

Forest Lakes Amenity or Entry Gate Request Form

Homeowner Name(s): _____

Address: _____ Lot number: _____

Phone Number(s): _____ Which Association? Forest Lake POA ☐ The Retreat ☐

Email address(s): _____ Owner: ☐ Renter: ☐

Two amenity access cards(clubhouse, gym and pool) and two Gate Key Fobs will be issued per home for new builds only. If the house is sold, please pass the cards and Key Fobs to the new homeowner(s). If they are not passed down to the new owners, the owners will be required to purchase new cards. If your card is lost, stolen or is no longer working please contact Kristen with Georgia Community Management at kbennett@gcmmgt.com or 770.554.1236.

Replacement Access Cards are \$15.00 each. Replacement Key Fobs are \$25.00

Which are you requesting and how many?

Amenity Access Cards ☐ How many (2 max)? _____ Cost per card: \$15.00 Total Costs: _____

Gate Entry Key Fobs ☐ How many (2 max)? _____ Cost per Fob: \$25.00 Total Costs: _____

Amount Submitted: _____

If your billing address or mailing address is **different** than the address above please note that here:

Billing address: _____

Mailing address / name for card _____

(If you rent your home, please make sure you have completed a property management agreement, available on the HOA website).

- I understand that as an owner of the above listed property/lot that I am responsible for my access card and/or key fobs and any party that uses it.
- I understand if my HOA Fees are not paid and kept current, access to the amenity center, pool and tennis court may be turned off until I make my account current.
- I understand that this card will be used to access the amenities.
- I agree that I have read and will abide by all rules and regulations for the amenity posted on the website.
- I understand that in order to have more than 10 people at the amenity center I must rent the clubhouse and will abide by all rental rules.
- I understand that any amenities located on the amenity site may be under 24-hour video surveillance.

Homeowner Signature: _____ Date: _____

Send only page 1 to GCM.

For office use only:

Are Association assessment fees current? _____ Date checked: _____

Forest Lakes Amenity Center, Fitness Center, Playground, Pool, and Courts Rules

Amenity/Clubhouse Rules

- Forest Lakes Amenity area is for exclusive use of Forest Lakes members and guests.
- No Pets are permitted on amenity grounds; this includes the parking lot and grounds.
- Use of amenity areas is at risk for the individual; the Property Owners Association assumes no responsibility or liability for any accidents or injuries.
- Please refrain from using profanity in or around any amenity or clubhouse area.
- If you plan to have more than **10** people in the amenity area, the clubhouse must be reserved, and fees must be paid.
- **Clubhouse rental-** The clubhouse must be rented/reserved if you plan to:
 - Have more than **10** people, as permitted, with your access card.
 - Bring decorations, party items, or other evidence that would lead others to believe you have the space reserved.
 - Each Household is limited to 4 clubhouse rentals per year.
 - Failure to reserve the clubhouse will result in a **\$600.00** rental fee.
- When entering the clubhouse if you notice any damage, please call your POA manager immediately.
- Please refrain from using profanity in or around the clubhouse.
- Please return all furniture to its original location before exiting clubhouse.
- Please be courteous with the volume of the television. Please turn the television off and leave remote control in a visible location before exiting the clubhouse.
- Please leave the clubhouse clean, remove all personal belongings and trash before leaving the clubhouse.
- The Amenity area is for casual use. The following activities are not permitted:
 - Any type of paid lessons/classes (example: swimming lessons, fitness classes)
 - Events that require money payments or donations.
- Park only in designated spaces. Absolutely no parking on the grass. No commercial vehicles/trailers are permitted at any time.
- Water balloons are not permitted in any amenity areas.
- Fireworks are not permitted in any amenity areas.
- Parking areas may not be used for events, unless approved by the POA management.
- Trash containers should not be used for household trash. Please police your area before leaving and place all trash in appropriate receptacles. Bulky items such as pizza boxes should be taken with you.
- Audible music is not permitted in the amenity area; personal headsets should be worn to not interfere with others' enjoyment. If this clubhouse is rented, all music must be contained in the great room.
- Children under the age of 18 shall not be in any amenity area without an adult present.
- Management reserves the right to restrict the use of the facility if necessary.
- Amenity areas may be under 24-hour surveillance.
- Smoking and vaping are not permitted in the clubhouse, on the tennis court, in the pool area or on the playground.
- Illegal drugs are not permitted in the amenity areas.

