pool deck.
3. Gum chewing is not permitted in the pool area.
4. Loud music from radios, CD players, or tape players that can be heard by neighboring pool users is not permitted in the pool areas or on the outdoor pool terrace.
5. Valuables brought to the pool at your own risk. The Four Seasons Association is not responsible for lost, stolen or damaged personal property.
6. Residents and guests are obligated to clean up after themselves before leaving the pool, shower, lavatory and locker areas. All waste materials (wrappers, soap ends, discarded powder or deodorant containers, etc.) are to be placed in wastebaskets.
7. Modesty dictates that children over three (3) years of age are not to be brought into lavatories, shower areas, or locker rooms that are reserved for members of the opposite sex.
8. Strollers, carriages, portable pools, playpens and portable tables are NOT PERMITTED in the enclosed pool area. They are permitted on the terrace area adjacent to the clubhouse.
9. No animals are permitted in either pool area or on the outdoor terrace. (Exception: Service Dogs)
10. Chairs, lounges, and umbrellas may not be reserved poolside. Please do not place towels on them to reserve same. They are available for your usage on a first-serve basis. Violators may risk losing their pool privileges.

Spa / Sauna (Indoor)

1. It is strongly recommended that pregnant women, anyone suffering from heart disease, diabetes, high or low blood pressure, and those using prescriptions or over-the-counter medications, not use the spa/sauna without prior medical consultation with and/or written advice from their doctors.
2. Do not use spa / sauna while under the influence of substances such as alcohol, anticoagulants, antihistamines, vasoconstrictors, vasodilators, stimulants, narcotics, or tranquilizers.
3. Children under the age of 18 are not permitted to use the spa / sauna.
4. It is recommended that residents and guests use the "Buddy System" if possible, when using the spa or sauna.

5. When using the sauna, it is recommended that you observe the 15-minute time limit, then shower and cool down, and if you wish, return for another 15-minute time limit. Long exposure to the extreme heat may result in your suffering feeling of nausea, dizziness, or faintness. To conserve electric energy, do not set the timer for a period longer than intended use.
6. For your health and safety, please follow the posted rules and instructions for the spa and sauna.
7. Showers are required before use of these facilities.
8. Observe good sanitary habits by placing a towel between your skin and the seating areas in the saunas.
9. Pouring water on the rocks in the Men's and Ladies' saunas is limited to six ounces or less at a time. The system is not designed for excessive water as it damages the equipment.
10. No scented sprays are to be used in the saunas at any time.
11. The Men's and Ladies saunas are not unisex.

Rules are made for your protection. They are necessary to promote safety and courtesy in the pool area. Violators of these rules risk losing their pool privileges.

Your cooperation is required in order to afford a safe and secure area of enjoyment for all residents.

Pool Committee meetings are held on the 1st Thursday of each month at 10:00 a.m.

Should you have any comments, recommendations or concerns, please submit it in writing to the Management Office by the Monday prior to the monthly meeting date so it can be discussed at the meeting.

Four Seasons will NOT be responsible for accidents and/or loss of personal property.