

GEORGETOWN COMMONS LAND ORGANIZATION
Rules and Regulations
Revised June 1st, 2021

These rules include all updates and revisions from 2018 to present.



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Georgetown Commons Rules

1. Statement of Purpose

The rules of GCLO are intended to ensure that all residents enjoy the benefits and highest standards of safety, comfort and privacy. Because the lifestyles of the residents of our community vary widely, it is important for everyone to adhere to these rules. This will assure that the rights of all are maintained. This is also important in preserving property values.

GCLO has rules and regulations to protect property values and safety of our homeowners/residents. As a reminder, you ONLY own from the studs in. Limited Common areas are governed by the Declaration and included within Common Areas, and further defined in the Rules and Regulations. This includes, but is not limited to, doors and windows and all other areas deemed as Limited Common areas. If you have any questions, please complete an Alteration Form. Approval of this form by the Rules Committee and BOD is required BEFORE making any changes or purchases.

2. Alteration Request Procedure

Residents may request the Executive Board to consider variations and exceptions to the rules through the process described below.

2.1 Changes to the physical design that was established by the developer and maintained by the Georgetown Commons Land Organization (GCLO) are called variations. All other changes are considered exceptions to the rules. Any variations or exceptions must meet the following criteria:

- A. The change must be beneficial in its application.
- B. The change cannot affect the appearance of the condominium such that there is the potential for a reduction in economic value.
- C. There is no negative impact on the rights of another unit owner and on the rights of the community.
- D. There is no future economic implication for GCLO that might include maintenance costs or liabilities.
- E. There are no health or safety issues for residents, guests, or the public.
- F. There is no violation of local, state, or federal law.
- G. The alteration preserves the spirit, intent, and purpose of GCLO.

2.2 Residents should understand that variations and exceptions will be considered individually and on their own merit. The process for requesting a change is as follows:

The Unit owner shall complete a Unit Alteration Request form. The form is to be submitted to the GCLO Rules Committee. The documentation will include, as applicable:

- A. Plans consisting of specifications that detail the nature, kind, shape, dimensions, materials, and location of the requested alteration.
- B. Demonstration that such a change will not adversely affect any neighboring unit or the common areas.
- C. A summary of the benefits of the requested change.
- D. Contractor's Information
- E. Copies of local permits as required.

After review, the Rules Committee will forward the request with recommendations to the Executive Board. The Executive Board will review the request at its next meeting or on an emergency basis if needed. The requesting unit owner may be asked to provide copies of the Unit Alteration Request form to all other unit owners who might be reasonably affected by the requested alteration.

The applicant, affected unit owners, and any other residents may attend the review meeting.

The Rules Committee and/or Executive Board may inspect the property to determine if the requested alteration is in the best interest of GCLO.

- 2.3 Other committees may be asked to participate in the review process. The Rules Committee and/or Executive Board may ask the applicant to change or revise the request.
- 2.4 The Rules Committee will make a recommendation for approval or rejection to the Executive Board. The reviewing committee has the right to continue any review in subsequent meetings until all facts have been gathered. The review process will be as prompt as possible.
- 2.5 After an Executive Board review, the Executive Board may approve, approve with contingencies, or reject the requested change. The decision will be communicated in writing to the applicant. If the decision is not favorable, the applicant can request a hearing before the Executive Board at its next meeting or on an emergency basis. Such hearings will be open to the applicant and any other interested residents.
- 2.6 Alteration cannot be performed until the homeowner has received a written approval of his alteration request.**

3. COMMON GROUND AND PROPERTY

The term “condominium” refers to a form of property ownership in which there are two forms of ownership: individual and common. An owner is both the sole owner of the living quarters (the Unit) and one of the mutual owners of common property which an owner may use and enjoy along with the other owners. Common Elements are all portions of the condominium which are not included within the Units. All owners may use and enjoy common elements along with the other owners. In this section, the Rules clarify the rights of the residents with regard to the ownership categories.

Within the condominium community the unit owner and the community as a whole share in rights and responsibilities. There are two categories of common property, Common Elements and a subset called Limited Common Elements.

- 3.1 For the patio Units, the definition of Limited Common Elements includes the front and rear patios. The boundaries of the rear patio areas are defined as 13 feet out from the building and 21 feet wide, bordered by the fence. The boundaries of the front patio areas are defined by the fence.
- 3.2 For the Garage units, the definition of the Limited Common Elements includes the driveway and the rear patio area defined as 13 feet out from the building and 21 feet wide, bordered by the fence.

4. GENERAL RULES AND USE RESTRICTIONS

The condominium Use Restrictions hereinafter enumerated shall be deemed in effect until amended by the Executive Board and shall apply to and be binding upon all present and future unit owners, mortgagees, lessees, and occupants of the units and Common Elements and their agents, employees, invitees, and any other person or entity who or which may use the same. The Unit owner shall at all times obey said Use Restrictions and Rules and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, lessees, and persons over whom they exercise control and supervision.

- 4.1 The walks, entrances, and all of the Common areas and or limited common areas including driveways and patios must not be obstructed, encumbered, or used for any purpose other than ingress and egress to and from a Unit.
 - A. The lights of each unit are designed to enhance security and provide a pleasing nighttime appearance. We ask all residents to use the outside lights from dusk to dawn. Outdoor lights are furnished by GCLO but Residents must replace burned out bulbs within 7 days.
 - B. No objects are to be hung on the light fixtures.
 - C. No nails or screws, etc. are permitted to be placed into any part of the outside of the building. Nothing may be hung from a hook or any other object attached to the brick.
 - D. Seasonal door decorations are permitted.
 - E. Riding bikes, scooters, skateboards, or using roller blades are not permitted on the sidewalks, tennis court or basketball court.
 - F. No defacing the walkways, driveways, streets, or parking areas with any permanent substance.

- 4.2 The personal property of all Unit owners shall be stored within their Units.
- A. All toys, tools, bicycles, and other large personal items must be stored within the Unit when not in use.
 - B. No linens, cloths, mops, or laundry shall be permitted outside the unit or hung on the fence.
 - C. Playground equipment, such as a swing set, is not permitted.
 - D. Outdoor furniture is permitted only on the patio/porch surfaces. Patio umbrellas are permitted only on the patio surfaces.
 - E. Temporary grills using charcoal or bottled gas may be stored on the patio or within the Unit.
 - F. Pole mounted lanterns and torches for lighting, electronic devices to eliminate insects and outdoor heaters are not permitted inside or outside fencing.
 - G. Residents are responsible for repair of siding, brick, and/or other outside fencing and painted surfaces damaged by heat or smoke from grills or other outside cookers.
 - H. Fire pits, chimeneas and deep fryers/turkey fryers are not permitted anywhere on the property, including decks and patios.
 - I. Freestanding flagpoles for the American flag are permitted on patios and in mulched areas adjacent to the Unit front doors. No other flags are permitted in the Common Areas.
 - J. The placement of the American flag shall not interfere with sidewalks or other public access
 - K. Nothing is to be PERMANENTLY attached to the outside or inside of any fence. Removable items such as thermometer, flower boxes, and holiday lights are allowed inside the fence and removable holiday lights are allowed on the outside of the fence. Any damages to the fence will be the responsibility of the unit owner to repair or replace.
 - L. Air conditioning units may be placed outside the rear fences.

