

# WELCOME TO FLEETWOOD PLAZA!

## Welcome Packet

Name(s) and Phone Numbers of Person(s) Presenting Welcome Packet:

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Your current Building Captain:

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**A. This personal visit and this welcome packet are intended to do several things:**

1. Provide you with a personal welcome.
2. Introduce you to a Fleetwood resident who can be a personal point of contact for any questions you may have.
3. Answer any immediate questions you may have about Fleetwood Community Life.
4. Obtain needed information from you.

**B. Communications at Fleetwood**

1. The website:

Home Page:

[www.fleetwoodplaza.com](http://www.fleetwoodplaza.com)

Direct link to the Member Page:

[www.fleetwoodplaza.com/memberclouds.html](http://www.fleetwoodplaza.com/memberclouds.html)

The Fleetwood website is the current repository of all Fleetwood documents, announcements, information, Rules & Regulations. It is highly suggested that you bookmark the Member Page in your computer's list of "Favorites". **A detailed explanation and demonstration of the website will be provided as part of this orientation.**

2. The group email list

3. The text messaging system

4. The Directories

- Online on the Member Page of the website
- Smartphone App

The files containing personal information of residents are password protected. The current password is \_\_\_\_\_.

**C. The Redbook**

There are a number of documents which govern the covenantal relationship and community life among the owners and residents at Fleetwood. Taken as a whole, these documents are

loosely referred to as “The Red Book”. These documents are all found on the website with very user-friendly tools to locate what you need. These documents include:

1. The North Carolina Non-Profit Corporation Act
2. The North Carolina Condominium Act
3. The Charter, i.e., the Articles of Incorporation
4. The Declaration (approved by vote of the owners)
5. The Bylaws (approved by vote of the owners)
6. Lease agreement (required when a unit is rented)
7. Rules & Regulations issued by the Board (attached)

**D. Rules & Regulations (attached)**

Special emphasis and comments:

1. If locks are re-keyed, then provision of new key to Emergency Committee
2. Clubhouse key
3. Departure Notices
4. Automatic Fines

**E. The Current Plan of Organization (attached)**

**F. Personal data, emergency contacts and acknowledgment (to be completed and turned in)**

**Personal Information and Emergency Contacts for Unit # \_\_\_\_\_**

YOUR Name(s) \_\_\_\_\_ Unit # \_\_\_\_\_

YOUR Phone #(s) \_\_\_\_\_

YOUR Email Address(es) \_\_\_\_\_

Other Mailing Address (if any) \_\_\_\_\_

Contacts for emergencies (personal emergencies, building emergencies and other):

#1 Name \_\_\_\_\_

Phone #s \_\_\_\_\_

#2 Name \_\_\_\_\_

Phone #s \_\_\_\_\_

## **Welcome Packet Acknowledgement**

I received the "Fleetwood Welcome Packet" from \_\_\_\_\_ (person explaining packet), on \_\_\_\_\_ (date).

I understand that it is my responsibility to familiarize myself (and family members and guests) with the rules, regulations, policies, guidelines of the Fleetwood community (Red Book and website) and to abide by both the "letter and spirit" of these documents.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_