



February 2017

Dear Neighbors,

The HOA Board of Directors is in the process of reviewing and updating our guidelines and procedures, upon advice from our attorney.

We are a 55 and older community with limited resources such as parking, neighborhood center capacity and pool usage. It is important to maintain the quality of life for all members of our community. To better insure that we meet these high standards, we have developed the enclosed rules regarding overnight guests.

Since this is a new policy, we are asking that you complete the attached guest form, if applicable, and return it by April 1, 2017 to the Westchester Property Management Group, at 520 White Plains Road, Suite 450, Tarrytown, NY 10591.

Future long term overnight guests should be registered with WPMG no later than one week of the move in date.

Special consideration may be made by the HOA Board under unusual circumstances.

Thank you for taking the time to review the attached guest policies and for your compliance and support,

The HOA Board of Directors

February 10, 2017

Warwick Grove HOA

Guest Policy

February 2017

General

- A resident is defined as the record owner of the title to a unit, or the tenant of record.
- All individuals, age 18 and older, may reside as guests with the resident, subject to the policies for guests below.
- Tenants must abide by these guest rules unless the lease is more restrictive in which case the more restrictive provisions apply.
- This policy recognizes that as a 55 and over community the guest policy must meet certain laws such as, the "Occupancy of the home must be in accordance with section 145-2-7 of the PAC (Planned Adult Community) zoning classification of the Village of Warwick."

Guests

- Long term guests must be registered with Westchester Property Management Group (See Form attached). Long term as used in this document is defined as more than two weeks.
- Each resident is permitted to have 2 long term overnight guests and residents per bedroom and 1 additional occupant. For example, a three-bedroom home may have a maximum of 7 people living in that home. There is no limit on the time that a guest age 18 and older may live with the resident.
- Long term guests who are member(s) of resident's immediate family and are age 18 and older need not be registered. Also a partner/significant other of the resident need not to be registered.
- If parking becomes an issue, the resident or their guest may have to park off the grounds.
- Four legged pets of guests are limited to 3 per house hold.
- All guests must comply with all HOA policies, regulations and guidelines.
- Due to limited space and availability at paid HOA events, only 2 overnight guests, per unit, are allowed to attend, if space permits and any applicable payment is received.

Special Rules for Guests under the age of 18

- A person under the age of 18 may reside over night with the resident for a maximum of 60 days a year. The time allotment begins when they first reside with the resident, and each successive 12-month period thereafter.

- Holidays and special occasions will not be considered part of the 60 days, since these will be short term events (under two weeks).
- Residents with a long term guest(s) under the age of 18 must also complete an affidavit that such long term guest(s) will meet the 60 day a year requirement.
- This section does not apply if superseded by federal, state and/or local statutes.

Please remember that all guests must follow the rules and regulations of the Home Owners Association including:

- Cars may not be parked on the streets over night during the months of November 1st through April 1st.
- All guests under the age of 18 must be accompanied by the homeowner to the pool and during appropriate hours.
- Guests under the age of 18 are not permitted in the exercise room.
- Guests under the age of 18 are not permitted in the neighborhood center or post office unaccompanied by a resident.

Please complete the form attached to register your long term guest(s) and file with the Westchester Property Management Group at 520 White Plains Road, Suite 450, Tarrytown, NY 10591.

A fine will be assessed on the homeowner who does not meet these guidelines, with proper notice of the violation, in accordance with the ***Declaration of Covenants, Restrictions, Easements, Charges and Liens.***

Warwick Grove HOA

Registration Form

For

Long Term Guests

(More than two weeks)

The name, address, phone number, email address of the resident hosting their guest(s).

The name of the guest(s), and their age.

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____

Length of stay and reason.

- *Long term guests who are member(s) of resident's immediate family and are age 18 and older need not be registered. Also a partner/significant other of the resident need not be registered.*
- *Special consideration may be made by the HOA Board under unusual circumstances.*

Mail to the Westchester Property Management Group at 520 White Plains Road, Suite 450,
Tarrytown, NY 10591

Signature of homeowner

Date

Received by

Date

WARWICK GROVE HOA

AFFIDAVIT OF RECEIPT OF GUEST POLICY

For Residents with Long Term Guests under the age of 18

ADDRESS/UNIT: _____

I, _____, CONFIRM THAT I HAVE RECEIVED AND READ THE GUEST POLICY FOR WARWICK GROVE HOMEOWNERS ASSOCIATION. I UNDERSTAND THAT I AM RESPONSIBLE FOR OBSERVING THIS POLICY AND ENSURING THAT MY GUESTS DO LIKEWISE. I CONFIRM THAT I WILL ABIDE BY THE 60 DAY A YEAR RULE FOR GUESTS UNDER THE AGE OF 18 AS WELL AS THE OTHER AGE-RESTRICTIONS APPLICABLE TO THE WARWICK GROVE COMMUNITY.

SIGNED: _____

DATE: _____