

INTERLAKEN HOMEOWNERS ASSOCIATION
75 Sarazen Street
Saratoga Springs NY 12866

Dear Interlaken Homeowner,

Enclosed for your information and convenience is a packet of information pertaining to the leasing or renting of any unit in Interlaken.

This package includes:

- 1) An Application/Request Form to lease or rent
- 2) Rules and Regulations for renting or leasing your unit (Revised October 19, 2019)
- 3) Rules and Regulations pertaining to the use of Interlaken's Recreational Facilities (Revised October 19, 2019)
- 4) An informational hand-out for Lessees/Renters

Prior to executing a lease or in any way permitting occupancy of the unit, the Homeowner must submit a completed and signed copy of the IHOA Rental/Lease Form to the Secretary of the Board of Directors.

The Renter/Lessee is required to sign the application agreeing to abide by all Rules and Regulations of the Interlaken Homeowners Association. The Renter/Lessee will also sign where applicable indicating they have received a copy of the Rules and Regulations pertaining to the Recreational Facilities in Interlaken.

The Homeowner will sign the Rental/Lease Form indicating that they have reviewed the Rules and Regulations with the Tenant and will be responsible for any damages to our common grounds caused by the Tenant.

If you would like a complete copy of the Interlaken Rules and Regulations, please contact the Secretary of the Board of Directors.

We hope this information will be helpful to you as an Interlaken Homeowner and we thank you for your continuing support in maintaining our unique and beautiful community.

If you have any questions, please feel free to contact the Rental Coordinator.

Best Regards,

The Interlaken Board of Directors

INTERLAKEN HOMEOWNERS ASSOCIATION

75 Sarazen Street
Saratoga Springs NY 12866

RENTAL/OCCUPANCY FORM

To Be Completed by the Homeowner:

Date: _____ Homeowner Name: _____

Unit Address: _____

Homeowner's Telephone: _____ Homeowner's E-mail: _____

RENTAL PERIOD: FROM ____/____/20____ TO ____/____/20____

NAME OF RENTER: _____ NO. LIVING IN UNIT _____

RENTER PHONE: _____ EMAIL: _____

Name(s) of Occupants:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

A copy of the Interlaken Rules and Regulations pertaining to Leasing or Renting your unit and use of the Interlaken Recreational Facilities is attached. Please give the "Rules and Regulations for Renters" to your tenant.

Homeowner: I will review the Rules and Regulations with the tenant and I will be responsible for the damages to our common grounds caused by the tenant.

Signature of Homeowner _____

*Interlaken is a single-family residential community. Rentals of any unit to corporations or other business entities for employees or guest use, to multiple families, to college students, or for the establishment of or use by a business, is prohibited.

Be Completed by the Lessee/Renter:

I (We) understand that we are moving into a deed-restricted community. I (We) hereby agree to abide by all Rules and Regulations of the Interlaken Homeowners Association.

I (We) have received a copy of the Rules and Regulations pertaining to the Recreational Facilities in Interlaken.

Please sign and date below:

Tenant Signature: _____

Tenant Signature: _____

Date: _____

RULES AND REGULATIONS FOR THE HOMEOWNER

Section XII – Leasing, Renting

A. Single Family Homes

Declaration Article IX, Section 9 provides, “None of the lots may be improved, used or occupied for other than private single family residential purposes.” Operation of a home as a bed and breakfast type facility, including the rental of a unit/room for less than one week through “Air BNB” or similar sites or agencies, or by any other means, is strictly prohibited.

As a result, homeowners may not install a 2nd kitchen within their dwelling unit.

B. Lease/Rentals

A homeowner may lease, rent or occupy his/her home within the following parameters:

- Leases, rentals or occupancy of less than 1 week are not permitted.
- You may not lease, rent, or have your home occupied by a corporation or other business entity.
- Subleases are not permitted.
- Prior submission of the Association’s Lease/Rental Form, is required.