- 4.3 The Common Elements and Limited Common Elements shall be kept free and clear of rubbish, debris, and other unsightly material.
- A. **Refuse, garbage and recyclables shall be placed out and disposed of in accordance with the local ordinances.** Murrysville ordinances require trash to be placed in a container for pick up. Prior to pickup, garbage must be stored in containers and shall be kept tightly sealed or covered at all times. Solid waste shall not protrude or extend above the top of the container.
 - B. Garbage must be in a garbage can with a lid that will protect it from foraging animals. **Can will be provided through GCLO, paid for by owner. If a Unit owner or tenant moves, cans must be left with the Unit. If Unit is sold and cans are not left with Unit, new Unit owner is responsible to purchase cans through the management company. The cost will be that charged by Stanford Home Center at that time.**
 - C. Refuse and garbage must be stored within the Unit or trash containers stored inside a unit fence or garage and may not be stored in view of the Common Elements.
 - D. Owners may place their cans and/or recycling containers at the curb after 12 noon on the day before pick up. Garbage and/or recycling containers must be removed from the streets by midnight on the day of pick up.
 - E. All items not picked up by the refuse company and scattered garbage shall be retrieved by the respective Unit Owner by midnight on the day of pick up.
 - F. Papers for recycling must be secured within the cans to prevent them from blowing around.

4.4 Contractors for GCLO shall not be used to perform any services except that for which

they are specifically contracted.

- 4.5 No Unit owner shall make or permit any disturbing noises by themselves, their families, guests, or lessees, and persons over whom they exercise control and supervision; nor do or permit anything by such persons that will interfere with the rights, comforts, or convenience of other unit owners.
- 4.6 No unit owner shall make—or by their families, guests, invitees, lessees, and persons over whom they exercise control and supervision—any offensive, disturbing or illegal action or occurrence to take place within the Common areas and Limited Common areas.
- 4.7 No radio, television aerial, satellite dishes, antenna, or related wiring shall be installed without the written consent of the Executive Board. The Executive Board may remove, without notice, any such antenna erected or installed without the written consent of the Executive Board. Unit owners, for whose benefit the installation was made, will be liable for the total cost of removal of such antenna as well as the cost of repairs to the Unit or building. Unit owner will be liable for any and all damages incurred by satellite dish.
- 4.8 No signs, notices or advertisements may be placed or posted on a unit, exposed at a window, or placed on the Common Ground. No sign, advertisement, notice, name plate, etc. may be placed or posted on the outside or inside of a fence. No other lettering shall be exhibited, displayed, inscribed, painted, or affixed, in, on, or upon any part of the Condominium property, or in, on, or upon any part of a unit by any Unit owner and/or occupant. Exceptions are as follows:
 - A. A single “FOR SALE” sign, no larger than 18” by 24” and no higher than three (3) feet from the ground to the bottom of the sign is permitted. The sign is to be placed on property connected to the unit and visible from the street. An alternate placement could be in a window of the unit; no hand-written signs are permitted.
 - B. A security protection lawn sign, smaller than one (1) square foot is permitted in the mulch by the front door.
- 4.9 Nothing shall be placed on, or in, or projected from the exterior doors, unit entrance doors, or windows including, without limitation, air conditioners, ventilators, or fans. No improvements such as, hot tubs, Jacuzzis, etc., may be affixed to, or installed in, or on balconies, patios, or in or on the Common Element or Limited Common Elements. No additions to or extensions of any Unit, which shall change their vertical and horizontal boundaries of such Unit shall be permitted.
- 4.10 The Executive Board may require the removal of any interior blinds, shades, screens, decorative panels, window or door coverings that may be offensive or inappropriate in appearance.
- 4.11 No Unit owner shall permit any use of his Unit or make any use of the Common Elements and Limited Common Elements which will increase the rate of insurance upon any part of the property.

- 4.12 No immoral, improper, offensive or unlawful use shall be made of the property or any part thereof; and all valid laws, zoning ordinances, and regulations of all government bodies having jurisdiction thereof shall be observed.
- 4.13 Only household pets will be permitted in the Units. The pet must be caged or leashed and under supervision at all times. In no event shall any pet be permitted to be chained, tied, or otherwise restrained to any portion of the Common Elements or Limited Common Elements. No lines, chains, doghouses, or other pet shelters shall be permitted on any portion of the Common Elements or Limited Common Elements. All pets must be properly licensed and vaccinated. No owner shall permit his animal to disturb any other Unit owner. If the pet becomes a nuisance to any of the unit owners, then upon written application to the Executive Board, and if a majority of the Executive Board shall so vote, the Executive Board or the owner of said pet shall permanently remove said pet within 14 days after receipt of such order. At the Executive Board's discretion, fines may apply prior to the removal of a pet. While pets are a source of pleasure for their owners, pets cannot be a nuisance to any resident.

There is a pet walking area within 50 feet of every building; the entire east border from Old Wm Penn Highway along the pine trees to the swimming pool, the west border along the treeline adjacent the nursing home and up to the Colony Courts, the hillside perimeter behind the tennis/basketball courts, and the hillside trails. The grasses along the streets of Georgetown are NOT waste areas for pets. The streets of Georgetown are only for exercising dogs or cats.

The following rules apply to the pets of owners, tenants, and guests:

- A. All pets are to be licensed in accordance with the ordinances.
- B. At no time is any pet to be left unattended or be housed, tied, or chained outside any Unit.
- C. Pets, dogs and cats, must be walked on a leash. At no times is a pet to run loose.
- D. The pet must be under the owner's or custodian's control and supervision at all times
- E. Pets are not permitted in the pool, playground, or court areas.
- F. Pet owners are responsible for the immediate cleaning up of any pet waste.
Maintenance personnel will be instructed neither to clean up nor perform any landscaping services where there is a concentration of waste material. Any damage caused by a pet will be the responsibility of the pet owner.

- 4.14 All appliances and electrical equipment of any kind, however powered, installed or used in a Unit shall comply with all rules, requirements, regulations, and recommendations of all public authorities and boards of fire underwriters having jurisdiction.
- 4.15 Drains, water closets, toilets, baths, showers, and the like, shall not be used for any purpose other than for which designed, nor shall any sweepings, rubbish, rags, or any other improper articles be thrown into the same. The cost of repair to any building resulting from any such misuse shall be borne by the Unit owner of the Unit where the misuse occurred.
- 4.16 No Unit owner shall bring, or shall permit or allow to be brought into or kept in a Unit, any highly inflammable, combustible, explosive, or otherwise extra hazardous fluid, material, chemical, or substances, except those in common use for ordinary household purposes.

