

*The Meadow Townhomes*  
1620 Glenn Bo Dr.  
Norman, OK 73071  
405-677-9116

[ContactList()]  
[Address.Street1()] [Address.Street2()]  
[Address.CityStatePostalCode()]

RE: Pool card distribution

Dear Homeowner:

It's that time of year again where we can enjoy the sun with family and friends by the beautiful swimming at The Meadow Townhomes! As a matter of security, we have changed the lock system for the upcoming season from a key to a swipe card system.

In order to receive your unit pool access card, the attached form will be required as well as any supporting documents that are notated (if applicable). This will be necessary for each of you to complete the attached information form in accordance with the CC&R's.

Additionally, there will be a \$5.00 cost per key card added to your account.

Should you have any questions regarding this request, please do not hesitate to contact our office. All questions may be answered at 405-677-9116 or [manager@yourmeadowshoa.com](mailto:manager@yourmeadowshoa.com)

Thank you in advance for you cooperation in this necessary task. As always, it is a pleasure to serve you as your association management team!

*Respectfully,*

The Meadow Townhomes Management Team  
**an Oklahoma HOA Partnering Community**

## 2017 SEASON POOL RULES ADDENDUM

This addendum is agreed to and shall be made a part of the lease agreement between The Meadow Townhomes and \_\_\_\_\_ (Owner of Record or Resident of Lease agreement) for the premises located at \_\_\_\_\_, Norman, OK 73071 (Premises) effective May 1, 2017 (2017 Pool Season).

### **OBSERVE ALL ADDITIONAL POSTED RULES AT THE POOL LOCATION**

1. No one under the age of 16 years will be allowed in the pool unless accompanied by a parent or legal guardian who is in the fenced area by the pool. Standing outside fence or next to unit is not acceptable or safe for the child.
2. Swim at your own risk. –NO LIFEGUARD!
3. Shower before swimming.
4. No cutoffs or street clothes allowed. SWIM WEAR ONLY!
5. No glass containers in or around pool area.
6. No alcoholic drinks nor displays of intoxication.
7. DO NOT jump, sit or play on the lifeline (THE ROPE)
8. No running in the pool area.
9. No disorderly conduct will be permitted at any time.
10. NO DIVING
11. No pets allowed in the pool or pool area at any time.
12. Each unit may only have four (4) guests. The resident must be with the guest at all times.
13. No tobacco usage in allowed in the water.
14. No one is allowed in the water with any sickness, open sores, diarrhea or similar conditions.
15. No diapers in pool.
16. Management reserves the right to close the pool one day a week for cleaning. Residents are restricted from using the pool on cleaning day. Any resident using the pool during this day will be restricted from usage of the pool.
17. Pool furniture shall not be removed from the pool area or placed in the pool.
18. Residents will be responsible for removing personal items from the pool area
19. No electrical devises are permitted in the pool area unless battery operated. Voices and music devices shall be kept to a minimum as to avoid disturbing other patrons.

20. Should your child or its guest throw trash or any other debris in the pool, even in the off-season, will result in a fine of \$25.00.

21. Do not remove drain cover or swim in pool should drain cover be missing.

22. Foul language is strongly discouraged.

Violation of the above rules will result in being asked to leave the pool area. If violation warrants, resident will be prohibited from using the pool and denied admittance into the pool area. These rules are for your safety and the safety of your neighbors. Upon each violation, there will be a \$25.00 fine assessed to the UNIT OWNER as determined by the management and Board of Directors.

Agreed upon this \_\_\_\_\_ day of \_\_\_\_\_, 2017 .

Resident #1 \_\_\_\_\_ (printed name) \_\_\_\_\_

Resident #2 (if applicable) \_\_\_\_\_ (printed name) \_\_\_\_\_

# The Meadow Townhomes

1620 Glenn Bo Dr.  
Norman, OK 73071  
405-677-9116

Unit Address: [Unit.Address.Street1()] [Unit.Address.Street2()]

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## UNIT OWNER INFORMATION

Unit owner name on file:  
[ContactList()] (yes / no)

*If no:*

Unit owner mailing address on file:  
[Address.FullAddress()]

If this information is not correct, please provide below:

\_\_\_\_\_  
\_\_\_\_\_

Unit Owner Contact # on file:  
[Contact.PhoneNumber.Number()]

If this information is not correct, please provide below:

\_\_\_\_\_

Unit Owner email address on file:  
[Contact.Email()]

If this information is not correct, please provide below:

\_\_\_\_\_

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## OCCUPANT INFORMATION:

Is this unit Owner occupied?      Yes / No

If no, please provide the Resident information below **AS WELL AS** a copy of your most recent rental agreement (as required in your CC&R's)

Resident #1 Name: \_\_\_\_\_ Contact # \_\_\_\_\_ Email: \_\_\_\_\_

Resident #2 Name: \_\_\_\_\_ Contact # \_\_\_\_\_ Email: \_\_\_\_\_

Do your Residents have children? Yes / No    If yes, how many? \_\_\_\_\_

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**VEHICLE INFORMATION:**

Please update the occupying vehicle information below (as required in your CC&R's):

Vehicle # 1: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag #: \_\_\_\_\_

Vehicle # 2: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag #: \_\_\_\_\_

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**MORTGAGE INFORMATION:**

Each unit is to update the Association manager of held mortgages in order to provide evidence of insurance and proxies for modification of By-Laws. Please provide this updated information below:

1<sup>st</sup> Mortgage Holder Name: [UserDefinedField("MORTGAGE COMPANY")] Account #  
[UserDefinedField("MORTGAGE ACCT #")]

Correction: \_\_\_\_\_

Mailing address notated on monthly statement: [UserDefinedField("MORTGAGE CO MAILING STREET")]  
[UserDefinedField("MORTGAGE CO FAX #")]

Correction: \_\_\_\_\_

2<sup>nd</sup> Mortgage Holder Name: \_\_\_\_\_ Account # \_\_\_\_\_

Mailing address notated on monthly statement: \_\_\_\_\_

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**EMERGENCY CONTACT:**

In the event of emergency, who would you want us to contact on your behalf?

Contact #1 Name: \_\_\_\_\_ Contact # \_\_\_\_\_ Email: \_\_\_\_\_

Contact #2 Name: \_\_\_\_\_ Contact # \_\_\_\_\_ Email: \_\_\_\_\_

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