

November 2024

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## **General Rules and Regulations**

General Facilities Rules and Regulations apply to all areas of the Woodlands at Greystone Clubhouse, including the clubhouse, courts facilities, outdoor pools, hot tub and surrounding outdoor areas unless specifically noted. In this document, Clubhouse facilities include all the above.

## **Management Responsibilities**

- All references to Management refer to Danella Management.
- Management will be available in the clubhouse Monday-Friday from 9:00 am to 5:00 pm.
- Building temperature schedules may only be varied by the Management or other authorized persons depending on usage, seasonal requirements, or special events.
- Management will be responsible for maintaining and ordering supplies.
- Management will be responsible for coordinating vendor services such as cleaning, pool maintenance and repairs.
- Management will determine the responsibility for damage caused by any resident and assess appropriate fees and/or fines.
- Management will be responsible for overseeing reservations. The Facilities Committee is responsible for evaluating and implementing a reservation system.
- Management will be responsible for determining Resident Status.

## **Clubhouse and Facilities Usage**

- Only permanent residents of the Woodlands at Greystone Association may have access to the Clubhouse facilities; non-permanent residents will not have access unless admitted as a guest in permitted areas by an owner.
- Residents requiring caregiver support to use the clubhouse facilities please refer to the Appendix which provides a Caregiver Waiver that must be completed in advance.

### **Access to Clubhouse**

An HOA-issued fob is required for entry into all areas of the Clubhouse.

- Up to two fob keys will be issued to up to two permanent resident owners at each address at no charge. Additional fob keys are \$25 and can only be issued to permanent residents at each address.
- The charge for a lost fob key is \$50.00. Lost fobs should be reported to Management immediately so the card can be deactivated.
- Fob keys may not be shared or borrowed at any time. Fines may be assessed to your account should regulations be violated.

## **Hours of Operation**

- Clubhouse: 5:00 AM to 11:00 PM Daily.
- Courts and Recreational Facilities: 8 AM to 8 PM or dusk, whichever comes first.
- Pools: 8 AM to 8 PM or dusk, whichever comes first.
- Hours may be extended for Board approved functions.
- Permanent residents who are in "Good Standing" may have access to the Clubhouse facilities. You are in good standing if all your Association assessment fees are paid to date and there are no outstanding

violations/infractions. If you are not in good standing, your access will be placed on hold until you are in good standing. You may not be a guest of another resident to gain access to the Clubhouse facilities if you are not in good standing.

- When scheduling room use, the priority is:
  - Board of Directors
  - o Board Chartered Committee Meetings
  - Events Committee Events
  - Board Approved Activities and Classes
  - o Personal Use
- The Clubhouse facilities may not be accessed by residents until settlement has occurred and they have become official Members of the Association.
- When guests are permitted to use the Clubhouse facilities or participate in activities, the host resident(s) must always accompany the guests and are responsible for the guest's behavior.
- ADVANCED PLANNING FOR GUEST IS MANDATORY:
  - Owners that anticipate having a guest outside of normal business hours (9am-5pm Monday-Friday) need to complete with signatures the guest release and waiver of liability form prior to using the clubhouse facilities. This form may be emailed to <a href="mailto:sreeves@danellarealty.com">sreeves@danellarealty.com</a> or dropped off at the management office located in the clubhouse. This form may be obtained from the Danella portal or can be printed out from this handbook Appendix.

## Clubhouse and Facilities Internet Access and Website Information

The primary use of the clubhouse and facilities is for the residents. Internet Access is for resident use only.

Wi-Fi username: Clubhouse
Password: Woodlands1150!

The Woodlands website is found at Woodlands55.org and the Facilities website can be found under the Committees drop-down menu or at Woodlands55.org/facilities. In addition, there is a Facilities and Landscape calendar that can be found under the Calendars drop-down menu.