C. Notifying the Association

At least thirty (30) days prior to executing a lease, or in any way permitting occupancy of the unit, a homeowner must submit to the Association’s Administrator or the Renters Coordinator a completed copy of the Association’s Lease/Rental/Occupancy Form.

- The names and address of the primary residence and prospective lessees/renters and occupants, and the duration of the proposed occupancy, or lease.
- A description of the lessee, renter or occupant’s motor vehicle, including license plate numbers and State(s) of registration.
- The homeowner’s temporary address, telephone number and email address where contact can be made in case of emergency.

RULES AND REGULATIONS FOR THE RENTER/LESSEE

Section VI: Recreational Facilities

A. Scope and Definitions

The recreational facilities are:

- The clubhouse (public rooms)
- The swimming pool
- The pavilion
- The basketball court
- The tennis courts
- The playground equipment
- The horseshoe play area
- The volleyball/badminton area
- The putting green, and
- The water-front and dock

“Member” is as defined in the Declarations of Covenants. For the purposes of this section only, it also includes full-time residents of the same Dwelling unit.

“Guest” is any person using the recreational facilities at the invitation of a member.”

“Adult” means a person who is twenty-one (21) years of age or more.

B. Who May Use the Facilities

- Members in good standing, their renters and their guests may use all Interlaken facilities.
-
- “in good standing” means that the homeowner is up to date on payment of fees and has no outstanding fines or penalties, as determined by the Board of Directors.
- Homeowners must familiarize their renters and guests with the rules covering usage of Interlaken’s facilities as defined within this Section VI of the Rules and Regulations.
- Parents are responsible for the conduct of their children at all times.
- A ratio of one (1) adult for every four (4) children shall be maintained at all times at the swimming pool.

C. Who May NOT Use the Facilities

- Anyone under 16 years is not permitted within the swimming pool area unless accompanied by an adult.
- Anyone under 21 may not light a fire at the pavilion or utilize the clubhouse kitchen stove unless accompanied by an adult.
- Wet bathing suits are prohibited inside the clubhouse, except for the restrooms.

D. Pool Usage & Privileges

- Family members and overnight guests of a homeowner may use the pool when the homeowner is not present.
- Unless an exception is obtained from a Board Member, no more than twelve (12) persons per dwelling unit, regardless of age, may use the pool at any one time.
- Please be thoughtful and courteous: share furniture with your neighbors, especially on days of heavy pool, usage.

E. Hours of Use

The facilities may be used for functions during the following hours, unless arrangements are made in advance with a member of the Clubhouse Committee

Clubhouse and Pavilion:

- Sunday – Thursday 8 am to 10 pm
- Friday, Saturday and Holiday Eves 8 am to 12 midnight

Swimming Pool:

- Other than when temporarily closed for maintenance, the pool may be used during posted hours (8 am to dusk, weather permitting).

Tennis Courts:

- This facility is available for use during posted hours (7 am to 10 pm), except when closed for maintenance.
-

F. Priority of Clubhouse Use:

1. Board
2. Standing Committees: ASC and Nominating
3. Homeowner Exclusive Use, providing a 3-week advance notice
4. Standing Groups such as Mah Jong, Bridge Club, Book Club, Game Night, etc.

G. Swimming Pool Rules

There is no lifeguard on duty – swimming is at your own risk. Therefore, please use caution. To ensure that best practices are used, and for your own health and safety, please observe the following rules:

1. Become familiar with the location of the lifesaving equipment. Remember this equipment is for emergency use only.
2. Persons must be 16 years of age or older to make use of pool without adult accompaniment.
3. The floatation barrier (rope with floats) identifying the “deep end” is required as part of our New York State certification. Do not remove it at any time.

