



LAKEWOOD HOMEOWNERS ASSOCIATION

REVISED OCTOBER, 2019

LAKEWOOD HOMEOWNERS ASSOCIATION

Lakewood HOA Community Guidelines

**EMS Elite Management Services managing
agent for
Lakewood Homeowners Association
(855) 238-8488**

Revised and adopted October, 2019

Additional ways to connect with your community and to receive important HOA Community updates:

FACEBOOK: Lakewood 45011 HOA

(This is a private group and you will need to answer the two questions on the site to be eligible to be added. Resident name and address will be validated.)

WEBSITE: Lakewood45011.org

(Located on this site you will find the Lakewood Covenants, Guidelines, Architectural Guidelines, Architectural Change Form along with other key documents and information.)

WHAT IS A COMMUNITY ASSOCIATION?

A Community Association is an organization of residents. An individual will automatically become a member with the purchase of a home within the development. As a member, he/she has a voice and vote in the Association's affairs. These votes are cast during annual or special meetings of the general membership.

The Community Association is an incorporated, nonprofit organization operating under recorded land agreements, otherwise known as "Covenants". These recorded documents are submitted to all owners prior to purchasing a home. Each member is subject to a charge for a proportionate share of expenses for maintenance of common property and support of other necessary activities of the organization.

WHAT DOES IT DO?

The major responsibility of the Association is to protect the investment and enhance the value of the property owned by the members. This is done by providing for the physical maintenance and operation of the shared property or common elements of the Association.

The Association has other responsibilities, such as, enforcing the master regulations and architectural controls, and setting up an effective communication system among members.

To ensure that the Association is a well-run organization, a professional management firm has been retained by your Board of Trustees as an integral part of the operation of the Association. The professional management staff of EMS Elite will facilitate the day-to-day operations of the Association. Specifically, the managing agent maintains the Association's finances, its contractors and prepares an annual budget.

THE COMMUNITY ASSOCIATION IS A BUSINESS

No matter what role you play in the Association, one thing is certain; you will want it to operate as smoothly and efficiently as possible. The most important thing to remember about a Community Association is that it is a business. To be successful, it must be operated like one.

DECLARATION OF COVENANTS AND RESTRICTIONS

When a Developer plans a project, a set of legal documents is developed, which establishes the Community Association, governs its operation, and provides rules for use of all properties in the community. The original recorded copy of these documents is in effect as long as the Association exists. Changes to the original documents can be made in the form of legal amendments that must be approved by a **majority** of all owners.

DECLARATION

The Declaration details each owner's property, and his/her rights and obligations in the Association. The master regulations are important rules in your day-to-day living. They are set up to make sharing the property convenient and easy for you and all others involved.

ARTICLES OF INCORPORATION

Establish the Association and its purpose, structure and powers.

BY-LAWS

The By-Laws delineate the meetings process, election procedures, powers and duties, board meetings, committees, insurance requirements and limited use restrictions.

DISCLAIMER AND REFERRAL TO DOCUMENTS

This Lakewood HOA Community Guidelines are designed to familiarize owners briefly with the Community Association, Management and policies and procedures. A fuller, more comprehensive reference to any item concerning the Association can be found in the Declaration, Articles of Incorporation and By-Laws issued to all owners at the time they take title to their home.

In case of any conflict between this handbook and the documents, the Declaration, Articles of Incorporation and By-Laws shall control.

PURPOSE OF THE BOARD OF TRUSTEES

The purpose of the Board of Trustees is to allow elected or appointed representatives of all owners/members to establish and administer policies/ procedures, and to make managerial decisions affecting the operation and maintenance of Association business and all commonly held real property.

The members of the Board of Trustees, being duly appointed and/or elected, are recognized by the State of Ohio as officers of the Corporation (Association) and have the authority to enter into contractual obligations, carry out and enforce all provisions of the Declaration, Articles of Incorporation and By-Laws. They may assign such responsibilities as deemed appropriate to the Managing Agent.

SOME OF THE RESPONSIBILITIES OF YOUR BOARD OF TRUSTEES

- Establish the policies and regulations that govern the Association
- Supervise and prescribe the duties of the Managing Agent
- Approve the annual Operating Budget and all expenditures made by the Association
- Enforce architectural control
- Maintain the common areas and structures located on common property
- Keep a complete record of corporate affairs and report to Homeowners

THE MANAGING AGENT

The Managing Agent is responsible to the Board of Trustees for carrying out the day-to-day operations of all Association business and commonly held real property.