## **General Rules and Resident Responsibilities**

- Glass containers are not permitted within the courts, pool, hot tub, fitness and yoga rooms.
- Smoking of all kinds (including electronic smoking devices) on Clubhouse grounds or inside of the Clubhouse is prohibited.
- Personal radios and other music/video devices are to be used with headphones or earphones. Approved events may be exempt.
- Firearms, ammunition, other weapons, fireworks, flammable liquids, and illegal drugs are strictly prohibited.
- No personal signs, posters, or materials of any kind may be affixed to or cover any portion of the surface, inside or outside of the Clubhouse facilities.
- Doors may not be propped open.
- Loud obnoxious, rude, or otherwise inappropriate behavior is not permitted.

- Residents are permitted to bring limited alcoholic beverages to the pool or approved events. HOA cannot provide alcohol for sponsored events. They are BYOB only.
- Residents using the Clubhouse and facilities are responsible for complete clean-up following any usage, activity, or event.
- Proper cover-up and footwear should be worn inside the building.
- Cell phone usage must be conducted outside or in a private area of the facility only.

### **Resident Responsibilities**

- Keep the facility neat and clean. Return it to its original state. Residents are encouraged to not change the light settings. Foyer and lobby lights should always remain on. Other lights are on automatic sensors.
- The televisions must be turned off when not in use. Remotes should be returned to the proper location.
- Report any damage or equipment malfunctions to Management as soon as possible.
- Furniture cannot be moved by resident owners without coordinating with Facilities and only for approved events. Furniture moves for authorized events must be returned to their original positions.
- Residents using the clubhouse and facilities should notify Management of any failures or damages.

## **Emergency Procedures**

- Telephones with 911 access are available and located in the fitness room next to the TV and outside on the left of the game room double doors when exiting. Also, there is a phone located in the Management office. These phones should be used ONLY in the event of an emergency.
- AED Procedures –There is an AED on each floor in a marked cabinet. The machines provide verbal user instructions. CALL 911 AS SOON AS POSSIBLE WHILE USING AN AED.
- First Aid Kits –There is one on each floor as well as next to the emergency phone located outside the double doors leading to the pool deck for total of three kits.

## **Courts & Recreational Facilities Rules and Regulations**

The outdoor sports facilities have rules for use posted on the entry gates and adjacent to the bocce courts. The rules are as follows.

- Courts and Recreational Facilities are for the exclusive use of Woodlands Community residents and their guests.
- Guests must always be accompanied by a resident.
- No one under the age of 19 is permitted on the courts unless they are a family member.
- Use the courts at your own risk, including the winter season as courts will not be cleared of snow or ice.
- No food, glass, alcoholic beverages, or smoking are permitted.
- No pets are allowed.
- Proper footwear must be worn at all times.
- Do not abuse nets, gates, locks, or other equipment.
- All Courts users must clean up after themselves. Please make use of the trash can outside the courts fence.
- Use of all courts is strictly at personal risk; snow and ice will not be removed from the courts.

## **Clubhouse Rooms**

Clubhouse capacities are listed on the blue signs posted on both the upper and lower levels. When planning for events, please be aware of these capacity limits. When placing tables, chairs, and/or any other temporary items, please allow for safe egress and ensure that exit doors are not blocked.

### **Upper-Level Rooms**

#### **Business Rooms**

The business rooms include the Management Office, Copy Room, and Conference Room. These rooms are primarily for Management, Board and Board Approved Committees but may be used by residents if available. The office computer is for Management only. Residents may bring their own device to connect to the TV that will be mounted on the wall.

#### **Deck Area**

The Deck Area will be available to residents and their guests, weather permitting. The deck capacity is up to 32 people.

#### **Great Room**

The Great Room will be available to residents. Refer to General Rules and Resident Responsibilities.

#### Sunroom

The Sunroom is available to residents. See Reservation System for more information.

#### **Kitchenette Guidelines**

Our Clubhouse Kitchenette is a catering kitchen which is designed to be used so a caterer or resident can bring in the food and serve for the event. Food may be kept in the refrigerator and/or freezer up to 24 hours prior to an event at your own risk. It must be labeled and dated.

- Food must be removed from the refrigerator and freezer immediately following an event.
- All trash must be placed in the trash containers and removed to the outside trash receptacle immediately following an event.
- The kitchen must be restored to a clean condition.
- All spills must be cleaned up immediately.
- Countertops, tables, and other surfaces must be cleaned and dried.
- The floor should be swept, vacuumed, and damp mopped as necessary.

