

**EAST HORIZON CONDOMINIUM ASSOCIATION  
UNACCOMPANIED HOUSEGUEST POLICY**

<b>P&amp;P Title:</b>	<b>Unaccompanied Houseguest Policy and Procedure</b>		
<b>P&amp;P Number:</b>		<b>Revised:</b>	<b>Effective Date:</b> 1/21/2020

**Approved By:** Board of Directors

**Date Approved:** 21-Jan-2021

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**OVERVIEW**

**Description:**

East Horizon Condominium Association (EHCA) wishes to create an environment where all residents and guest are welcome, safe, and secure. To accomplish this, it is important that all parties on the premises are registered with the Contract Management Company (CMC) and are familiar with the EHCA Rules & Regulations established to clarify the expectations of our community.

**Unaccompanied Houseguests make no remuneration in exchange for unit usage while the unit owner is not present** (e.g. family and friends). Those making remuneration for unit usage are considered tenants/renters (see Leasing Policy).

**Reference**

1. The Horizon (EHCA) DOCs Article XII Usage Restrictions.
2. The Horizon (EHCA) DOCs Article XV Restrictions As To Leasing and Rental of Apartments.
3. 1991 amendment to Use Restrictions OR3112 p. 2072: minimum lease period 6 months.
4. 2002 amendment to Use Restrictions OR4674 p. 1776: prohibits sub-leasing or the use of a unit by guests unless the owner/lessee or his/her immediate family is residing in the unit.

**Purpose**

To ensure the safety and security of all persons on property.

**Applicability**

All unit owners.

**Failure to Comply**

Failure to follow this policy and procedure could result in unaccompanied houseguests being denied access to common areas and amenities and/or fines assigned to the unit.

**Procedure**

1. Unit owners complete the Unaccompanied Houseguest Request Form (Appendix 1) and submit it to the CMC prior to their guests arrival.
2. The CMC reviews the form to ensure all information requested on the form is provided especially guest names, contact information and which common area key number(s) have been temporarily assigned by the unit owner to the guest(s).
3. The CMC notifies board members that guests are expected and forwards a copy of the request form to board members.
4. Owners are responsible to ensure guests are familiar with the EHCA rules and regulations and provide guests with an Unaccompanied Houseguest Arrival Form

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(Appendix 2).

5. Guests must complete the Unaccompanied Houseguest Arrival Form and deposit the completed form in the Building 403 office mail-slot (along the entrance hallway just north of the pool). The form includes verification that EHCA Rules & Regulations have been provided, vehicle registration information and confirm the assigned common key number(s). Please ensure any pets are listed on the form.
6. Unaccompanied houseguests should carry an assigned common area security key for access and identification purposes.
7. Unaccompanied Houseguests are expected to follow all EHCA Rules & Regulations. Appendix 3 Contains a shortened version of EHCA Rules & Regulations highlighting the most critical points for visitors.
8. Unaccompanied Houseguests are not to invite guests of their own to stay in the unit or use common areas of the property. All authorized guests should be listed on the UNACCOMPANIED HOUSEGUEST REQUEST FORM.
9. Unaccompanied houseguests must allow emergency access to the unit in the unlikely event it becomes necessary.
10. Unit owners are responsible for any unpaid debts incurred by their guests (e.g. damage to common property, fines levied for infractions) and to retrieve common area security key(s) from the guest.

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**Appendix 1**

**EHCA UNIT UNACCOMPANIED HOUSEGUEST REQUEST**

*(Completed by unit owner and submitted to the CMC prior to guest arrival.)*

**PLEASE PRINT CLEARLY:**

Unit # \_\_\_\_\_

Unit Primary Contact (owner or current renter making the request):

Name \_\_\_\_\_

Phone \_\_\_\_\_ (Text: Yes \_\_\_ No \_\_\_)

Email \_\_\_\_\_

**Unaccompanied Houseguests at East Horizon**

Dates of unaccompanied visit

From: \_\_\_\_\_ To: \_\_\_\_\_

# of Adults: \_\_\_\_\_ # of Children: \_\_\_\_\_ Pet: Yes \_\_\_ No \_\_\_

Primary Contact (POC) among Unaccompanied Houseguests:

Name \_\_\_\_\_

POC Cell Phone: \_\_\_\_\_ (Text: Yes \_\_\_ No \_\_\_)

POC Email: \_\_\_\_\_

Guests in addition to the contact named above:

Name 2: \_\_\_\_\_ Phone2 (optional): \_\_\_\_\_

Name 3: \_\_\_\_\_ Name 4: \_\_\_\_\_

Name 5: \_\_\_\_\_ Name 6: \_\_\_\_\_

EHCA Common Area Key serial numbers authorized for use by Unaccompanied Houseguests:

