

March 3, 2003

Dear Home Owner:

The Island Creek Community Association Board of Directors has adopted a set of rules for use of the community's asphalt-topped tennis courts. These rules are meant to protect the tennis courts from damage due to improper usage -- for example, hockey playing, rollerblading or skateboarding.

As part of these rules, the ICCA Board of Directors has determined that only Members (Home Owners or authorized tenants or guests) shall have access to the community's tennis courts. Non-resident owners who desire tennis court privileges may obtain a key and thereby deny access to the tennis courts for their tenants(s). The owner who wishes to transfer his/her tennis court privileges to a tenant should sign, date, with their address and phone number the following statement and forward this completed statement to the tenants(s) so that the tenant(s) can register for a tennis court privileges:

I/We wish to transfer the privilege to use the tennis court facilities to my/our lessee(s). It is understood that although I/We have personally relinquished tennis court privileges, this in no way releases me/us as member(s) of the Island Creek Community Association and of the obligation to pay all the required assessments and abide by the architectural reviews. It is further understood that the Tennis Court Rules and Regulations of the Association are to be obeyed and that continued non-compliance may result in the suspension of tennis court use. Furthermore, I/We certify that all persons listed below are permanent residents of the address. (Lessee(s) name(s) should appear on the statement.)

Upon receipt of a completed application form, a lease addendum if the unit in Island Creek is rented to a tenant and the completed statement from the owner, membership eligibility will be verified by the Association's Management Company and a key will be issued by same or any Board-approved agent.

The ICCA Board-approved rules include the terms as set forth below:

1. To receive a key (one key per household) to access the tennis courts of the community, you must sign this agreement affirming you shall abide by the Island Creek Association Tennis Rules attached.
2. You must provide a refundable deposit in the amount of \$10 payable by check to the Island Creek Community Association to obtain this key.
3. As part of this agreement, you shall be responsible to secure and lock the gate to the tennis courts upon your departure.
4. If members are waiting to play upon your departure and they do not have a key, you must direct them to obtain a key from the On-site Manager at the clubhouse, or Sequoia Management Company, Inc. **You are not authorized to admit other players.**
5. Under no circumstances are Members without a key allowed to use the tennis courts.

Please fill out AND sign the form below and return it to Island Creek Community Association, 7550 Thomas Grant Drive, Alexandria, Virginia 22315. If you have any questions, please call the On-site Manager at (703) 339-6987 or Sequoia Management Company at (703) 803-9641.

Sincerely,

**SEQUOIA MANAGEMENT COMPANY, INC.**

Angela Barnedo, CMCA®, AMS®  
Island Creek Association Property Manager

I understand and agree to follow the rules of this agreement as stated above.

Print Name: \_\_\_\_\_

Print Address: \_\_\_\_\_

Print Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**If you signed this agreement and paid for a key last year but did not pick it up, your key will be put in the same envelope as your pool badges for the 2003 pool season.**