4. Board of Health rules forbid urinating or defecating in the pool, along with pool use by persons with infectious skin or health problems.
 - Children of diaper age will not be allowed in the pool unless they are wearing a “diaper cover” or “swimmers”.
5. Proper swim attire is required.
6. Diving is strictly limited to the deep end of the pool.
7. Large flotation devices are prohibited.
8. Beverages may be consumed in the pool area from plastic, metal or unbreakable containers only. No glass is allowed.
9. The following are not permitted inside the fenced pool area:
 - smoking
 - pets
 - bikes, skateboards or roller skates
 - bats or hardballs
10. Both NY State Department of Health and insurance restrictions dictate that pool admission is only via locked/keyed gate entry. Jumping the pool fence is prohibited.
11. The clubhouse meeting room and kitchen facilities are available to pool users. However, dry clothing is required.

H. Tennis Court Rules

- The tennis courts may only be used for playing or practicing tennis or pickle ball. The fence shall not be used as a backboard.
- Courts are available on a first come first served basis. When others are waiting, playing time shall be limited to one hour.
- Proper attire is required – men must wear shirts. Only tennis shoes may be worn.
- No bicycles, skateboards, roller blades, strollers or other wheeled articles are allowed on the tennis courts.
- Beverages may be consumed in the tennis court area from plastic, metal or unbreakable containers only. No glass is allowed. No alcohol may be consumed in the tennis court area.
- Pets and animals are not allowed within the tennis court area.

I. Pavilion Rules

- For private use an advanced reservation is required, and will be made on a first come, first served basis with a member of the Clubhouse Committee.
- Only persons twenty-one (21) years of age and older may start a fire.
- The round fire pit in the center of the Pavilion serves as either a base for cooking or for log-type fires, depending on the event type.
- All fires must be extinguished before leaving. Place the fire pit screen over fire area to prevent remaining wood or charcoal from tossing off hot embers or sparks.
- Please do not remove the ashes or fire remains. These will be cleaned up by authorized personnel.
- Also, furniture should be placed on its original location, and the lights should be turned off. If you bring any personal property with you, please remove it when you leave.

Section VII – Using the Clubhouse/Pavilion for Private Functions

A. Policy

- The Clubhouse and the Pavilion are available to be reserved by members or renters for personal and private events. Reservation of a facility ensures exclusive use for it.
- *The Tennis Courts, Swimming Pool, Waterfront and Putting Green cannot be reserved for exclusive use.*
- Reservations are restricted to members and renters over 21 who are in good standing. The member/renter must be present throughout the event, and assumes full responsibility for the conduct of all guests in accordance with good common sense.
- No third party or for-profit events are permitted.

- The FEE and DEPOSIT for exclusive use of Clubhouse or the Pavilion follows:
CLUBHOUSE: \$75 (fee) \$200 (deposit)
PAVILION \$35 (fee) \$100 (deposit)
- The deposit is refundable, providing no follow-up expenses are borne by the Association.
- Preceding and following a function, the member or renter will conduct a walk-through of the facility with a member of the Clubhouse Committee to survey and note its condition.
- It shall be agreed and understood that the homeowner will be responsible for any and all damages to Association property during the course of the exclusive use period. The cost of subsequent repairs or cleaning shall be deducted from the homeowner's deposit.
- Reservation requests must be submitted at least one week in advance with a member of the Clubhouse Committee, and must be accompanied by
 - a completed reservation agreement, available on the website – Interllakennow.com or in the mail house.
 - a check for the fee and a separate check for the refundable deposit.

- No alcohol may be served to – or consumed by – persons under 21 years of age on Interlaken grounds or within any of the recreational facilities.
 - Provided that no community events are scheduled, reservations for the Clubhouse may be made for Memorial Day, Fourth of July, Labor Day and the Thanksgiving/December Holidays, and for Super Bowl Sunday, New Year's Eve, New Year's Day and any major race day.
 - Bookings for the above days may not be made more than ninety (90) days in advance.