## **Lower-Level Rooms**

#### **Fitness Room**

These rules apply specifically to the Fitness Room.

- Permanent residents only; guests are not permitted.
- Residents are requested to sign in for liability purposes.
- Equipment is used at your own risk. The Association is not responsible for any injuries sustained using the facilities.

- Notify management of fitness equipment that fails to operate properly and do not use the fitness equipment that is "Out of Order".
- First come first serve, no advanced reservations.
- Use of one machine is limited to 30 minutes if another resident is waiting for it.
- Refer to instructions on posters and equipment.
- Equipment must be cleaned using the provided materials after use.
- Appropriate exercise clothes and shoes must be worn while in the Fitness Room and using equipment. No wet bathing suits.
- Residents must use personal towels.
- No creams or analgesics may be used while in the Fitness Room.

#### Yoga Room

These rules apply specifically to the Yoga Room.

- The Yoga Room is limited to 6 people.
- Residents are required to bring their own mats.
- TV is available for residents to connect to and utilize applications for workout videos.

For more information see the Reservation System.

#### Game Room

The Game Room is for residents and their guests. Residents are responsible for cleanup and returning game supplies.

#### Grill Area

The Grill Areas rules and regulations are included in the pool rules and regulations.

#### **Locker Room**

The locker room is for residents and guests. Locks are the responsibility of the user. All belongings and locks must be removed upon leaving the facility daily. The Association will not be responsible for any lost or stolen items, so it is important to keep your personal items secured. Additionally, all residents are required to ensure they clean and remove any trash items that they use prior to leaving the facility. Facilities Committee may approve certain lockers as reserved for use.

### **Reservation System**

The use of some Clubhouse rooms and the Tennis court are available for use through the reservation forms. Forms must be completed and submitted to Danella Management for approval prior to use. Additional guidelines are also provided with each form. These forms can be accessed on the Facilities page of the Woodlands website. In addition, the approved reservations will be posted on the Facilities calendar.

## **Tennis Court Reservations**

Refer the Facilities section on the Facilities page – specifically the Courts section to access and submit the Tennis Court reservation request form. Please be sure to review the guidelines.

#### **Sun Room and Yoga Room Reservations**

Refer to the Room Reservation section on the Facilities page to access and submit the Room reservation request form. Please be sure to review the guidelines.

## **Pool and Hot Tub Rules and Regulations**

The pool Rules and Regulations apply to the pool, hot tub and surrounding outdoor areas. The pool is open to all permanent residents of Woodlands at Greystone Community that are in good standing with the Association. Any unit owner delinquent in assessment fees over 30 days will have their FOB key de-activated. Please note, there is a capacity of no more than 25 persons in the pool at one time which is posted on the inside of the game room door.

There is no lifeguard on duty and the pool area is "Use at Your Own Risk". Homeowners and Guests assume all risk.

### **Pool Access Procedures**

- All residents and their guests must enter through the main clubhouse doors and are required to exit through the outside pool gate.
- Before using the facility, all residents, and their guests, regardless of age, must sign in upon arrival outside the Management Office located in the clubhouse.
- If permanent residents are sponsoring a guest, then sponsors and guests must also sign a Waiver of Liability prior to facility usage (see Appendix Form 1). These waivers expire at the end of the pool season.
- If these waivers need to be signed after hours or on weekends, when the on-site manager is off-duty, then complete and sign the forms, and slip them under the HOA manager's office door prior to using the facilities.

#### **Pool Schedule**

 The pool and hot tub will remain open daily from Memorial Day through September 30 from 8 AM to 8 PM or dusk, whichever comes first. Management may adjust this schedule based on weather and other considerations.

## **Pool Closings**

• The pool may close due to weather warnings, fecal accidents, chemical balancing or general maintenance and repairs.