- 4.17 Any complaints by a unit owner regarding the maintenance and condition of the Common Elements, or the actions of the Executive Board, or its officers, agents, employees, or independent contractors, or of any Unit owner, or any member /of his family, guests, employees or independent contractors, shall be made IN WRITING on the designated GCLO complaint form and forwarded to the Rules Committee (NOT THE MANAGEMENT COMPANY). The complaint will then be forwarded to the Executive Board to study and act upon before the unit owner should take any other actions.
- 4.18 Any consent or approval given must be in writing from the Executive Board.
- 4.19 Rules concerning the use of recreational facilities will be defined by GCLO and CCCA Executive Boards. All Unit owners, Unit tenants, and guests must observe these rules.
- 4.20 Nothing shall be done or kept in any Unit or in the Common Elements, which will increase the rate of insurance on the Real Estate, or contents thereof, applicable for residential use. Consent may be conditioned upon the Unit Owner of such Unit being required to bear the full amount of such increase continuously year in and year out. No Unit Owner shall permit anything to be done or kept in his Unit or in the Common elements which will violate any law, statute, ordinance, or regulation of any governmental body or which will result in the cancellation of any insurance maintained by the Executive Board.
- 4.21 Each Unit Owner shall be responsible for his or her own insurance on the contents of the Unit, as well as, his additions, and improvements thereto, including decoration and furnishing thereof, and all of his personal property therein, as well as, personal property stored elsewhere on the Property. In addition, each Unit owner will be personally liable for damages to the extent coverage are not provided by his/her insurance.
- 4.22 The use of all driveways situated in front of the units shall be limited to parking two (2) automobiles per Unit, currently licensed, inspected, and in operating condition. No commercial trucks, trailers, commercial vans, motorcycles, boats or recreational vehicles may park in those driveways situated in front of the units. No repairs, except minor repairs taking less than twenty-four (24) hours, may be made to vehicles in any of the driveways.
- 4.23 There shall be no parking in the streets by residents or their guests. Violation of the provisions of this rule by a resident or guest may result in fines and/or other consequences to the owner. Except for one space designated in a property deed and any additional spaces assigned to residents, the GCLO Executive Board has the authority to regulate parking on all common grounds. Unassigned parking spaces are common elements subject to regulations which may be imposed by the Executive Board including but not limited to parking assignment for maintenance, for handicap use, for guest use or for the need of the owners. Unassigned spaces anywhere on the property may be used by all owners, residents and their guests.
- A. Vehicles must be currently licensed, inspected, and in operating condition to park in both assigned and unassigned spaces.
 - B. Street parking and double parking is prohibited.
 - C. Residents and Guests must park in approved, assigned areas.
 - D. Guests must park in the resident's assigned parking or designated guest/overflow parking spaces.

- E. Overflow parking areas are not permitted to be storage areas for commercial trucks, trailers, vans, motorcycles, boats, or recreational vehicles. Guests need written approval from the Executive Board for RVs and other recreational vehicles during their stay.
- F. Executive Board written approval is needed before residents may park conventional vehicles with advertising logos in their own parking spaces or driveways.
- G. Residents with commercial vehicles, such as, vans or trucks that carry ladders, exposed equipment and tools, attached trailers, or similar description must get written Executive Board approval before parking anywhere on Georgetown property.
- H. Parking in driveways situated in front of a condominium unit garage door shall be for the use of that individual unit owner and their guests.
- I. If a vehicle is in violation of the aforementioned, every reasonable attempt will be made to have the vehicle moved voluntarily. However, if the vehicle is not moved voluntarily or vehicle owner cannot be contacted, then the vehicle will be towed and all expenses incurred will be the responsibility of the vehicle owner.
- J. Long-term guest parking is permitted during the guests' stay. Nonresidents are not permitted to leave their unattended vehicles on Georgetown property.

4.24 Shrubs, trees, and planting areas.

- A. All trees and shrubs in the common area are the property of the GCLO.
- B. It is the responsibility of GCLO to provide for the design, maintenance, care, and the replacement of lawn, trees, and shrubs outside 13 feet out from the building and 21 feet wide, bordered by the fence.
- C. Residents are not permitted to plant grass or modify the color or texture of mulched beds. Residents are permitted to plant flowers in the Common Area, ONLY adjacent to their unit by the owner/resident and ONLY with the approval of GCLO with an approved Alteration Request.
 - The plants must be maintained by the unit owner/resident or will be removed by GCLO or landscape contractor at the owner/renter's cost.
 - No vegetables, trees or exotic high-maintenance plants/shrubs are allowed.
 - GCLO and/or landscape contractor will not be held responsible for damage.
 - All additions to GCLO plantings require an Alteration Request submitted to the Rules Committee for approval.
 - No other personal items such as statues, decorations, flags other than the American flag are permitted in the Common Area.
 - No wooden planters are allowed.
- D. The Limited Common Area designated as 13 feet out from the building and 21 feet wide, bordered by the fence, is reserved for tending and planting by residents provided that the plantings, decorations, or any other items are appropriate and do not extend over or through the fence with the exception of umbrellas.
- E. Non-living plants are not permitted
- F. Nothing may be attached to or hung from the trees and shrubs.

4.25 Holiday Decorations

- A. All decorations must be consistent with the current holiday and cannot be displayed until 2 weeks prior to a holiday and must be removed 2 weeks after the holiday. The exception is Christmas decorations which may be installed the Friday after Thanksgiving and turned on December 1; removal by January 15.
- B. Decorations shall not be attached anywhere on the outside of the building.
- C. No holiday decorations are permitted in the Common Areas.
- D. Only GFCI outlets and approved exterior extension cords can be used, and electrical wires may not be placed in the lawn or walk areas. If a resident chooses to install an outdoor outlet, an Alteration Form must be submitted to the Rules Committee.
- E. Lighted holiday decorations may be placed on the exterior doors and/or interior windows and must be turned off at 12 am - with the exception of Christmas Eve, Christmas Day and New Years Eve and New Year's Day.

4.26. Business Zoning

- A. GCLO is zoned as Residential Only.
- B. No signs shall be posted or erected advertising a business on GCLO property.

4.27 Late payment of the Condominium Fee will incur fines, court costs, and/or other consequences.

- A. The monthly Condominium Fee is due on or before the First of each month. Payments **MUST BE RECEIVED** by the 15th of each month. If an owner/resident is found to be late in the payment of the Condominium Fee, he/she will be assessed a late fee of \$25 on the sixteenth (16th) day of each month that the said payment is late, and each month thereafter.
- B. The policy for delinquent condominium fees is as follows:
 - 1. When a condominium fee is two (2) months overdue, a certified letter to the Unit Owner will be sent requesting full payment within ten (10) days.
 - 2. Non-payment within that required time will result in a lien being placed on the home for the total amount owed.
 - 3. The Unit Owner will pay all court costs.