The Managing Agent has specific authorization and obligations as contained within the Management Contract. The current Managing Agent is:

EMS Elite

support@emspm.com

Phone: 855-238-8488

The Management Company will assign a Community Administrator to the Community Association to oversee all Association business and the operation of the Community Association property.

The Management Company is the vehicle by which the overall administration, policies and procedures, managerial decisions, etc., of the Board of Trustees, acting on behalf of all owners/ members, are carried out. The expertise and experience of a qualified management company provides the Board of Trustees with the information and facts necessary to make appropriate decisions on almost all aspects of the Community Association administration and management of common real property.

RESERVES

The Reserve Account is the Association's way of setting aside money for future repairs and replacements. Each month, a certain part of your assessment is set-aside in a special interest-bearing account to plan for the replacement and repair of the common areas. This helps to protect and preserve property values. This, then, is naturally included in the overall budget for the Association. Your ability to sell your home can be influenced by the adequacy of, or non-existence of, Reserves set aside by the Association. Primary lenders consider Reserves for future needs a key part of a good financial policy and can consequently be more receptive to lending money in communities with a good, established Reserve Account policy. Reserves do, therefore, directly affect the resale value of homes in Associations.

SALE OR RENTAL OF HOME

When you decide to sell your home either by Owner or through a Realtor, you transfer the property plus the responsibilities of your membership in the Association. You do this by providing the new owner with the Documents to your community, the pool key to the Lakewood Private Swim Club and by contacting the managing agent to inform them of the new owner.

If you sell, your buyer will become a member of the Association and be subject to the Covenants and By-Laws of the Association. If you rent, you must make your renter aware of all the rules and regulations so that you are protected against your tenant's inadvertent violation of them through ignorance. You, not your tenant, are held responsible to the Association for your tenant's behavior. Please contact your managing agent to inform them of the tenant's name, and to provide them with your mailing address.

GENERAL MAINTENANCE AND COMMUNITY STANDARDS

PETS

Please be courteous to your neighbors when considering pets. Dogs, cats, and other household pets are permitted in the community provided they are not kept for commercial purposes.

- .. All pet owners are responsible for CLEANING UP AFTER THEIR PETS and disposing the waste in a trash receptacle. Do not leave pet waste in neighboring yards or dispose of in the storm water drains.
- .. No animal may be a nuisance by barking, howling, or making loud noises that disturbs your neighbor's rest or peaceful enjoyment of their home.
- .. Pets must be under leash control at all times (per Ohio Law).
- .. No Dog runs, dog houses, or other such animal pens are permitted anywhere on the property.

VEHICLES

No recreational vehicle, mobile home, boat, travel trailer or commercial vehicle shall be parked or stored on any Lot, unless in the garage and completely out of view. Trucks exceeding a three-quarter (3/4) ton rating are prohibited, unless, such trucks are kept in the garage and completely out of view. No vehicle in inoperable condition shall be stored on any lot for a period in excess of ten (10) days, unless in the garage and completely out of view.

Recreational Vehicles are allowed a 48-hour grace period for loading/unloading and cleaning.

GARAGE / YARD SALES

There shall be no more than two (2) garage or yard sales held by the Owner or residents of any Lot during any twelve (12) month period.

HOLIDAY DECORATIONS

Holiday lights and other holiday-type decorations may be erected no sooner than four (4) weeks prior to and removed not later than four (4) weeks after such holiday.

SIGNS

The following signs are permitted on resident properties

- a) 1 professional sign of not more than two (2) square feet.

Professional signs are defined as professionally printed and not “home-made”. These signs may reference recent work completed by a professional (i.e. contractor sign for new windows, roof, other service), or school signs (i.e. new graduate, incoming freshman, graduation party, etc.) These professional signs may be displayed in your yard or landscaping but, may **not be located** in the tree lawn (area between sidewalk and the street). These types of professional signs may be displayed for no more than 30 days.

Political candidate signs are also considered “Professional Signs” Political signs may be displayed during the “political season” and must be removed within 48 hours after election day.