#### **General Pool Regulations**

- No lifeguard on duty. Use at your own risk.
- Pool capacity is 25 people.
- Keep pool gate closed at all times.
- Use fobs to enter and exit the pool and to access the locker rooms and bathrooms.
- Pool floats, rafts and inner tubes are not permitted.
- Noodles and floatation safety wear are allowed.
- Running, diving, jumping, horse play, cannonballs and excessive splashing are prohibited.
- Playing on the steps, handrails or ladders is prohibited.

- No entering the pool with an illness or open wound.
- Pets are not permitted on the pool deck area or within the swimming pool itself. Service animals and support animals are allowed in the pool deck area and must have all updated vaccinations.
- Glass containers are not permitted.
- Smoking is prohibited. This includes e-cigs/Vapor cigs and cigars.
- No glass or food are permitted within 4 feet of the pool or hot tub.
- Appropriate swim attire is required at all times.
- The Association is not responsible for lost or stolen items. Residents and guests are encouraged to provide a lock to store and lock all personal belongings in daily use lockers. All items and locks must be removed at the end of the day.
- No wet bathing suits are permitted in the Clubhouse except for using the restrooms/locker rooms or the family restroom on the lower level.
- Proper cover up and footwear should be worn throughout the clubhouse.
- Enter the locker rooms through the outside locker room entrances only.
- Please be considerate of others by the pool. Refrain from loud conversations, music, and cellphone usage.
- Chairs, tables, and lounges are provided by the Association. Personal chairs are permitted but they are to be removed from the pool area when resident or their guest leaves. No saving or reserving chairs, tables or lounges will be permitted.
- Residents are responsible for clean up before leaving the area and returning noodles, tables, and chairs to their original locations.
- The pool and its surrounding area must be vacated immediately at the first sign of thunder or lightning.
- Adults with incontinence issues must wear adult swim pants.
- If using the fitness center or courts, please shower before using the pool.

### **Pool Rules Change Requests**

- If special consideration is needed regarding these rules, please submit a written letter of explanation to the Management Company for review by the Woodlands at Greystone Board of Directors.
- Please note that these Rules/Regulations may be changed or amended at any time with Board approval. See the rules posted at the pool area or contact the Community Manager for the most up-to-date version.

#### **Pool Guests**

- All guests, regardless of age, MUST be accompanied by a unit owner or permanent resident of said unit, age 19 or older, at all times. Residents are responsible for their actions and those of their guests.
- Residents and all guests regardless of age must sign in upon arrival outside at the Management Office located inside the clubhouse prior to using any of the pool facilities and are required to exit through the back pool gate.
- Please have your guest(s) read and sign the Release of Liability Waiver prior to using the facility. Waivers are available from the on-site manager Monday-Friday, 9am-5pm, and will be kept on file.
- Limit of 2 adult guests *per unit* at any time.
- Two children (18 and under) per adult (aged 19 or older), not to exceed six children, may enter the pool during specified hours.

- Pool hours for children (18 and under): 11:00 am to 2:00 pm daily.
- Guests are encouraged to bring their own chairs.
- Guests who cannot swim must be physically accompanied by an adult at all times in the pool.
- No diapers are permitted, only approved swim pants.
- Children aged 6 and over are only permitted to use appropriate locker rooms based on their birth gender. A family restroom is located on the lower floor next to the elevator. Please enter through the locker room doors.

#### **Hot Tub Regulations**

- Hot Tub is use at your own risk.
- Hot Tub capacity is 9 people.
- Recommended usage time is no more than 20 minutes. Long exposure may result in nausea, dizziness, or fainting.
- All guests must be accompanied by a unit owner or permanent resident age 19 or older.
- Anyone under the age of 19 is not permitted in the hot tub at any time.
- Appropriate swimsuit attire required at all times.
- Pregnant women and anyone suffering from heart disease, diabetes, high or low blood pressure or any
  type of illness should not enter the hot tub without prior medical consultation and permission from their
  doctor.
- Do not submerge head or face in the hot tub due to extreme water temperatures.
- No glass or food are permitted within 4 feet of the pool or hot tub.
- Drinks in plastic or metal containers are permitted.
- Turn off hot tub timer upon vacating if no one else is using.
- ALL Rules and Regulations that apply to the pool and general facility are applicable to the hot tub and surrounding area.