4.28 Violations of the Rules may result in fines and/or other consequences.

- A. When an Owner/Resident is determined to be in violation of any Rule, the Owner/Resident will be issued a letter detailing the violation. If a GENERAL letter or email has been sent previously to all residents referencing a violation, that letter will serve as 1st notification and no other reminder letter will be sent.
- B. The Owner may appeal the findings of the violation to the Executive Board in writing within seven (7) days using the designated Appeal Form.
- C. If the Executive Board denies the appeal, the Owner/Resident will be given a period of seven (7) days to come into compliance with the rule. If the Owner/Resident refuses, the Owner will be formally cited by the Executive Board.
- D. The Unit owner will be provided the bill, itemizing the total costs of rectifying the violation, and will be given ten (10) days following the formal citation to pay the costs in full to the GCLO.
- E. If an Owner does not pay the total cost in full within ten (10) days, then GCLO will pay the said costs and place a lien on the owner's property for all costs incurred.
- F. **IF A VIOLATION IS REPEATED, THE OWNER/RESIDENT WILL NOT BE ISSUED ANOTHER LETTER, BUT FINES WILL BEGIN IMMEDIATELY THE DAY THE VIOLATION BEGINS AND WILL CONTINUE UNTIL THE VIOLATION IS CORRECTED. THERE WILL BE NO APPEALS.**
- G. In the case of violations threatening the safety of any resident(s) or guest(s), such as speeding, driving on the wrong side of the street, ignoring a stop sign, there will be a fine levied immediately which will override a 1st notification letter.

4.29 Owners Renting Units

- A. A minimum 1 year lease is required.
- B. Unit is to be leased as a single family, one rental only.
- C. Unit owner may not lease less than his entire Unit.
- D. **No Unit may be subleased.**
- E. Unit owner must submit a copy of the Tenant Notification Form to the Property Management within fourteen (14) days of signing the lease.

- F. Landlord is required to incorporate an updated copy of the GCLO Declaration and Rules and Regulations into the lease.
- G. Unit owner is responsible for tenant receiving an updated copy of the GCLO Declaration and Rules and Regulations.
- H. Each lessee is bound by the covenants, conditions and restrictions set forth in the Declaration, Bylaws and Rules and Regulations.
- I. Unit owner is responsible for tenants' conduct, damages, and any rule violation of GCLO.
- J. A Criminal Background Check is required and must be included with the Tenant Notification Form.
- K. A copy of the Lease must be included with the Tenant Notification Form,
- L. Proof of personal liability insurance must be included with the Tenant Notification Form.
- M. An owner cannot own more than 2 units for the purpose of rental.**
- N. The Executive Board has discretion to reject a lease if the overall number of leases or sublease exceeds thirty (30) percent of the number of overall Units.**

(Please refer to the Declaration for complete information on Leasing Units)

4.30 Group Recreation Area and Playgrounds

The designated recreational area is located in the northeast corner of Georgetown bounded by Old William Penn Highway, Georgetown Lane and Building 1: Units 100-110. It is approximately 80 feet wide by 150 feet long. It is bounded at the east end by a row of pine trees at the edge of GCLO. It is bounded at the north edge by an unmarked line approximately thirty-five (35) feet from the rear of Building 1. It is bounded at the west edge by an unmarked line approximately one hundred (100) feet from the edge of the entrance. It is bounded at the south edge by the row of shrubs along Old William Penn Highway.

- A. Activities are permitted from 10 a.m. until dusk. No activities are permitted after dark or during lawn maintenance.
- B. There shall be no grass removal, pits, dug, mounds created or modifications made to the area without express approval of Executive Board.
- C. Non-residents are not permitted to use the recreation areas and playgrounds.
- D. Playgrounds are for GCLO residents only. Guests must be accompanied by a resident.
- E. The area is to be policed by the users prior to their departing so that all trash, equipment, and debris is picked up before departure.
- F. No rude or obnoxious behavior or rough-housing will be tolerated.
- G. Parents will be held responsible for the conduct of their children and children's guests.

5. GEORGETOWN COMMONS & COLONY COURT COMMON AREA RULES AND GUIDELINES FOR THE POOL, CLUBHOUSE, TENNIS COURT, AND BASKETBALL COURT.

REVISED MAY 2007

Hereinafter Georgetown Commons Land Organization shall be referred to as GCLO and Colony Courts will be referred to as CCCA.

These areas are private property monitored by the GCLO & CCCA Executive Boards. These areas are not open to the public. Trespassers will be prosecuted.

General Guidelines: The swimming pool, clubhouse, tennis court, and basketball court are Common Elements for both GCLO & CCCA with restrictions and are a source of recreational pleasure for all residents and their guests. The rules are intended to safeguard the residents' rights to enjoy the benefits of these common areas. However, these are places within our communities where serious injuries may occur if sensible precautions are not implemented. Therefore, it is **required** that the rules be observed for the enjoyment of all.

5.1 Authority. The Executive Boards of GCLO & CCCA and Property Managements have the authority to enforce the rules and to take necessary, immediate actions to ensure the safety, health, and welfare of those persons using these facilities. Residents of GCLO & CCCA have the authority to file a formal complaint with the GCLO & CCCA Executive Boards.

5.2 Violations. Rules violations may result in immediate ejection from the premises and/or fines and/or other measures determined by the GCLO & CCCA Executive Boards.

5.3 Accidents. Accidents (ex: injuries or damages to property) must be reported immediately to GCLO & CCCA Executive Boards and or the Management Companies.

5.4 Damages. Damages resulting from actions by owners or their guests will be charged to the Unit owner.

5.5 Conduct. Improper conduct, such as spitting, profanity, lewd behavior and dangerous actions will not be tolerated.

5.6 Right of Use. The person who resides at a unit, also known as the "Resident," is the person(s) with the right of use of the common property. Owners who do not live at their unit in the community do not have the "Right of Use" of any common property.

6. GCLO & CCCA POOL RULES

THERE IS NO LIFEGUARD. RESIDENTS AND GUESTS SWIM AT THEIR OWN RISK.

6.1 Sign-In. Every resident entering the pool area must sign in himself/herself and any guests. Signing in is important: The daily log provides essential information for proper water quality and accidents/insurance inquires.

6.2 No Glass Containers.

6.3 **Guests.** No more than six (6) guests per unit are to be invited to the pool area; an exception may be made by contacting the GCLO or CCCA Executive Boards. Residents must stay at the pool with their guests. The pool or pool areas may not be rented for parties, with or without the clubhouse rental.

6.4 **Children.** Children age **15** and under are not permitted in the pool or pool area without adult supervision. No diapers are permitted in the pools.

6.5 **Attire.** Proper swimming attire is required.

6.6 **Hygiene.** State laws permits refusal of pool use to anyone that may jeopardize the water quality with obvious physical signs of illness, personal cleanliness, and/or inappropriate attire.

6.7 **Food and Beverage.** No alcoholic beverages. Cooking is not permitted in the pool area.

6.8 **Pets.** No pets are permitted in the pool area.

6.9 **Bicycles.** Bicycles are not permitted in the pool area.

6.10 **Radios.** Battery powered radios are permitted with headphones.

6.11 **Rope Float.** The rope float may be temporarily removed if there are no children under the age of 15 in the pool.

6.12 **No Diving.**

6.13 **No Running.**

6.14 **SMOKING.** No smoking is permitted in the pool area. All cigarettes/cigars, etc. must be deposited in the "Smoker Stations" outside of the pool area.

7. GCLO & CCCA TENNIS COURT AND BASKETBALL COURT RULES

RESIDENTS AND GUESTS USE THE COURTS AT THEIR OWN RISK.