Please note, you may only have (1) Professional Sign on your property at any given time.

- (b) In addition to a Professional Sign as defined above, a resident may also display one sign of not more than three square feet advertising their property for sale.

TRASH

Burning of trash is prohibited. Accumulation or storage of litter, building materials, or trash of any kind shall not be permitted on any lot. Trash and Trash containers shall not be permitted to remain on the driveway or in public view except on days of trash collection. Trash cans are expected to be stored inside the garage, out of view, or may be placed on the side of house (not rear), as long as, they are not visible. Landscaping can be used to hide from view. No privacy fences or hardscape may be installed to hide from view.

TRAMPOLINES

Trampolines may only be kept in the rear of the property and must be maintained in good condition at all times. No trampolines are to be stored or used in the front or side yards of any home.

PROPERTY MAINTENANCE AND LANDSCAPING

- **General Maintenance:** Every lot and house shall be maintained by the owner in a reasonable manner in accordance to the general standards of maintenance prevailing throughout the property. Grass is to be maintained at a height of 3 to 4 inches and the perimeter must be trimmed to the same height in front, side, and back yards. Grass must be maintained around and under play sets, trampolines, decks, and fences. Grass along sidewalks edges must be trimmed, edged and grass clippings removed to ensure the entire sidewalk “right of way” width is clear of obstruction. All lots are to be kept clear of debris and clutter.

- **Weeds and Vines:** Weeds should be managed within the standards of maintenance prevailing throughout the community. Weeds exceeding 6 inches high must be removed. No weeds or vines can be attached to the brick, siding, roof or wood trim of a house or along a fence. Vines may be grown on a pergola or trellis.
- **Trees/Bushes:** Severely damaged trees/bushes and/or dead trees/bushes are to be removed within 30 days. Removal includes grinding the tree stump and completely removing the roots. Then, it is expected the hole will be filled and repaired with topsoil and grass seed. Or, if tree/bush is from the landscape area, the hole will be filled in and repaired to match rest of the landscaping bed.
- **Tree Trimming:** Trees located in the tree lawn “area between the sidewalk and the street” are the property of the homeowner. Trees located in the tree lawn of a resident’s property, are to be trimmed to allow a clearance of 8’-10’ over the entire sidewalk and a clearance of 11’-14’ over the curb and street. Trees in the lawn that canopied over a sidewalk are to be trimmed to allow a clearance of 8’-10’ over the entire sidewalk. When trimming your trees, always cut the branch back to the trunk or to a natural joint. Seedlings growing at the base of any tree should be regularly trimmed and not exceed 6” high.
- **Property Damage:** Damage to the exterior of a property is expected to be repaired within 45 days of damage with matching materials. (Examples, missing siding, gutters, shingles, broken windows, broken fence, decking, mailbox, etc.)
- **Homeowner Properties located on waterways (lake and creeks):** Homeowners located along the lake or along a creek are responsible for the following:
 - Vegetation control
 - Cleaning of debris– including fallen trees, limbs, garbage, etc.
 - Erosion
 - Damage caused by wildlife
- **Homeowner Properties located along Princeton and Morris roads:** The row of privacy pine trees, along Princeton and Morris road, are located on private property. Therefore, individual residents are expected to maintain these trees, located on their property, to community standards. This includes, but is not limited to, mowing and weeding around and under the pine trees, removing dead limbs, removing vines growing into trees, and removing dead trees within 30 days. Dead trees may be replaced at the expense of the homeowner. To ensure continuity in this tree screen, if a new tree is planted, it is requested for the homeowner to plant a Norway spruce and space them based on expected width and height of tree development. Norway spruce is preferred for their durability, density for resident privacy and longevity of life.

ARCHITECTURAL REVIEW GUIDELINES

The Association has been charged with the responsibility of maintaining the aesthetic and architectural character of the Lakewood Homeowners Association.

