

Instructions & Information for Guests

Approved by Board/Officers October 11, 2010

Welcome to Fleetwood Plaza! Short-term rental (less than one year) of Fleetwood units is not permitted. However, owners may allow the use of their units by relatives or close friends. As a special guest of one of our owners, we are happy to temporarily share with you this special place called Fleetwood Plaza.

Certain qualities and expectations apply to all of us and we ask that you, as a guest, respect the same guidelines. These can be summarized as follows...

- Respect for the comfort, convenience and feelings of others
- Courtesy, friendliness and neighborliness
- Consideration and thoughtfulness
- Compliance with community guidelines and rules

The following are some important things for you to know and follow.

1. **NOISE** Please keep all “noise” (loud conversation, television, music devices, activities, etc.) to a minimum. By its nature, condominium living entails “close quarters” where sound is magnified and travels quickly beyond your immediate vicinity. In this regard, please be especially cautious when using balconies and decks as well as upper unit occupancy (neighbors below hear noises from above). These areas are especially prone to transferring noise that can be disruptive to neighbors.
2. **VEHICLES & PARKING** Two parking spaces are provided for each unit (Some units are fortunate enough to have additional spaces). However in any event, overflow vehicles should always be parked at the Clubhouse or at the “circle” at the end of the cul de sac. Extra vehicles should never be parked along the roadway. Before parking in a neighbor’s space, please get approval first.
3. **POOL & CLUBHOUSE** Pool/clubhouse rules are attached – please familiarize yourself with them. Access to the clubhouse, including the fitness center, may be obtained by using the clubhouse key provided to you by your host (the unit owner). No one under 18 is permitted to use the pool or fitness center unless accompanied by an adult.
4. **INTERNET ACCESS (WI-FI)** Free community (residents and guests) wifi access is provided at the clubhouse. The network name is “Fleetwood”. No password is required as this is an open, unsecured network.
5. **TRASH** Trash (regular and recycled items in blue trash bags) is picked up on Thursday mornings. Make sure trash bags are put in secured containers. Bags do not have to be placed out by the street (Laurel Park graciously picks them up directly from the enclosed trash areas by each unit entrance).
6. **TOILETS** Do not put anything down the toilet other than human waste and toilet paper. (Our sewer/sanitary system uses grinder pumps, which cannot pump “foreign” materials.)
7. **WINDOWS & DOORS** Close and latch all doors and windows when you leave your unit for any length of time. Rain/wind storms can occur very quickly in the mountains.

8. OUTDOOR GRILLS No outdoor grills are permitted on 2nd floor balconies and decks. Grills are permitted on the ground level but must be used 10 ft or more from any building. There is a grill for use by residents and guests at the Clubhouse. (Please clean thoroughly after each use.)

9. DRYING OF CLOTHES/TOWELS Towels, etc. should not be hung on railings.

10. DEPARTURE At the end of your stay, water should be turned off at the main valve, the water heater should be turned down to vacation setting (or lowest setting) and all appliances and lights turned off. A departure notice (attached) must be filled out when you leave and placed in the # 400 mailbox. If you are departing between Dec.1 and March 15, please inform owner, by telephone, of your departure so the required winterization may be done within 24 hours.

CONTACT INFORMATION

Prior to giving this packet to the temporary guest, this section to be completed by unit owner.

1. As owner, I can be reached by phone at _____.
2. The local emergency number for police, fire and medical is **911**.
3. The street address of this unit is: _____ Fleetwood Plaza, Hendersonville, NC 28739
4. The closest hospital (with an Emergency Department) is...
Margaret Pardee at 800 N Justice Street, Hendersonville. (Take Laurel Park Highway to the bottom of the mountain, where it becomes 5th Avenue West. Proceed straight for approximately 1.2 miles, turn left on Justice Street and follow the signs.)
5. The Building Captain (contact for assistance) for this building is...
Name: _____ Unit # _____ Phone: _____
6. Two members of the Fleetwood Emergency Committee are
Name: _____ Unit # _____ Phone: _____
Name: _____ Unit # _____ Phone: _____