

GUEST GUIDELINES

Approved by Board/Officers October 11, 2010

As an owner you are aware that Fleetwood Plaza documents clearly specify that no unit may be leased/rented for any period less than one year (and only then with the notification and approval of the board).

However, it is recognized that there may be occasional instances when you would like to allow the use of your unit by relatives or close friends when you are not present. This is permitted under the following four guidelines:

1. No rental fee or any other consideration may be received from, or on behalf of, guests who occupy their unit in the owner's absence
2. You, as owner, complete the online "Guest Notification Form" at least three (3) days prior to the arrival of your guests. This online form can be found on the member page of the Fleetwood website and is automatically sent to the Emergency Coordinator, the Buildings Committee Chair and the President and Vice Presidents.
3. You provide your guests with a completed and printed copy of "Instructions & Guidelines for Guests". (This can also be found on the member page of the website.)
4. You notify your Building Captain of the planned presence of your guests. This can be done via telephone, email, snail-mail or in person. (As a courtesy, you might consider notifying your other neighbors in your unit.)

Note: The above guidelines ONLY apply if guests are occupying your unit, in your absence. They do not apply (and nothing special is required) if you are going to be present while your guests are in your unit.