Any owner desiring **any exterior change, improvement or addition** must obtain approval for the change or improvement from the Board of Trustees. All applications will be considered on an individual basis and all reasons presented for the improvements will be weighed and evaluated. The procedures for this are as follows:

1. Submit a complete description of the improvement with a drawing, photograph or catalog picture specification and attach to a completed Architectural Review Application to Lakewoodhoa45011@gmail.com.
2. The Board will review, within thirty (30) days, and approve, disapprove or state additional or alternative recommendations for the Architectural Review application. The owner will receive a copy and notice of the same within seven (7) days from the decision of the Board.
3. Any change or improvement made by an owner is the responsibility of the owner for maintenance, repair and/or replacement.
4. Unauthorized changes or improvements must be removed or restored to original condition at the discretion of the Board and will be at the expense of the owner.

The purpose of the Architectural Review application is not to discourage improvements but to control the nature of improvements to those that enhance the value and conform to the overall aesthetic appearance of the Association. This control should be looked upon as a protection of your investment. The Board of Trustees and the Association members are in favor of improvements and hope that owners will desire to personalize their homes.

Approvals must be obtained for any exterior change, improvement or addition. This includes, but is not limited to the following:

- Structural additions or changes to existing structures attached to the current residence (Additions, pergola, decks, etc. must be attached to the home. Outlying structure will not be approved.)
 - (Examples: Home addition, pergola, new patio or patio extensions, decks, solar panels, fire pits, replacement or extensions to driveway and sidewalks, etc.)
- Changes to the exterior color or materials of the home
 - (Examples: New Roof, siding, brick replacement, window replacement, garage door, shutters, etc.)
- Mailbox Replacement (Effective immediately, new plastic mailboxes will not be approved.)
- Pools – Only in ground pools are permitted, fencing around pool is required by applicable regulatory agencies.
- Fences - Fencing around the rear and side yard of a home may be split rail or Kentucky board, must tie into any existing fences on adjacent properties, and must encompass the entire rear yard. Property fences must be finished in neutral colors. Aluminum fences in neutral colors are permitted around in-ground pools only. All fences may not exceed 4 foot in height. No privacy fences are permitted. Approval is required by the HOA, as well as a permit must be issued by Fairfield Township. Fences are not permitted in front yards
- Hardscape - "non-plant landscape materials"
 - (examples: retaining walls, stone or brick pathways, waterfalls, landscape ponds, etc. Materials to be approved will include decorative rock, pavers, and bricks that are in harmony of the home and the community. Rip Rap or other commercial style materials will

not be approved. Requests for any hardscape needs to include all dimensions of the materials and dimensions of the installation along with specific location maps of where the improvement will be installed.)

- Sidewalks – Residents are responsible to maintain sidewalks to the Fairfield Township Sidewalk Policy. The policy can be found on the HOA website: Lakewood45011.org.
- In ground Post or Poles (examples: Light poles, bird feeders, etc.)
- Retractable Awnings
- Swing sets – Only wooden swing sets are permitted. All play sets must be located in the rear set back areas of the lot and must be maintained and in kept in good shape. HOA approval is required for the size, style and location of the swing set before it is installed.
- Solar Panels
- In-ground Basketball hoops

The following are **NOT PERMITTED**, and violations reported will be considered “Unauthorized” and must be removed at the expense of the owner. Fines will be assessed if violation is not resolved.

- No outlying structures. (Examples include any permanent structure not attached to the house: storage sheds, gazebo, playhouse, docks, decks, concrete pads, basketball courts, etc.)
- No above ground pools permitted.
- No satellite dishes in the front yard or on front of the house
- No privacy fences are permitted.
- No aluminum roofing.
- No window air conditioning units

The following **DO NOT** require an Architectural Change Approval – however, the following guidelines will be enforced. Violations reported will result in fines if not resolved.

- Satellite dishes are permitted as long as they adhere to the following guidelines:
 1. Dish must be designed for residential use only. No commercial satellite dishes permitted. (i.e. approximately 1 meter in size)
 2. Location of dish is in rear, on house, out of view (may not be installed in yard)
 3. No more than one dish can be present. If a new install is made, the unused satellite dish should be removed.
- Portable Basketball Hoops (permanent requires approval) must be in driveway. No hoops are to be attached to the house or in the backyard. No separate concrete pads for the hoops are permitted. No basketball hoops are permitted in the streets or set up for play in the street or in the Fairfield Township “right of way” (“right of way includes the sidewalk and the apron of the driveway and the entire street.) Contact Fairfield Township (513-887-4400) for any additional clarification.
- Cloth and hard top canopies can only be installed on decks and patios in rear of house. Colors need to be neutral in color such as tan, gray or black. Canopies must be maintained and kept in good shape. (These canopies are considered non-permanent structures that can easily be removed to replace or repair.)
- Storage Pods, Dumpsters, oversized **dumpster** bags – used for moving or remodeling, can be on the lot for no more than 5 days. Please let the management company know the reason for use of a Pod, dumpster, or dumpster bag.

