

SEVEN LAKES SUBDIVISION

OWNER / TENANT CHECKLIST

To Be Attached To **All New Leases Submitted** To SEVEN LAKES HOA On Or After January 1, 2016.

Check All Items To Confirm Your Agreement and Provide Information Needed. {We recommend that you share this filled-in checklist with your tenant(s).}

- Leases must be for a minimum of (6) six months and can be renewed once tenants have lived in the Seven Lakes Subdivision community for at least that length of time. No month-to-month agreements are allowed per the Covenants & Restrictions.

- Tenants have been provided with a copy of the SEVEN LAKES HOA Welcome Packet that is printable from the website at: **sevenlakessubdivision.com**.

- **Residents have been provided with a written copy as well as the URL website address for the Covenants & Restrictions document (CCRs), and understand it is their responsibility to follow the rules and regulations described in it.** In addition, Tenants have been informed of additional information that is to be referenced for other needed information, such as Pool Rules, satellite dish information, playground equipment, clubhouse reservations, and other forms.

- As Owner, I understand my liability for failure of my tenants to follow the rules and regulations defined in the CCRs, and for any infractions of the CCRs and By-Laws.

- For any and all emergency repairs or needs in my unit, I have informed my tenants to contact myself at the following: _____ and/or alert me as Owner for

required action.

- Tenants have been provided with the following:
 - Entry Gate Code or how to obtain this information
sevenlakeshoasecure@gmail.com
 - Gate Transmitter(s)
 - Key for Pool Gates
- Tenant Reference Information is as follows (please print legibly):
 - Full Name(s) _____
 - Home and/or Cell Phone Numbers

 - Email Addresses _____
- Tenants understand the following with regard to on-site parking:
 - Four parking spaces are provided: two garage spaces that are attached to the residence, and the other is driveway space, which can accommodate two spaces. **Vehicles are disallowed from parking on grasses, lawns, in common areas, or other driveways of homeowners.**
 - The attached garage space must at all times be able to accommodate two vehicles, in addition to any storage desired.
 - Additional parking may be available for a fee, but is very limited and therefore may not be available at the time requested. Contact the HOA board for details.
 - **Vehicles may NOT be parked on the street for any length of time, except for short periods, as for instance a resident must return to the home to retrieve items from inside the home.**
 - Guest Parking at the cottages on Wilson Creek may only be used for guests, and is rigidly enforced for owner fines and resident vehicle towing. If the tenant has extenuating circumstances and needs short-term parking in the Wilson Creek

area, please contact the HOA Board or Security Team.

- Tenant vehicle information is as follows (for each vehicle):
 - Make _____
 - Model _____
 - Year _____
 - Color _____
 - License Plate _____
- COTTAGES with BALCONIES: Tenants understand that balconies may be used only for acceptable patio furniture, plants and sitting furniture. No barbeques grills, or smokers are to be placed in these areas.
- Storage outside of any kind is strictly prohibited.
- Laundry drying outside is strictly prohibited.
- Storage of items is prohibited outside front doors and in foyer areas in front of entrances. This includes toys, bicycles, athletic gear, shoes, gardening equipment, etc.

- Garbage and Recycling Containers must be put away no later than the evening of trash collection day, which is normally Thursdays. Also note that Republic Waste will not pick up containers that are overfilled – lids must close completely.

- No exterior modifications are permitted that impact the stucco, balconies, wood surfaces, etc. For example, holiday lighting may be displayed, but must not puncture or damage any surfaces, and should be taken down at the end of the holiday season.

- Swimming pool and Clubhouse are for resident use, with a limit at any one time of four invited guests. Tenant must be with his/her guests at all times in the pool area.

- The Clubhouse is available for reservations on a first-come, first-serve basis, however the swimming pool cannot be reserved at any time and access to it may not be blocked by the event.

- Satellite TV dish antennas must be approved before installation and must be hidden from street view. They may not be attached to any outside surface, such as railings, stucco walls, floors, wood surfaces, roofs, etc. Please review the CCRs for specifics of satellite dishes.

Owner Signature _____ Date _____

Print Name _____

Seven Lakes Address _____