7.1 The Tennis court is to be used solely for playing tennis.

7.3 The Basketball court is to be used solely for playing basketball.

7.4 No alcoholic beverages, glass containers, smoking, or food are permitted on the courts.

7.5 No pets, bicycles, scooters, or skate boards are permitted on the courts.

7.6 If someone is waiting to use one of the courts, limit your playing time to one (1) hour.

8. CLUBHOUSE RENTAL RULES AND REGULATIONS

- 8.1 Authority: The Clubhouse is to be used solely by GCLO & CCCA residents and their guests. All responsibilities for the premises rest with the Unit Owners.
- 8.2 Admission: No admission charges or moneymaking events are permitted, except for those functions specifically sponsored or approved by the GCLO & CCCA Executive Boards.
- 8.3 Dates: All arrangements for the use of the clubhouse must be made with the Clubhouse Rental Coordinator.
- 8.4 Reservations: Reservations are on a first come, first serve basis. Persons using the clubhouse do so at their own risk.
- A. Fees. When renting the clubhouse the association requires two separate checks. A **\$60.00 Rental Fee check and a refundable \$100.00 Security Deposit Check**. These checks must be made payable to GCLO, delivered to the Clubhouse Rental Coordinator, and received from the resident who signs the rental agreement. The resident signing the agreement will be furnished the clubhouse key after that agreement is accepted and the fees paid.
 - B. Proof of personal liability insurance must accompany application.
 - C. A liability release form must be signed before rental is approved.
 - D. Deposit. The resident making the reservation **must be present at the clubhouse during the event** and is responsible for complying with all clubhouse rules. The resident's signature on the "rental agreement" indicates acceptance of physical inventory of the equipment at the clubhouse. The cost of repairing or replacing clubhouse equipment will be charged to the resident renter and deducted from the security deposit. The clubhouse must be returned to original conditions after the event. A cleaning fee of \$100.00 may be charged if the facility has not been satisfactorily cleaned.
- 8.5 Security: The clubhouse must be kept locked. The resident renter is responsible for the clubhouse security while the clubhouse key is in their possession.
- 8.6 Parking: Parking is restricted to the guest parking areas and must be monitored by the renter. The renter must make sure that his/her guests park only in the proper areas. The clubhouse parking lot has a capacity of 25 cars. Please direct additional cars to the other guest parking areas. Parking on the streets, blocking driveways or parking in numbered spots is not permitted.
- 8.7 Use Limits: All rentals must conclude by 2:00 am. Clubhouse rental does not include the use of the pool, tennis courts or basketball courts. During a rental, guests are restricted to the immediate clubhouse area. Loitering in the parking area or on the grounds is prohibited.
- 8.8 Occupancy: Occupancy of the clubhouse is limited to 80 persons.
- 8.9 Alcohol: Serving alcohol to minors is cause for immediate termination of the rental. All alcoholic beverages must remain inside the clubhouse.
- 8.10 Smoking: No smoking is permitted inside the clubhouse building, hallway, or restrooms. Residents and guests must use provided smoker stations outside the clubhouse.

- 8.11 Decorating: No decorations or other articles may be attached by any means to the clubhouse wall. The tables and chairs must be returned to their original setup after the rental.
- 8.12 Noise: The renter is responsible for the behavior of their guests. Excessive noise such as music, live bands or other noise which can be heard beyond the parking area is not permitted.
- 8.13 Accidents: Persons using the clubhouse do so at their own risk. Accidents must be reported promptly to the GCLO Executive Board, CCCA Executive Board or the Property Management Company. Any insurance claims resulting from a rental activity will be subrogated to the renter's homeowner's insurance company.
- 8.14 Complaints: All complaints incident to the use of the clubhouse will be processed through the GCLO Rules Committee and Executive Board, and the CCCA Executive Board.
- 8.15 Penalty: Any Executive Board member from either GCLO or CCCA, or Property Management Companies may immediately expel residents from the use of the clubhouse facility for violations of any rule stated above. Executive Boards may immediately terminate a clubhouse rental agreement or future agreements when the rules have been violated.

GEORGETOWN COMMONS LAND ORGANIZATION & COLONY COURTS
CLUBHOUSE RENTAL AGREEMENT

Renter's Name _____ Today's Date _____

Unit Address _____ Phone _____

Rental Date _____ Rental Time: From _____ To _____

Separate checks must be made payable to Georgetown Commons Land Organization:

Checks must be from owner or resident: no second party checks or money orders will be accepted.

(1) Rental Fee: \$60.00 Check # _____ (2) Security Deposit: \$100.00 Check # _____

Completed/signed rental agreement, liability release form, and checks must be submitted to the Clubhouse Rental Coordinator before confirmation of date. Contact Rachel Crowley at 724-594-3966.

*The rental of the clubhouse includes the exclusive use of the main room, kitchen, and appliances. (Please note that during the summer months the restroom will also be used by residents from the pool or court areas). Any posted inventory in the kitchen may be used. The renter is responsible for consumable items, such as paper/plastic products, tableware, and ice.

*The clubhouse should be in presentable condition prior to the rental. However, the renter is responsible to inspect the facility before the rental date in the event that the renter wishes to clean more thoroughly. When the rental is over, the renter must thoroughly clean the room, set the thermostat at the seasonal temperature (winter heat at 60 degrees, summer air at 80 degrees), remove all personal property, remove all trash from the premises, engage the lock on the door and leave the key on the counter, check that the doors are locked after vacating the premises. After a facility inspection, the renter will be refunded the security deposit unless extra cleanup is necessary and damages or rule violations have occurred.

*The clubhouse key is available to the renter one (1) day before the rental event. If an inspection of the clubhouse is desired, the renter may make arrangements to secure the key at an earlier date.

I understand that...

- A. The use of the pool/pool furniture, and tennis & basketball courts is NOT included with the clubhouse rental.**
- B. Consumption of alcohol by minors or intoxication by adults is prohibited. Any violations will be enforced by this agreement, local and state laws, and by local and state officials. The police will be called. Renter will lose the security deposit and the renter will be criminally charged.**
- C. Alcohol is not permitted outside the clubhouse.**
- D. GCLO and CCCA reserve the right to prosecute any misconduct and to use whatever means necessary to protect the safety of their residents and guests, such as, but not exclusive to, immediate termination of this agreement and clubhouse use.**
- E. The renter must be present at the clubhouse at all times during the rental occasion.**
- F. The clubhouse is a non-smoking building.**
- G. Evidence of personal liability insurance will be required of anyone renting the clubhouse.**
- H. Liability Release Form must be signed and returned along with the Rental Agreement.**

I have read and agree to follow the clubhouse rules and regulations for this rental occasion.

Renter's Signature _____ Date _____

Printed name _____

If a portion of the security deposit is withheld, the reason is _____

THE POOL, POOL FURNITURE, TENNIS & BASKETBALL COURTS ARE NOT AVAILABLE TO THE RENTERS WHILE RENTING THE CLUBHOUSE.

WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

This agreement is made between Georgetown Commons Land Organization and Colony Courts Condominium Association (hereinafter known as “Lessor”) and _____ (hereinafter known as “Lessee”).

This agreement is made upon the express condition that Lessor shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Lessee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by Lessee in connection therewith, and Lessee hereby covenants and agrees to indemnify and save harmless the Lessor from all liabilities, charges, expenses (including counsel fees) and costs on account of or by reason of any such injuries, liabilities, claims, suits or losses however occurring or damages growing out of the same.

Lessor shall not be liable for any damages occasioned by or arising from acts and/or neglect of co-tenants, or other occupants of the community or any owners, or owners of adjacent or contiguous property.

Lessor shall not be liable in any way or to any extent at all, for or on account of any injury to any property at any time in said buildings, or for or on account of the destruction of any property at any time in said buildings.

Lessee hereby waives any claim it might have against Lessor for loss or damage to it caused by Lessor in connection with Lessee’s occupancy of the above-described premises and storage of property therein to the extent that Lessee is fully compensated for such loss or damage by actual receipt of proceeds from insurance policies covering such loss or damage.

Lessee agrees that he/she will protect and save and keep the Lessor forever harmless and indemnified against and from any penalty or damage or charges imposed for any violation of any laws or ordinances, whether occasioned by the neglect of Lessee or those holding under Lessee, and that Lessee will at all times protect, indemnify and save and keep harmless the Lessor against or from any accident or other occurrence on or about said premises, cause injury to any person or party whomsoever or whatsoever, and will protect, indemnify and save and keep harmless the lessor against and from any and all claims against and from any and all loss, cost, damage or expense arising out of any failure of Lessee in any respect to comply with and perform all requirements and provisions hereof.

Lessee Signature

Dated

Lessee Printed Name

9. RULES ENFORCEMENT

GCLO Executive Board and Property Manager shall have the power to enforce such rules, regulations, and policies as may be necessary.

9.1 Executive Board and Property Manager Powers

- A. Executive Board has the right to bring suits to enforce the restrictions, rules, and regulations.
- B. Executive Board has the right to establish the amount of fines and take other legal measures to ensure the safety and well-being of the residents and their guests of Georgetown Commons.
- C. Fines will be no less than \$15 per day per each violation until said violation is corrected.
- D. Health, safety, and insurance issues may require immediate action.
- E. All other violations will be addressed by written communication only with GCLO Executive Board.

9.2 Violations of Rules

- A. The owner/resident will be given written notification by the GCLO Executive Board of the rules violation.
- B. The alleged violator will have seven (7) days to appeal the warning in writing to the GCLO Executive Board. If the GCLO Executive Board rejects the appeal, the violator will have seven (7) days to comply or be formally cited by the GCLO Executive Board.
- C. The GCLO Executive Board will have the final say regarding appeals on a case-by-case basis.
- D. Establishment of fines and consequences for any rule violation will be determined by GCLO Executive Board.
- E. Determination of fines and other actions will be based on the severity and/or frequency of the rule violation.

COMPLAINT FORM

This form to be used to: 1. File a complaint for rules violations against a specific resident
2. File a general complaint about a problem on GCLO property.

Your Name		Owner or Renter	
Unit Address			
Phone (home)		Phone (work)	
Today's Date			

Complaint Against:		Unit Address Involved:	
Date Problem Occurred:		Time Problem Occurred:	
Location of Problem:			
Describe Your Complaint:			
How Often has This Occurred:			
Witnessed By You?			
Other Corroboration?			
Remarks or Notes:			

Your Signature: _____

Your signature indicates your request that The GCLO Board of Directors investigate this complaint for validity and for a possible violation of GCLO Rules. For first violations, a formal "cease and desist" notice is sent to the resident and entered into the unit's file. For continuing violations or for more serious rule violations, an owner may be cited and fined. If fines are imposed, the accused resident may request a due process hearing before the GCLO Board at which time you may be asked to appear or to give a written disposition.

This space for GCLO Use Only

Date Received
Date Investigated
Follow Up

Georgetown Commons Land Organization
RENTAL UNIT: NEW TENANT INFORMATION

This form to be used to: Notify GCLO when a unit is rented or occupied by a non owner

Unit Address		Date New Tenant will Occupy Unit	
Unit Lease	Start Date:	End Date:	

Please return this form to : GCLO Property Management Office.

Name of Owner of Unit		Check if Owner now occupies this unit:	
Address of Owner		Check if this unit has been rented previously:	
Owner's Phone #	Home:	Work:	
Insurance on Unit:	Company:	Agency:	Policy #:
Full names of Adult Tenants	Male:	Female:	How many people will occupy this unit?
Names of Other Occupants (indicate if children)			
Tenant's Phone #	Unit:	Work:	Emergency:
Tenants Employment			
List Any Pets			
Tenants Vehicles to be parked on property			
Special Notes:			
Did you issue Tenant? (required items)	Code of Regulations	Rules and Regulations	Copies of these items are available thru GCLO office.
	Mailbox key	Tennis Court Key	
Did you advise Tenant of? (recommended items)	Patio Rules	Parking Policy/Spaces	Guest Parking
	Pool Rules	Clubhouse Rentals	Occupancy Limit
	Court Rules	Window Coverings	Maintenance Phone#
	Pet Rules	Garbage Collection	No Commercial Use

Notice: Minimum of one year lease is required. Local ordinance limits occupancy of units to a maximum of 2 persons per bedroom. The tenant signing the lease must occupy the unit.

GCLO requires the following to accompany this form:

1. Insurance covering property damage and personal liability;
2. Proof of a criminal background check;
3. Copy of lease.

PLEASE REFER TO GCLO RULES 4.27, OWNERS RENTING UNITS.

GCLO requires this form for purposes of residential security and to supply residents with maintenance and other condominium services. Information you supply is strictly confidential.

APPEAL FORM

This form is to be used (if desired) to Appeal GCLO Executive Board ruling on a complaint.

Your Full Name			
Unit Address			
Owner or Renter			
Home Address			
Phone (home)		Phone (work)	
Date of Appeal			
Who Complaint is Against (name and address)			
Subject of Complaint			

**PLEASE ATTACH COPIES OF ORIGINAL COMPLAINT AND BOD DECISION LETTER.
IF NOT AVAILABLE, DESCRIBE COMPLAINT AND BOD DECISION ON SEPARATE PAGE.**

Describe in detail below the reasons you are appealing the decision.

Print Name: _____ Date: _____

Your Signature: _____

Your signature indicates your request that the GCLO Executive Board re-evaluate their decision regarding the above mentioned complaint for confirmation that GCLO Rules are validated.