\_\_\_\_\_

I certify that the Unaccompanied Houseguests acknowledged receiving Rules & Regulations and have agreed to follow them:

Signed (requestor): \_\_\_\_\_

Date of signature: \_\_\_\_\_

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**Appendix 2**

**UNACCOMPANIED HOUSEGUEST ARRIVAL FORM**

*(Completed by guest upon arrival and deposited in the EHCA building 403 office mail-slot.)*

Unit # \_\_\_\_\_

Primary Contact among Unaccompanied Houseguests:

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Vehicle License # \_\_\_\_\_ State: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Expected Departure Date: \_\_\_\_\_

Names of Guests arriving with POC:

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

Pet (please indicate any pets that will be on property:

Dog \_\_\_\_\_ Cat \_\_\_\_\_ License #/Municipality \_\_\_\_\_

EHCA Common area key number(s) to be used on visit: \_\_\_\_\_

I read the East Horizon Rules and Regulations on date \_\_\_\_\_ and acknowledge that all guest including myself will follow these Rules and Regulations.

Signed (Guest Primary Contact): \_\_\_\_\_

Date signed: \_\_\_\_\_

A paper copy of this signed form must be deposited in the office mail slot in Bldg. 403 upon arrival. The office is adjacent to the recreation room and the mail slot is on the west side.

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**Appendix 3**

**EHCA RULES & REGULATIONS FOR UNACCOMPANIED HOUSEGUESTS**

**Welcome to East Horizon! We hope you enjoy your visit here.**

For those not familiar with condominium living, there are a number of Rules and Regulations to help maintain a comfortable environment for all. To help make your stay more pleasant, we have included a subset that we hope will help best orient you to our community:

**GARAGE/PARKING**

- Please park in the exterior lot or the garage space assigned to your unit only.

**COMMON AREAS/ELEVATOR**

- Use the buttons (<|>) to hold elevator doors, they will lock-up if held manually.
- Keep hallways clear - beachwear and shoes should not be left in the common hallway.

**NOISE**

- Be considerate of neighbors: limit noise such as shouting and loud music.
- Headphones should be used for music in the pool area.
- Extra care should be taken to reduce noise between the hours of 10 PM and 8 AM.

**POOL**

- Pool Rules are posted on the north side of the pool enclosure and must be followed.
- Pool hours are dawn to dusk. Swimming is at your own risk, there is no lifeguard on duty.
- **Do not tamper with the pool operational or safety equipment (including the rope).**
- Pool furniture must not be removed from the pool area.
- Please use a towel to protect the plastic webbing of the pool furniture.
- Swimmers must dry off and wear footwear before entering the buildings. Wet floors cause a slipping hazard.

**BEACH ACCESS**

- Rinse off sand when leaving the beach before entering the pool enclosure or buildings.
- No one is permitted to be on the dunes or to damage the dune vegetation.
- Fish cannot be cleaned or disposed of on any portion of the common areas.

**GARBAGE AND RECYCLING**

- Garbage must be securely tied in bags before depositing in the trash chutes.
- Trash chutes should not be used from 10 PM to 8 AM because of the noise factor.
- Recycling should be placed in the green recycling containers provided for each building:
  - **All cartons must be broken down** and placed in the recycling bins for removal.
  - Do not place non-recycle items in recycling bins. **When in doubt, place it in the trash.**
  - **If you use a plastic bag to carry your recycling to the bin, please empty the items into the bin. Do not place carry bags in the bins.**

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**EMERGENCY/EGRESS**

- Fire alarm pull stations are located on each floor near the stairs. In the event of a fire, please activate the alarm to alert other occupants.
- All occupants shall respond to fire alarms by leaving the building. Take the stairs to the ground level and remain outside until the building is cleared for re-entry.
- Do not use elevators the case of a fire unless directed by emergency personnel.

**PETS**

- Each unit is restricted to one (1) dog or (1) cat weighing no more than twenty-five (25) pounds
- The animal is to be leashed when outside of the unit at all times.
- Owners are responsible to pick up and dispose of any animal waste.
- Animals are not permitted in the pool enclosure at any time, **even for transit.**

Please remember to keep your serialized common area security key with you for identification when using common areas of the property. And, if not accompanied by the unit owner, please complete the Unaccompanied Houseguest form and place it in the office mail slot (the office is located in the 403 building – if you enter the building from the north side of the pool area the mail-slot will be along the hallway to your right). This helps us to know who is on property and enables us to reach you in case of an emergency.

Enjoy your stay!

EHCA Board of Directors