- Large Outdoor Storage Boxes (hard plastic or wood boxes used to store small gardening tools, toys, cushions, etc.) - Storage boxes must be neutral in color and may only be located in the resident's back yard, tucked in next to the house or on the patio and may not be visible from the front street. General measurements of the storage boxes may not exceed the following dimensions (Tall Box): 2.5' x 2.5' x 6' tall and (Short Box): 3' x 5' x 4' tall. Storage boxes exceeding depth/width/height or not located in the back yard out of view of front street will not be acceptable.

LAKEWOOD HOMEOWNERS ASSOCIATION
ARCHITECTURAL CHANGE

Name _____ Address _____

Date: _____ Phone (H) _____ (C) _____

Email: _____

Nature of Requested Improvement:

Dimensions: _____ **Color:** _____

A DRAWING OF THE IMPROVEMENT MUST BE SUBMITTED & ATTACHED TO THE APPLICATION TO SHOW THE EXACT LOCATION, DIMENSIONS, PROXIMITY TO LOT LINES ETC.

I warrant the above information to be true to the best of my knowledge. I further agree to obtain all licenses and/or building permits and to meet all legal requirements for building codes, if applicable.

Date _____ Signature _____

Note: Lakewood HOA has thirty days from their receipt date of this form to approve/disapprove this request.

Association Use Only

Date Received: _____ Date Sent to Committee/Board: _____

_____ **Approved** _____ **Disapproved**

Date Approved / Disapproved: _____ Date Letter Sent to Homeowner: _____

Explanation: _____

MAIL ARCHITECTURAL CHANGE REQUEST TO:

Lakewood HOA, 11840 C Kempersprings Drive, Cincinnati, OH 45240-1641 OR FAX TO: (513) 874-6731

MAINTENANCE PROCEDURES

COMMON AREAS: This includes all portions of the property that is owned by all members of the Community Association collectively. The responsibility for maintaining, repairing or replacing is to be borne by the Association. The funds provided for by the yearly maintenance fee are paid by each owner.

Daily, weekly and periodic maintenance and operations are handled by contractors under the direction and supervision of the Management Company according to the guidelines established by the Board of Trustees for the Community Association. There are also other special services that need to be performed by professional contractors or companies specializing in the area of expertise required.

When a particular job requires the use of outside contractors or companies, a bidding process is generally used whereby job specifications are written out and a minimum of two contractors are solicited to submit bids by a specified deadline. The bids are reviewed by the Management Company and presented to the members of the Board of Trustees for review, discussion and a vote to determine the bid deemed to be the most desirable from the standpoint of qualifications, reputation, timely completion dates, adequate insurance coverage, and other pertinent factors.

Following is a brief description of various building and ground services and the method by which they are normally performed:

LAKE AND WATERWAY MAINTENANCE: The Association ensures periodic care of the aeration system in the lake and maintains the lake water to a proper ecological standard. This maintenance is provided by a contractor approved by the Board of Trustees. The Association is also responsible for ensuring proper flow of the water as intended by the Butler County Engineers & Army Corp of Engineers.

GROUNDS CARE: Lawn and shrubs in common areas (entrance and pool area) are maintained during spring and summer months by a contractor approved by the Board of Trustees. A sprinkler system at the entrance is also maintained by a separate contractor thru the summer months.

MOWING: The grass in the common area (entrance and pool area) as well as the berm along Morris and Princeton road (does not include the row of privacy pine trees) is mowed during the spring through fall season and is maintained by a contractor approved by the Board of Trustees.

POOL MAINTENANCE: The Pool is open from Memorial Day weekend thru Labor Day weekend. The daily maintenance is taken care of by a contractor hired by the Board of Trustees.