#### **Grills**

- There are 3 grills available for use from 8 AM to 8 PM or dusk, whichever comes first. Two grills are located pool side and one grill is located outside the kitchen area.
- The grills may be utilized by residents on a first come first serve basis unless there is an event planned by the Association.
- Residents are responsible for cleaning the grills after use.
- Residents are responsible for shutting off propane valve when finished using.
- Residents will be responsible for any damage caused to the grills.

## **Emergency Procedures and Equipment**

• AED Procedures –There is an AED on each floor in a marked cabinet. The machines provide verbal user instructions. CALL 911 AS SOON AS POSSIBLE WHILE USING AN AED.

#### **First Aid Kit Locations**

- Main Floor next to the kitchen
- Lower Level Fitness Room
- Next to the pool phone

## **Damages, Violations and Waiver of Liability**

#### **Damages**

• Any damage to the clubhouse assets, courts and recreational facilities should be reported to Management. Management will arrange repairs and, where necessary, assess the resident responsible.

## **Violations**

- Management will suspend Clubhouse and Recreational Facility privileges or fine any resident who violates the rules in this document or who is not in Good Standing.
- Non-compliance with these rules will result in fines and/or loss of privileges.
  - First offense Written notice
  - Second offense \$25.00 fine
  - Third offense \$50.00 fine and 30-day suspension
  - Fourth offense \$100.00 fine and 1-year suspension
  - Delinquent account Over 60 days late

### **Modification of Violation of Rules**

- No one may waive any Rules and Regulations in this document without approval of the Woodlands at Greystone Community Association Board of Directors.
- The Board of Directors may from time to time review these Rules and Regulations for adequacy and may propose additions, deletions, or revisions.

## Waiver of Liability

Residents are responsible for removing all personal property when leaving the Clubhouse area. The Association assumes no responsibility for loss or damage of personal property.

When using any part of the Clubhouse facilities, residents:

- Assume all responsibility, risks, liabilities and hazards for themselves, their guest use of the facility, and its
  equipment. Release and forever discharge the Community Developer, Management Company, the
  Homeowners Association, the HOA Board of Directors, associated Committees, sub-committees and their
  officers, directors, and members from any and all claims, costs, causes of action and liability for personal
  injury or death and damage to or destruction of personal property arising from the residents and guests use
  of the Clubhouse facilities and its equipment.
- Agree to indemnify and hold harmless the HOA and its officers and members past, present and future from
  any and all claims, costs, causes of action and liability resulting from negligence or otherwise for an injury
  to any person or property, suffered by the resident or the resident's guests which arise from or are in any
  way related to the residents or guests use of the Clubhouse facilities and its equipment.
- All Residents and Guests must sign the Guest Waiver of Liability which will be maintained in the Management Office.

Appendix (Waivers)

# Release and Waiver of Liability, Assumption of Risk and Indemnify Agreement Unit Owner(s) and Caregiver

The undersigned, on behalf of themselves and their respective successors, heirs and assigns (together "Releasors"), hereby voluntarily assume and accept any and all risks involved in or in any way related to the Woodlands at Greystone recreational facilities and amenities, including but not limited to the clubhouse, pool, hot tub, fitness equipment, grill and outside amenities area (together "Amenities"), including but without limitation to, the risk of death, bodily injury, illness, disease, financial losses or property damage resulting from or related to the entry in or upon, presence in, or use of the Amenities, regardless of the negligence or negligent acts or omissions of Releasees or third parties.

Releasors hereby release, indemnify and hold harmless, and forever discharge The Woodlands at Greystone Community Association Inc., Danella Realty and Management Company Inc., together with their respective members, managers, officers, employees, agents, affiliates, successors, heirs and assigns (together "Releasees"), from, and covenants not to sue Releasees on account of or in connection with, any claims, causes of action, injuries, illness, disease, damages, financial losses, costs or expenses arising out of the entry in or upon, presence in or use of the Amenities, regardless of the negligence or negligent act or omission of Releasees or third parties.

