

FREQUENTLY ASKED QUESTIONS – December 2010

FAQ	ANSWER
How do I reserve the clubhouse ?	Complete form available at clubhouse or fill in your request on the HOA web site. Contact Dawn Walsh (419-794-7200).
How much does it cost to use the clubhouse for a private function?	\$100 non-refundable fee + \$50 security deposit. Payable in one check (\$150) and dated for immediate deposit to Waterside HOA. Security deposit is refunded after function provided there is no damage to facility. Cancellation policy is 21 days prior to rental for full refund; after 21 days full refund is given only if facility is rented.
How do I rent the clubhouse for Holidays?	A resident can rent the clubhouse one year in advance, and the year should be calculated on the first of the month when the rental is requested. For example, if you want to rent the clubhouse for Christmas 2012, you could do so as of December 1st of 2011. Additionally, such <u>holiday reservations will only be entered upon receipt of the payment</u> . If a reservation is “penciled it in”, without the rental fee, another resident can request the same time period and if that rental fee is paid at the time of making the reservation, then your reservation will be scratched.
How do I reserve the clubhouse for community events such as parties and get-togethers?	There is no charge. Consult the calendar for availability and notify Dawn Walsh (419-794-7200).
How do I reserve the clubhouse for committee meetings?	There is no charge. Consult the calendar for availability and notify Dawn Walsh (419-794-7200).
How do I run for Trustee ?	Contact Carol Spaulding (419-794-7023). Elections are held at the annual meeting
How is the newsletter (Harbour Lights) distributed?	Delivered by Plat Captains, usually on the last day of the month to newspaper slot of mailbox. Available on the web site by the first of the month. Harbour Lights is not mailed.
How do I change my landscaping , or home exterior ?	Refer to deed restrictions for full information. Written request <u>w/drawing</u> must be approved before proceeding. Contact Mark Lindberg (419-878-2002).
How do I use the community bulletin board?	Post your announcement on the appropriate board in the Exercise Room hallway. There are three – one dedicated to internal Waterside residents; one dedicated to events outside of the Community; and one to chronicle Waterside events. Date all postings, which will be removed in 30 days. Residents may take photos 30 days after posting.
How do I report street lights that need repair?	For street light outages, FAX the location to Toledo Edison at 419-249-5345 or complete online report at: https://www.firstenergycorp.com/forms/streetlight/reportStreetLightProbInit.do
What is the pet policy?	Refer to deed restrictions for full information. Pit bulls and other dogs needing insurance, per Lucas County laws, are not allowed; leash law must be abided by at all times; and solid waste must be picked up
What is the fertilizing schedule?	Basic fertilizer, grub & certain insect applications are provided by the HOA per provider schedule Spring – Fall. Contact HOA office for further information
What is our voting precinct and where do I vote?	Monclova is Precinct 2; vote at Clubhouse except for Skipper Court, which is Precinct 7; vote at Monclova Primary School.
What size and type of boat may I have?	Refer to deed restrictions for full lake information. Pontoons: 5 x 10 w/electric motor only; otherwise, under 10 ft.
What is the fishing policy?	Refer to deed restrictions for full lake information. Catch & Release in lakes; no fishing in pond; lake lots have 24/7 access; otherwise, use public dock at each lake. Fishing in our lakes restricted to Waterside residents only and their guests, who must be accompanied by the resident.
What is the home parking policy?	Refer to deed restrictions for full parking information. Residents should keep vehicles inside their garage with the door closed.
What is the policy for Christmas decorations?	Refer to deed restrictions for full information. Holiday lighting period is from Thanksgiving Day – January 10 and decorations may not be attached to home exterior.
What are the community	See monthly calendar. Activities range from twice monthly coffee & donuts to