It is the opinion of the Managing Agent that each area of operation for the maintaining of the common areas has been well planned and scheduled. However, if you should become aware of a condition that needs attention, please call the Managing Agent at your earliest convenience, so the matter may be attended to promptly.

ANNUAL MEETING

The annual meeting is a meeting of Homeowners, held for the primary purpose of electing Homeowners to the Board of Trustees.

ANNUAL MEETING PROCEDURES

1. Notices for the annual meeting should be mailed to each Homeowner of record 10-30 days before each meeting - 15 days is normal.
2. Notices will inform each owner as to the purpose of the meeting (election of Board Members), date, time and location of the meeting.
3. The agenda should define the date, time and place of the meeting as well as those items described in the By-Laws

THE LAKEWOOD HOMEOWNERS ASSOCIATION ASSESSMENT COLLECTION POLICY

Assessments are levied, in accordance with Article V of the Declaration of Covenants, Conditions and Restrictions of Ownership, for the purpose of preserving, protecting and promoting the physical and environmental qualities of Lakewood Homeowners Association.

It is important for the fiscal soundness of the Association that assessments are paid promptly; that is on or before first day of the month in which it is assessed.

In the event of a delinquency, the following actions will be taken consistent with the responsibilities inherent in the deed each Homeowner/Lot Owner acquired with the purchase of their property:

A.	First Notice and Late Fees**	Mailed on the 30 th of the month to any Homeowner who is thirty (30) days delinquent. The owner will be charged a late payment penalty of \$20.00. A \$20.00 late payment penalty will occur every month where there is an outstanding balance on the account.
B.	Second Notice**	When the account is 5 months past due (annual dues and or fees accrued), a notice will be sent to the homeowner requiring full payment within ten (10) days from the date of notice, or a lien may be recorded against said unit by the Association's Attorney with no further notice.
C.	Foreclosure**	Any lien remaining unpaid for thirty (30) days may be foreclosed in legal action by the Board of Trustees, as authorized in Article V, of the Declaration of Covenants.
A payment plan, offering payments spread over an agreed time period, can be authorized by the Board of Trustees.		

** The Homeowners/Lot Owners will be responsible for all such legal and collection expenses.

LAKEWOOD HOMEOWNERS ASSOCIATION FINING POLICY

The Board of Trustees recently adopted an updated fining policy for any violations reported against a Lakewood property resident. The new policy went into effect on May 19, 2016.

The new policy is as follows:

- The HOA will send a letter notifying the owner of the reported violation(s) of the Association's recorded documents or the board-approved policies. The homeowner must correct the violation within 10 days after receipt of the letter.
- If the violation is not corrected within 10 days, a second letter will be sent along with a notice of a fine in the amount of \$40.00 per violation placed on their account.
- If a violation is not corrected within 30 days of the original notice, an additional fine of \$40 (per unresolved violation) will be placed on their account.
- Until the violation is corrected, an additional \$40 fine (per unresolved violation) will be placed on the account on a monthly basis. **Note:** With a balance due on the account, an additional monthly \$20.00 penalty fee is assessed automatically for any unpaid balance over 30 days.
- If the violation is corrected but the fine is not paid, a penalty fee of \$20 per month will continue to accrue until all fines and penalty fees have been paid in full.
- If, after 6 months from the initial notice, all fines and penalty fees have not been paid in full, a lien may be recorded against said unit by the Association's Attorney with no further notice. **
- Appeals to the board must be made in writing and submitted through the property management office.
- It is not the intention of the Board to generate additional revenue through the use of fines.
- It is the intention of the Board to let all homeowners know that enforcement of the HOA's covenants, rules and restrictions are taken seriously.

** The Homeowners/Lot Owners will be responsible for all such legal and collection expenses.

LAKEWOOD HOMEOWNERS ASSOCIATION

Private Swim Club

POOL RULES AND REGULATIONS

(Private Membership Only)

Pool Hours: 10 a.m. to 9:30 p.m.

Activities must be consistent with hours and circumstances. Anyone caught in the pool area, after hours will be considered a trespasser and is subject to prosecution.