This space for GCLO Use Only

Date Received
Date Investigated
Follow Up

PROPERTY MANAGEMENT

Rj Community Mgt.
4900 Perry Highway, Bldg. 1, Suite
300 Pittsburgh, PA 15229
www.rjcmgt.com/GCLO
412-550-0003

Community Manager, Peter Rubash
Email: Pete@rjcmgt.com

GCLO EXECUTIVE BOARD MEMBERS

Chip Townsend, President
724-733-4853
chiptownsend63@aol.com

Dale Kontra, Vice President
724-516-9864
dkontral@aol.com

Laura McGovern, Treasurer
724-493-9503
lamcgovern55@gmail.com

Brady Bingman, Secretary
724-972-3341
Bingman.brady@gmail.com

Brian Caskey, Member at Large
412-592-5455
Bcaskey 26.2@gmail.com

RULES COMMITTEE

Beth Townsend
Beaslie@comcast.net
724-733-4853

JP Burgess
justinp.burgess@comcast.net
724-733-1328

CLUBHOUSE RENTAL COORDINATOR

Beth Townsend
Beaslie@windstream.net
724-733-4853(H)
412-613-0561(C)

GEORGETOWN COMMONS ARCHITECTURAL SPECIFICATIONS Revised 7/14/2016

These are approved architectural specifications for building elements. Unit owners and GCLO maintenance are required to follow these specifications when making any changes to a unit. Pre-approval is **REQUIRED** for all alterations.

ITEM	SPECIFICATIONS AND APPROVED STYLES	PRE-APPROVAL REQUIRED	MAINTAINED BY
COLORS			
PRIVACY FENCES	ALMOND		GCLO
SLIDING GLASS DOOR GUARDS	BRONZE IRON RAILING		GCLO
SHUTTERS	GREEN		GCLO
ENTRY DOOR WOOD FRAME	MEXICAN SAND (SW7519)		GCLO
ENTRY DOOR COLOR	CHINA DOLL (SW7517)		GCLO
STORM DOOR COLOR	BROWN, TAUPE, ALMOND: PAINT - MEXICAN SAND (SW7519)	YES	OWNER
GARAGE DOOR COLOR	MEXICAN SAND (SW7519)	YES	OWNER
REAR PRIVACY FENCE	ALMOND		GCLO
BALCONY RAILING -OLD BALCONY	MEXICAN SAND (SW7519) PAINT	YES	OWNER
BALCONY RAILING-NEW BALCONY	ALMOND RAILING TO MATCH FENCE	YES	OWNER
WINDOWS	BROWN to match existing Units	YES	OWNER
SLIDING GLASS DOOR	BROWN to match existing Units	YES	OWNER
GARAGE UNIT WALL ENTRY WALL	MEXICAN SAND (SW7519)		GCLO
REPLACEMENT			
ENTRY SIDELIGHT WINDOW	FULL LENGTH WINDOW, CLEAR OR ETCHED GLASS - MEXICAN SAND (SW7519)	YES	OWNER
ENTRY DOOR	STEEL INSULATED FIBERGLASS, - FLAT OR PANEL DOOR, WITH OR WITHOUT WINDOW – CHINA DOLL (SW7517)	YES	OWNER
STORM DOOR STYLE	OWNER CHOICE - BROWN, TAUPE OR ALMOND	YES	OWNER
ENTRY DOOR LIGHT	LIGHTS AND BULBS SUPPLIED BY GCLO		GCLO
ENTRY DOOR CANOPY	MEXICAN SAND (SW7519) WITH MATCHING SHINGLES AND ROOF	YES	OWNER
GARAGE DOOR	INSULATED ALUMINUM, OPTIONAL WINDOWS, MEXICAN SAND (SW7519)	YES	OWNER
AWNINGS – BACK PATIO ONLY	TAUPE SOLID OR STRIPED FABRIC	YES	OWNER
PERMANENT ROOF OVER PATIO	PRESSURE TREATED WOOD, ALUMINUM SOFFIT AND FACIA (BROWN), SHINGLES TO MATCH ROOF	YES	OWNER
PRIVACY FENCE GATE	ALMOND STYLE TO MATCH FENCE	YES	OWNER
EXISTING PATIO DECK AND BALCONIES, FRONT AND REAR	MEXICAN SAND (7519)	YES	OWNER
NEW PATIO DECK, FRONT OR REAR	PRESSURE TREATED WOOD OR COMPOSIT; NATURAL OR STAIN; MUST BE 4" AWAY FROM PATIO FENCE, RAILING ALMOND TO MATCH FENCE	YES	OWNER
PATIO CEMENT OR BRICK	OWNER'S CHOICE, BRICK TO MATCH BUILDING	YES	OWNER
NEW BALCONY, BACK OF UNIT ONLY	PRESSURE TREATED WOOD OR COMPOSIT; NATURAL OR STAIN; VINYL RAILING ALMOND TO MATCH FENCE	YES	OWNER
WINDOWS	SLIDERS; CASEMENT OR DOUBLE-HUNG; WITHOUT GRILLES – BROWN	YES	OWNER
SLIDING GLASS DOOR	BROWN TO MATCH EXISTING	YES	OWNER
ATTIC VENT FAN	UNDER 30"; GCLO MUST BE ON SITE DURING INSTALLATION	YES	OWNER
SATELLITE TV DISH	WITHIN PATIO - LESS THAN 5 FEET OFF THE GROUND; OR ON ROOF	YES	OWNER

NOTE: NOTHING MAY BE ATTACHED TO ANY PART OF THE EXTERIOR STRUCTURE OR FENCES WITHOUT ADVANCED APPROVAL (WIRING, SATELLITE DISH, FLAGS, SIGNS, FIXTURES, ECT.)

NOTE: The Rules and Regulations herein do not replace or supersede the Amended and Restated Code of Regulations of Georgetown Commons Land Organization recorded in the Westmoreland County Recorder of Deeds Office on October 23, 1985 at Deed Book Volume 2634, Page 195. To the extent a conflict exists between these Rules and Regulations and the Amended and Restated Code of Regulations referenced above, the provisions of these Rules and Regulations will control. All non-conflicting provisions of the recorded Amended and Restated Code of Regulations will remain in full force and effect.

GEORGETOWN COMMONS LAND ORGANIZATION & COLONY COURTS
CLUBHOUSE RENTAL AGREEMENT: Email to: info@rjcmgt.com

Renter's Name _____ Today's Date _____

Unit Address _____ Phone _____

Rental Date _____ Rental Time: From _____ To _____

Separate checks must be made payable to Georgetown Commons Land Organization:

Checks must be from owner or resident: no second party checks or money orders will be accepted.

(1) Rental Fee: \$60.00 Check # _____ (2) Security Deposit: \$100.00 Check # _____

Completed/signed rental agreement, liability release form, and checks must be submitted to the Clubhouse Rental Coordinator before confirmation of date. Contact Mary Ann Groutt at 412-550-0003.

*The rental of the clubhouse includes the exclusive use of the main room, kitchen, and appliances. (Please note that during the summer months the restroom will also be used by residents from the pool or court areas). Any posted inventory in the kitchen may be used. The renter is responsible for consumable items, such as paper/plastic products, tableware, and ice.

*The clubhouse should be in presentable condition prior to the rental. However, the renter is responsible to inspect the facility before the rental date in the event that the renter wishes to clean more thoroughly. When the rental is over, the renter must thoroughly clean the room, set the thermostat at the seasonal temperature (winter heat at 60 degrees, summer air at 80 degrees), remove all personal property, remove all trash from the premises, engage the lock on the door and leave the key on the counter, check that the doors are locked after vacating the premises. After a facility inspection, the renter will be refunded the security deposit unless extra cleanup is necessary and damages or rule violations have occurred.