activities?	exercise classes to card and board games to crafts and reading.
What are the clubhouse rules?	Refer to the Rules and Regulations and/or the reservation form. Your signature on the reservation form is your agreement to the rules. <i>The resident must attend the clubhouse function for which they rent it in its entirety. Violation will result in loss of the security deposit and deactivation of the FOB for one year.</i>
What are the pool rules?	Pool opens on or about Memorial Day and closes late September. Use is for residents and guests only. Follow posted rules on gate and pool house. Abbreviated rules: <ul style="list-style-type: none"> • 4 guests per household until 4 PM – 7 days/week • After 4 PM, 2 guests per household 18 and older • Children under 18 are not permitted after 4 PM • All guests must be accompanied by residents at all times – residents must remain in pool area • Management may close pool for unexpected maintenance at any time HOURS: MONDAY, WEDNESDAY, THURSDAY AND SATURDAY: OPEN AT 9:00 A.M. SUNDAY, TUESDAY AND FRIDAY: OPEN AT 10:00 A.M. THE POOL WILL CLOSE AT 10:00 P.M. EVERYDAY FOR MAINTENANCE AND CHEMICAL TREATMENT VIOLATIONS: All complaints and/or violations must be in writing to a Trustee and signed. Failure to comply with pool rules will result in a warning letter being sent to the Resident. If the warning is ignored or <i>if there is a second violation, a 12-month suspension of the resident's use of the facilities will result, and their FOB-Key will be deactivated.</i> Notice of deactivation will be sent in the second violation letter.
What are the guest rules in the Exercise Room ?	The Exercise Room is for Waterside Residents only – no guests are permitted.
What is a HOPA community?	The Federal Housing for Older Persons Act provides legal authority for active adult communities such as Waterside. There is no age limitation or restriction, but a percentage of homes must have residents 55 or older to meet the HOPA designation.
What is the security at Waterside?	The clubhouse and pool is locked at all times; you must use the key FOB to enter. POLICE: Lucas County Sheriff. FIRE: Monclova Township. 911 service available.
What is the policy on signs in Waterside?	The deed restrictions allow no signs to be placed in yards other than standard real estate “for sale” signs. No signs for vendors are allowed, i.e., painters, window replacement, etc. However, election signs are allowed to be placed in the mulch beds only and must be removed at the time the polls close.
What is the policy on garage (or estate, or moving) sales?	There is no clear, established history with respect to “Garage Sales” at Waterside. Traditionally, Waterside hosts and advertises a one-day annual Community-wide garage sale; however, there have been other public sales which are viewed as a major drawback to the security and safety of residents. Therefore, when considering inviting the general populace into our community for a singular Moving or Estate Sale, that is in addition to the annual garage sale, prior approval is required and a fee of \$5.00 payable to the Waterside HOA is to be paid with the request. These sales are limited to one day.
When is the snow shoveled?	Accumulations of 2 inches or more are shoveled AFTER the snow stops.
When is the grass mowed?	Every Wednesday west of Waterbury; Every Thursday east of Waterbury.
When is the Harbor Lights submission deadline?	The 22 nd of each month. E-mail Sharon at slerae@bex.net
When are the HOA dues payable?	Yearly in January; Quarterly, in the first month of the quarter. A late fee of \$25 is added after the 15 th .
When is the annual meeting ?	Traditionally in November at a location to be announced. Contact Carol Spaulding (419-794-7023).
When is garbage picked up?	Your taxes pay for pick up at no charge every other Wednesday. Waterside is on the South pick up schedule. Call 1-800-234-3429 for a calendar of pick up Wednesdays, or consult <i>The</i>