**NO LIFEGUARD IS ON DUTY
CALL 911 FOR EMERGENCIES
Pool Address: 3489 Lakewood Court**

**Contact the Fairfield Township Police department to report trespassers or unruly behavior.
(513-785-1300 This is the non-emergency number to dispatch an officer.)**

GENERAL RULES

1. Admittance only to residents ("members") in good standing and their accompanied guests. Keys are required entry into the gate. No guests are permitted to swim without "guest host member" present.
2. **No lifeguard** is provided.
3. **No children under the age of 14** are permitted to swim, under any circumstances, without their parent or guardian (18* or older) present. If a member feels that your child is not being properly supervised, your child will be asked to leave the pool area for his/her safety. **No solo swimming is permitted.** A minimum of two people must be present for swimming. (*Note: The LHA Insurance/Liability provider specified guardian must be at least 18 years old.)
4. All members are required to familiarize their children with all pool rules. Parents are responsible for their children.
5. Pool keys are required for use with the restrooms and gates. **Per address/same owner, one replacement pool gate key can be obtained at a cost of \$75.00. Additional requests will be \$150 per key.** Keys will not be distributed to any homeowner with an unpaid balance or an outstanding unresolved violation on record.
6. The gates to the pool area are to remain closed at all times.
7. The pool cannot be reserved for exclusive use.
8. The costs of any damage to Association property will be charged to the "member/host" of the individual responsible.
9. The Board of Trustees and members in attendance at the pool have the authority to disallow exuberant play that may interfere with the enjoyment of the pool by others.
10. Never give/lend out your key. This is subject to a fine.

HEALTH RULES

1. All persons must take a shower at home before entering the swimming pool.
2. Any person having an infectious or communicable disease is prohibited from using the pool. Persons having open blisters, cuts, etc. are advised not to use the pool.
3. Children who are not 100% toilet trained must wear disposable swim diaper in order to be allowed in the pool.
4. Spitting, spouting water, blowing nose, urinating or other discharging bodily wastes in the pool is strictly

- prohibited.
5. Cut-offs and other improper swim wear are not allowed in the pool.
 6. Any food items taken to the pool or immediate area surrounding the pool are the responsibility of the member to clean up and remove once finished.
 7. All trash must be placed in the receptacles provided. **Each member is responsible for cleaning up after themselves**, please place the pool furniture back in its proper location along the side the fence.
 8. No glass bottles, chinaware or other breakable containers are allowed in the pool area.
 9. Smoking and gum chewing is not permitted in the pool area.
 10. No alcoholic beverages are allowed for anyone under the age of twenty-one (21). Containers of alcoholic beverages should be kept concealed. A person showing signs of intoxication will be denied use of the pool and is subject to removal from the pool area for safety reasons.

SAFETY RULES

1. NO LIFEGUARD IS PRESENT

2. Diving is not permitted in either end of the pool.
3. For safety reasons, there can be no running, pushing, jumping in on others, dunking or holding others under the water or loitering in the bathroom area.
4. Water wings, children's small round floats, snorkel tubes, face masks, and soft plastic balls are permitted. Use of larger floatation devices will be subject to discretion of members in attendance.
5. No pets, bicycles, skateboards, skates, roller blades, scooters or other vehicles are allowed inside the gated pool area.
6. Do not park bikes, scooters, or other children vehicles in front of the pool gates. Use the bike rack provided in the parking lot.

The health and safety of members and their guests is ultimately their own responsibility. Lakewood Homeowners Association and the Board of Trustees assume no responsibility. Members or their guests can have no claim against Lakewood Homeowners Association or the Board of Trustees for any accident or injury. Lakewood Homeowners Association and the Board of Trustees are not responsible for the loss or damage of personal property.

POOL SAFETY EQUIPMENT

*These are not toys and are not to be played with.
Anyone found playing with the equipment may be asked to leave the pool area.*

1. Emergency safety equipment is provided and located on the fence. The body hook, backboard, and flotation device are for emergency use only.
2. The depth divider rope in the pool is not a toy and is not to be played upon or removed by members.
3. A first aid kit is located on site. This is for your use if first aid is required at the pool. Please notify the Property Management Company or a current Board Member if supplies are needed.
4. A telephone is located in the breezeway for 911 calls only. This is not a public phone for personal use. It is for Emergency use only.

The Lakewood Homeowners Association reserves the right to refuse admittance to or eject from the pool premises, any person(s) failing to comply with any of the above health and safety regulations.