*The clubhouse key is available to the renter one (1) day before the rental event. If an inspection of the clubhouse is desired, the renter may make arrangements to secure the key at an earlier date.

I understand that...

- A. The use of the pool/pool furniture, and tennis & basketball courts is NOT included with the clubhouse rental.**
- B. Consumption of alcohol by minors or intoxication by adults is prohibited. Any violations will be enforced by this agreement, local and state laws, and by local and state officials. The police will be called. Renter will lose the security deposit and the renter will be criminally charged.**
- C. Alcohol is not permitted outside the clubhouse.**
- D. GCLO and CCA reserve the right to prosecute any misconduct and to use whatever means necessary to protect the safety of their residents and guests, such as, but not exclusive to, immediate termination of this agreement and clubhouse use.**
- E. The renter must be present at the clubhouse at all times during the rental occasion.**
- F. The clubhouse is a non-smoking building.**
- G. Evidence of personal liability insurance will be required of anyone renting the clubhouse.**
- H. Liability Release Form must be signed and returned along with the Rental Agreement.**

I have read and agree to follow the clubhouse rules and regulations for this rental occasion.

Renter's Signature _____ Date _____

Printed name _____

If a portion of the security deposit is withheld, the reason is _____

THE POOL, POOL FURNITURE, TENNIS & BASKETBALL COURTS ARE NOT AVAILABLE TO THE RENTERS WHILE RENTING THE CLUBHOUSE.

WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

This agreement is made between Georgetown Commons Land Organization and Colony Courts Condominium Association (hereinafter known as "Lessor") and (hereinafter known as "Lessee").

This agreement is made upon the express condition that Lessor shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Lessee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by Lessee in connection therewith, and Lessee hereby covenants and agrees to indemnify and save harmless the Lessor from all liabilities, charges, expenses (including counsel fees) and costs on account of or by reason of any such injuries, liabilities, claims, suits or losses however occurring or damages growing out of the same.

Lessor shall not be liable for any damages occasioned by or arising from acts and/or neglect of co-tenants, or other occupants of the community or any owners, or owners of adjacent or contiguous property.

Lessor shall not be liable in any way or to any extent at all, for or on account of any injury to any property at any time in said buildings, or for or on account of the destruction of any property at any time in said buildings.

Lessee hereby waives any claim it might have against Lessor for loss or damage to it caused by Lessor in connection with Lessee's occupancy of the above-described premises and storage of property therein to the extent that Lessee is fully compensated for such loss or damage by actual receipt of proceeds from insurance policies covering such loss or damage.

Lessee agrees that he/she will protect and save and keep the Lessor forever harmless and indemnified against and from any penalty or damage or charges imposed for any violation of any laws or ordinances, whether occasioned by the neglect of Lessee or those holding under Lessee, and that Lessee will at all times protect, indemnify and save and keep harmless the Lessor against or from any accident or other occurrence on or about said premises, cause injury to any person or party whomsoever or whatsoever, and will protect, indemnify and save and keep harmless the lessor against and from any and all claims against and from any and all loss, cost, damage or expense arising out of any failure of Lessee in any respect to comply with and perform all requirements and provisions hereof.

Lessee Signature

Date

Lessee Print Name

COMPLAINT FORM

This form to be used to: 1. File a complaint for rules violations against a specific resident
2. File a general complaint about a problem on GCLO property.

Your Name		Owner or Renter	
Unit Address			
Phone (home)		Phone (work)	
Today's Date			

Complaint Against:		Unit Address Involved:	
Date Problem Occurred:		Time Problem Occurred:	
Location of Problem:			
Describe Your Complaint:			
How Often has This Occurred:			
Witnessed By You?			
Other Corroboration?			
Remarks or Notes:			

Your Signature: _____

Your signature indicates your request that The GCLO Board of Directors investigate this complaint for validity and for a possible violation of GCLO Rules. For first violations, a formal "cease and desist" notice is sent to the resident and entered into the unit's file. For continuing violations or for more serious rule violations, an owner may be cited and fined. If fines are imposed, the accused resident may request a due process hearing before the GCLO Board at which time you may be asked to appear or to give a written disposition.

This space for GCLO Use Only

Date Received
Date Investigated
Follow Up

Georgetown Commons Land Organization
RENTAL UNIT: NEW TENANT INFORMATION

This form to be used to: Notify GCLO when a unit is rented or occupied by a non owner

Unit Address		Date New Tenant will Occupy Unit	
Unit Lease	Start Date:	End Date:	

Please return this form to : GCLO Property Management Office.

Name of Owner of Unit				Check if Owner now occupies this unit: _____
Address of Owner				Check if this unit has been rented previously: _____
Owner's Phone #	Home:	Work:		
Insurance on Unit:	Company:	Agency:	Policy #:	
Full names of Adult Tenants	Male:	Female:	How many people will occupy this unit?	
Names of Other Occupants <small>(indicate if children)</small>				
Tenant's Phone #	Unit:	Work:	Emergency:	
Tenants Employment				
List Any Pets				
Tenants Vehicles to be parked on property				
Special Notes:				
Did you issue Tenant? (required items)	Code of Regulations	Rules and Regulations	Copies of these items are available thru GCLO office.	
	Mailbox key	Tennis Court Key		
Did you advise Tenant of? (recommended items)	Patio Rules	Parking Policy/Spaces	Guest Parking	
	Pool Rules	Clubhouse Rentals	Occupancy Limit	
	Court Rules	Window Coverings	Maintenance Phone#	
	Pet Rules	Garbage Collection	No Commercial Use	

Notice: Minimum of one year lease is required. Local ordinance limits occupancy of units to a maximum of 2 persons per bedroom. The tenant signing the lease must occupy the unit.

GCLO requires the following to accompany this form:

1. Insurance covering property damage and personal liability;
2. Proof of a criminal background check;
3. Copy of lease.

PLEASE REFER TO GCLO RULES 4.27, OWNERS RENTING UNITS.

GCLO requires this form for purposes of residential security and to supply residents with maintenance and other condominium services. Information you supply is strictly confidential.

APPEAL FORM

This form is to be used (if desired) to Appeal GCLO Executive Board ruling on a complaint.

Your Full Name			
Unit Address			
Owner or Renter			
Home Address			
Phone (home)		Phone (work)	
Date of Appeal			
Who Complaint is Against (name and address)			
Subject of Complaint			

**PLEASE ATTACH COPIES OF ORIGINAL COMPLAINT AND BOD DECISION LETTER.
IF NOT AVAILABLE, DESCRIBE COMPLAINT AND BOD DECISION ON SEPARATE PAGE.**

Describe in detail below the reasons you are appealing the decision.

Print Name: _____ Date: _____

Your Signature: _____

Your signature indicates your request that the GCLO Executive Board re-evaluate their decision regarding the above mentioned complaint for confirmation that GCLO Rules are validated.

This space for GCLO Use Only

Date Received
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Follow Up