B. Hours of Use:

The Clubhouse and Pavilion may be used for private functions during the following hours, unless arrangements are made in advance with a member of the Clubhouse Committee:

- Sunday – Thursday 8 am to 10 pm
- Friday, Saturday & Holiday Eves 8 am to 12 midnight

C. Rules for Exclusive Use of Facilities

FOR THE CLUBHOUSE:

- Homeowners who reserve the facilities must provide their own supplies, such as napkins, paper towels, coffee, etc.
- The clubhouse should be cleaned and vacuumed and left as it was found. Chairs and tables should be put in place, dishes washed and put away, kitchen and kitchen counters cleaned. Trash must be bagged, tied, separated for recycling, and placed in an outside garbage can.
- A member of the Clubhouse Committee will set the Thermostat. DO NOT change the setting. All lights and fans must be turned off, and all doors and windows locked before leaving.
- There is no parking in front of the clubhouse due to City fire regulations.

FOR THE PAVILION:

- No breakable plates or glasses may be used at the Pavilion.
- The round fire pit in the center of the Pavilion serves as either a base for cooking or for log-type fires.
- All fires must be extinguished before leaving. Place the fire pit screen over fire area to prevent remaining wood or charcoal from tossing off hot embers or sparks.
- After any event, the Pavilion should be clean, trash placed in provided bins and chairs and tables left as they were found.
- No motor vehicles are permitted on the grass.

GENERAL:

- Members, renters and their guests shall exercise reasonable care to avoid making loud or objectionable noises, when playing musical instruments, or when using radios, televisions, stereos, amplifiers, etc., in such a manner as may disturb other residents.
- No pets are allowed in the Clubhouse, Pavilion or pool areas.
- Please note that there is NO PUBLIC TELEPHONE at the recreation facilities.

Section VIII – Waterfront & Dock, Craft Registration and Storage

A. Applicable Rules and Regulations

All homeowners, residents and guests should be aware that the following paragraphs in **Section VI** of these Rules and Regulations apply to this section:

- A.** Definitions
- B.** Who May Use the Facilities
- C.** Who May Not Use the Facilities

B. Use of Waterfront and Dock

1. The Waterfront and Dock are for the exclusive use of members and their guests. Use is limited to swimming, fishing, picnicking, as well as watercraft storage and launching. No diving is permitted.

2. No bonfires, or fires of any type are permitted at the waterfront. Members may only store (and launch) watercraft which are:
 - (a) Not motorized
 - (b) No longer than 20 feet, and
 - (c) easily portaged to the waterfront.
3. Fishing, swimming, using snorkeling or scuba-diving equipment, or any other devices, is at the member's own risk.
4. The Association bears no responsibility, and assumes no liability for any personal injury or property damage, or any untoward events that may result from these activities.
5. Following the laws of New York State, every watercraft occupant must wear a personal flotation device, and must not operate the craft while under the influence of alcohol or drugs.
6. Whenever food and beverages are consumed, members and guests are responsible for removing all trash before leaving the area.

C. Boat Storage, Registration and Fee Schedule

1. Canoes and kayaks must be stored in canoe racks. Other watercraft such as small boats must be stored in the area designated by the Association, and no craft may be chained to a tree. Racks are provided as a convenience to members, and the Association accepts no responsibility and assumes no liability whatsoever for loss or damage to any craft stored on the waterfront property.
2. Members requiring a canoe rack must apply in writing to the Board at 75 Sarazen Street. The member must provide his/her name, address, telephone number, e-mail address and particulars about the craft including its manufacturer, model name, color, length, and State registration number (if any).
3. For crafts registered after June 2019, there is a one-time fee for acquiring a boat rack: -first rack \$10, second rack \$50, third or more rack \$100 each.
4. The Association reserves the right to remove from the rack or from the waterfront any craft that is not registered with the Board. The Association may also remove any craft illegally stored at the waterfront and store it off the premises at the owner's risk and expense. The Association has the right to sell any unclaimed watercraft.