	<i>Monclova Township Monitor</i> , semi-annual edition -- 419-865-7862. Extra service, including recycling, can be purchased from Allied Waste Services -- 734- 848-3633.
Where do I report damage to the clubhouse?	Dawn Walsh (419-794-7200) will inspect the clubhouse after each function and a report should be made on the provided survey sheet. You may also call the HOA office.
Where do I report problems/damage at the pool?	Tom Blair (419-878-2705) or the HOA office.
Where do I report problems on the lake?	East Lake – Sharon Elfring (419-878-4578) West Lake – Joe Moran (419-878-0833), Tom Briggs, Paul Lewandowski, Mike Linenkugel, Jim McCollam, Gordon Gosses, Bob Duvendack, Tom Blair (See directory for additional numbers.) Pond – Butch Jennings (419-318-4441)
Where do I recycle?	There is a recycle station at the corner of Monclova and Albon Roads, directly behind the fire station. Anderson’s also has a station located in the parking lot by the garden section. Weekly recycle service is available from Allied Waste Services if extra garbage service is ordered . Cost is \$51/qtr. for both. One recycle container is provided. If more are needed, you may use your own. They pick up all recyclables, including plastic grocery bags, but no Styrofoam is accepted – 734-848-3633.
Where is the nearest Post Office ?	Monclova is in the MAUMEE postal district (43537); nearest office is on Ford, between Dussel & 20A. Mail forwarding is handled here. However, the closest post office is in Monclova Twp., west on Monclova Road.
Who do I call for warranty repair?	HOA office has a list of providers, which is also in this manual.
Who handles the community resident directory?	Martie Spoon (419-794-7142) or mspoon@bex.net. Remember the resident list may not be copied for use outside of Waterside!
Who are the Trustees ?	Sharon Elfring President (419-878—4578) Bob Harpel, Vice President (419-878-2404) Jim Binkley, Treasurer (419-878-0934) Mark Lindburg, Secretary (419-878-2002) John Hancock (419-868-5545) Heidi Hess (419-574-1506) Tom Blair (419-878-2705)
Who are the Committee Chairman?	Zana Sandys – Clubhouse (419-878-3473) Ray Patterson – Finance (866-9402) Carol Spaulding – Future Needs (419-794-7023) Sue Keith -- Hot Topics (419-878-8329) Joe Moran – Lake (419-878-0833) – Garden Carol Spaulding – Plat Captains (419-794-7023) Tom Blair – Pool (419-878-2705) Mollie Kervin -- Social (419-441-2028) Pat Holz – Welcome (419-740-2274)
Who handles Resident concerns?	Any Trustee, but specifically: John Hancock or Bob Harpel – contracted services such as mowing, snow removal. (419-868-5545 or 419-878-2404) Mark Lindberg – Architectural Controls, Deed Restrictions (419-878-2002) Jim Binkley – Finance (419-878-0934) Tom Blair – Pool (419-878-2705) John Hancock – Clubhouse (419-868-5545) Sharon Elfring – HOA office (419-878-4578) Heidi Hess – HOA office planning/coordination (419-574-1506)
Who handles Harbor Lights ?	Sharon Elfring – HOA office. Deadline for submissions is the 22 nd of each month. E-mail slerae@bex.net
Who do I call for assistance with the sprinkler system ?	Waterville Landscape if home is still under 1 year warranty – otherwise, Aqua Link. Residents are required to water lawns to maintain a uniform, first class

	appearance to the community.
Who winterizes the sprinkler system ?	HOA office chooses the service provider as the cost is part of your dues. Winterizing is performed normally in October each year with dates announced in advance.
Who turns on the sprinkler system ?	Residents are responsible for this task.
Who updates FAQ's?	HOA office – Martie Spoon (419-794-7142)
Who handles the RV/Boat storage lot?	Doug Stone – 419-381-1386
Who is responsible for public sidewalk repair?	Monclova has no inspection program. All residents are responsible for both public and private sidewalk repair/maintenance.
Who is responsible to maintain the mail box?	Residents. Box must be free of rust and can either be sanded and painted or replaced <i>inside the quad mail box station. The quad stations are standard in the community and may not be changed.</i>
Where do I pay my HOA dues ?	Mail to P.O. Box 97, Monclova, OH 43542, drop off to the black, locked mailbox in clubhouse, or the black, locked mailbox at the modular office.
Where do I get my key FOB?	HOA office.
Where is the library?	Bookmobile visits Waterside on Wednesdays, at the clubhouse from 10:30 AM – Noon, and there is a local library on River Rd. in Maumee. A library stocked by resident book and media donations is located in the clubhouse. Borrowing is on the honor system.