The undersigned agrees that their attendance at The Woodlands at Greystone Community Association Inc., sponsored events is voluntary and understands that there are no special provisions made on the part of the HOA to accommodate specific needs, other than general event offerings as described in published announcements.

The undersigned homeowner agrees that their use of The Woodlands at Greystone Community Association Inc., facilities and/or attendance at an HOA sponsored event or activity requires inclusion of a certified caregiver or nurse aide as a guest. Additionally, this guest has provided current credentials to Danella Realty and Management Company Inc. in advance of accompanying the homeowner on the premises.

The undersigned have read this release and waiver of liability and, understand that by signing this release and waiver, do so freely and voluntarily.

Print Name of Unit Owner	
	Date
Address	
	Unit Owner Signature
Print Name of Unit Owner	
	Date
Address	
	Unit Owner Signature
Print Name of Caregiver	
	Date
Certification/Agency	
<u> </u>	Caregiver Signature

# Release and Waiver of Liability, Assumption of Risk and Indemnify Agreement for Unit Owner(s), Permanent Resident(s) and Guest(s)

The undersigned, on behalf of themselves and their respective successors, heirs and assigns (together "Releasors"), hereby voluntarily assume and accept any and all risks involved in or in any way related to the Woodlands at Greystone recreational facilities and amenities, including but not limited to the clubhouse, pool, hot tub, fitness equipment, grill and outside amenities area (together "Amenities"), including but without limitation to, the risk of death, bodily injury, illness, disease, financial losses or property damage resulting from or related to the entry in or upon, presence in, or use of the Amenities, regardless of the negligence or negligent acts or omissions of Releasees or third parties.

Releasors hereby release, indemnify and hold harmless, and forever discharge The Woodlands at Greystone Community Association Inc., Danella Realty and Management Company Inc., together with their respective members, managers, officers, employees, agents, affiliates, successors, heirs and assigns (together "Releasees"), from, and covenants not to sue Releasees on account of or in connection with, any claims, causes of action, injuries, illness, disease, damages, financial losses, costs or expenses arising out of the entry in or upon, presence in or use of the Amenities, regardless of the negligence or negligent act or omission of Releasees or third parties.

The undersigned have read this release and waiver of liability and, understand that by signing this release and waiver, do so freely and voluntarily.

Print Name of Unit Owner (s)				
Address	Date			
Unit Owner Signature	Unit Owner Signature			
	Date			
Address	Permanent Resident Signature			
Print Name of Adult Guest (s)				
Signature (s)	Date			
Children guest (s) 18 and under (2 children per adult - MAX 6 children per unit)				
Child Name	Child Name			
Child Name	Child Name			
Child Name	Child Name			

# Release and Waiver of Liability, Assumption of Risk and Indemnify Agreement for Unit Owner(s), Sponsored Supplier(s)

The undersigned, on behalf of themselves and their respective successors, heirs and assigns (together "Releasors"), hereby voluntarily assume and accept any and all risks involved in or in any way related to the Woodlands at Greystone recreational facilities and amenities, including but not limited to the clubhouse, pool, hot tub, fitness equipment, grill and outside amenities area (together "Amenities"), including but without limitation to, the risk of death, bodily injury, illness, disease, financial losses or property damage resulting from or related to the entry in or upon, presence in, or use of the Amenities, regardless of the negligence or negligent acts or omissions of Releasees or third parties.

Releasors hereby release, indemnify and hold harmless, and forever discharge The Woodlands at Greystone Community Association Inc., Danella Realty and Management Company Inc., together with their respective members, managers, officers, employees, agents, affiliates, successors, heirs and assigns (together "Releasees"), from, and covenants not to sue Releasees on account of or in connection with, any claims, causes of action, injuries, illness, disease, damages, financial losses, costs or expenses arising out of the entry in or upon, presence in or use of the Amenities, regardless of the negligence or negligent act or omission of Releasees or third parties.

The undersigned have read this release and waiver of liability and, understand that by signing this release and

Print Name of Unit Owner (s)	
Address	
Unit Owner Signature	Unit Owner Signature
Print Name of Supplier (s)	Event/Purpose
Signature (s)	Date

waiver, do so freely and voluntarily.