Fitness Center Rules

- Facility is for the use of Forest Lakes residents and their guests. A resident must accompany all guests.
- Use of this facility is always at the risk of the individual; the Property Owners Association assumes no responsibility or liability for any accidents or injuries.
- You must obtain permission from a medical doctor to use this equipment or participate in any fitness program.
- No one under 18 years old is permitted in the fitness center without an adult.
- No food or tobacco products are allowed in the fitness center.
- Fitness center equipment may not be altered, moved, or adjusted in a manner not pre-approved by management or the manufacturer.
- Benches and vinyl must be wiped down after use.
- If others are waiting to use equipment, please limit time to 20 minutes.
- Please wear proper clothes, including footwear.
- Management reserves the right to restrict the use of this facility.
- Please turn the Television(s) off, when you are finished with your workout, and place the remote in a highly visible area.

Playground Rules (Play area is closed from dusk to dawn.)

- Adult supervision required. Play at your own risk.
- Do not use equipment when wet.
- No smoking in or around the playground.
- No running, pushing, or shoving.
- Do not use play equipment improperly.

Forest Lakes Amenity Center, Fitness Center, Playground, Pool, and Courts Rules

- No bare feet. Proper footwear required.
- Do not use play equipment unless designed for your age group.
- If you notice any broken equipment or playground hazards, please report it to the POA.
- No pets are allowed in the playground area.
- No glass is allowed in the playground area.
- Playground is for the residents of Forest Lakes and their guests. A resident must accompany all guests.
- Please refrain from using profanity in or around the playground.

Swimming Pool / Spa Rules

- Swimming pool is for residents only; all guests must be with a resident.
- No lifeguard on duty, swimming is at your own risk.
- No running, No diving, No rough play allowed.
- Gates must be closed after entering and exiting the swimming pool area.
- Unattended solo bathing is prohibited.
- Children under the age of 18 shall not use pool without an adult in attendance.
- Children, three years old and younger, as well as any child who is not potty trained, must wear snug fitting plastic pants or a water-resistant swim diaper.
- No smoking/vaping in or around the pool area.
- No glass articles allowed in or around pool.
- No food, drink, or wrappers shall be permitted within ten feet (10') of the swimming pool or spa.
- If you notice any damage to the pool area, please contact the management office.
- Please leave the pool area clean, remove all personal belongings and trash before leaving the clubhouse.
- No swimming allowed during heavy rain or when thunder and lightning can be seen or heard.
- Emergency telephone is located at poolside.
- Return all pool area furniture to its original location before leaving the pool area.
- Table umbrellas shall be closed after use.
- A licensed Certified Pool Operator maintains the pool. If pool must be closed, all signage must be adhered to or access to pool will be revoked for 30 days minimum.

Tennis / Pickle Ball Court Rules

- Courts are for exclusive use of Forest Lakes Residents and accompanied guests.
- Players must wear tennis shoes with non-marking rubber soles.
- Courts are for tennis or Pickle Ball use only and may not be used for any other purpose. Roller skates, skateboards, scooters, bicycles, etc. are prohibited.
- Players should limit their play to one hour if others are waiting to use the court.
- At no time is food or drink (other than water) allowed on the court.
- No glass articles allowed in or around the tennis courts.
- Courts are for casual use only; no paid events or lessons are permitted.
- No profanity shall be used in or around the tennis court.

Gate Key Fob Helpful Hints:

- If your remote stops working you might want to try changing the battery before purchasing a new remote. These are available at Walmart or most places that sell batteries.
- Contact GCM's office to have your phone number put in the gate, you may use your phone (home or cell phone) to allow people access to the gate.
- You will notice beside your name there is a 4-digit code; this code can be used to access your name without scrolling. (Example if the code is #1234, when these numbers are entered on the keypad it will start calling your phone directly without a requirement to scroll). You may find it helpful to give this entry number to your pizza guy or delivery person, you will still need to answer their call and press 9 on your phone, but it could save them some confusion at the gate.
- Access codes are NOT general, if you are using a code that is NOT your specific code it could be removed or changed at anytime without notice. Each Homeowner has a code or codes that are specific to their home only. These codes should ONLY be given to family members or people living in your home. Owners should not use old codes not associated with their account for food delivery or uber/lift. Only use the codes associated with your account.
- If you have a vehicle that allows you to program a garage door opener to your vehicle, you can likely also program your remote to your vehicle. Review your vehicle user manual for instructions.
- If you need assistance with your remotes, codes or phone numbers for either gate please contact the POA office.