INTERLAKEN HAND-OUT FOR RENTERS/LESSEES

Welcome to Interlaken! We hope you enjoy your stay in our community, and take advantage of all that we offer, including our recreational facilities—tennis, swimming pool and pavilion, and our lake front area. Perhaps as you drove on to the property you observed that it is beautifully maintained. We take great pride in Interlaken, and we sincerely hope that we can count on you to treat it as though it were your own. As a Homeowners Association, we live under certain Rules and Regulations. They are as applicable to short and long term renters, as they are to owners. While we hope it will not be necessary, they will be enforced.

Here are a few rules that will be helpful. If you have any questions, or would like clarification, please call the Rental Coordinator.

Parking and Local Speed Limit: Please park your cars inside the garage and close the doors. Interlaken's parking lot, next to the mail house and pool area, has limited spaces, and is meant for the temporary convenient parking of homeowners and visitors. Temporary parking on your garage apron is permitted, except during the winter snow season. If street parking is necessary, please park on the same side of the street as any previously parked vehicles. Overnight parking on the street is prohibited in order to provide access for emergency vehicles. Please do not block access to your neighbor's garage.

The **speed limit** throughout Interlaken may not exceed 20 MPH.

Pets: If you bring pets with you, no more than two are permitted. Pets shall not be left unattended or tethered on common ground, and no dog or cat may be allowed to run loose on common ground. They are not allowed inside the fenced area of the recreational facilities or inside the Clubhouse or Pavilion. You must pick up, clean up and bag any pet defecation and it must be disposed of appropriately and not left on common ground. Stray animals will be reported to the Saratoga Springs Animal Control Officer (518) 584-1800.

Pool: No more than twelve (12) persons per dwelling unit, regardless of age, may use the pool at any one time. Anyone under 16 years of age is not permitted within the swimming pool area unless accompanied by an adult. Please keep noise to a minimum and be respectful to others. There is no lifeguard on duty, therefore, swimming is at your own risk. **Please note all of the posted rules as you enter the pool area, and observe them. The pool closes at dusk.**

Pavilion and Clubhouse:

Anyone under 21 years of age may not light a fire at the Pavilion or utilize the clubhouse kitchen stove unless accompanied by an adult.

Wet bathing suits are prohibited inside the clubhouse, except for the restrooms. To avoid conflicts with a private party, please contact the Club House Committee/Social Committee. Committee information is posted in the Mail Room. The round fire pit in the center of the Pavilion serves as a base for cooking or for log-type fires. All fires must be extinguished before leaving the Pavilion. Place pit screen over fire area. Please do not remove ashes or fire remains. Furniture should be placed in original location, lights turned off, and all personal property removed.

Hours of Use: Club House and Pavilion

Sunday – Thursday	8 am to 10 pm
Friday, Saturday and Holiday Eves	8 am to Midnight

Tennis Courts: This facility is available for use during posted hours, except when closed for maintenance. Courts are on a first come, first serve basis. When players are waiting, the playing time shall be limited to one hour. The fence shall not be used as a backboard. Proper attire is required. Men must wear shirts. Only tennis shoes may be worn.

Garbage Removal: Garbage is collected weekly in Wednesdays, and re-cycled items are collected every other week on Wednesdays. Containers are to be brought to the street for collection. Garbage must be in the assigned containers and these containers must be returned to the inside of your garage the same night as pickup.

Noise and Cell Phone Use: Please have fun, but be respectful of your neighbors, and keep noise levels to a minimum, particularly after 9 pm. Please exercise reasonable care to avoid making loud, disturbing or objectionable noises in individual dwelling units or on common ground.

Emergency Health Care: We hope it will not be necessary, but should you have an emergency – Saratoga Hospital is at 211 Church Street. Telephone (518) 587-3222 or Emergency Department (518) 583-8313, and of course you may dial 911. Urgent Care in Malta is open 24 hours (518) 289-2024, Wilton Urgent Care (518) 580-2273, Fire Department (518) 580-9646.

Enjoy Interlaken and Saratoga Springs.

Have a great time and be well!

Interlaken Board of Directors