



Property Guide

Move-In Day Guide

1. Check in at the Clubhouse will begin at 9:00AM on August 17, 2019.
2. Please have a form of Photo ID ready when you check in (All Deposits, Fees, and the 1st installment must be paid prior to move-in by August 2nd, 2019.) - **(ONLY Certified Checks be accepted on Move-In Day)**
3. Check your move in packet for: Parking Pass, Mail Box Key, Front Door/Bedroom Key, and wrist bands (1 resident band and 2 guest bands)

Office Hours:

Monday - Friday: 10AM - 6PM
Saturday: 10AM - 5PM
Sunday: 1PM - 5PM

On-Site Management:

Community Manager: Wendy Wells
Resident Services Manager: Brooke Emery
Leasing & Marketing Manager: Kelcee Eddins

Clubhouse Hours:

Tanning Bed & Golf Simulator: Monday-Friday (10AM-6PM), Saturday (10AM-5PM), Sunday (1PM-5PM)

Café, Study Lounges, Fitness Center, Weight Room: Open 24/7

Pool Side Pavilion Hours:

10AM - 10PM

Pool Hours:

10AM - 10PM

Mailboxes:

Located to the right of the Clubhouse

Parking Policy:

The Retreat Denton is Permit Parking Only

1. As a resident, you will receive a parking pass in your move-in packet. Only one pass is available per resident and a replacement pass is \$50.00.
2. Parking Pass **MUST** be visibly hung in your rearview mirror.
3. Vehicle must be registered with the leasing office.
4. Guest Parking is first come, first serve.
5. Covered Parking Spaces are reserved and will be available for an additional \$35.00/month.

Note:

- Please note that registering your vehicle will not prevent your vehicle from being potentially towed if your parking pass is not visibly displayed.
- If replacement pass is issued, please note the previous pass will become inactive.

Trash Compactors & Recyclables:

Please locate the Trash Compactor between Cottage 31 and 33, the staircase for entry to the compactor is located on the backside. Please break down boxes prior to discarding them into the compactor. All trash must be placed inside the compactor and will not be permitted on balconies, patios, or sideways.

Failure to place trash in the appropriate compactor will result in a \$25.00 fee per bag.

Paying Installments:

- Each Installment is due the 1st of every month. (Your 1st installment must be paid no later than August 2nd)
- At 9:00AM on the 4th of each month, rent is considered late and your account will be assessed a \$50.00 fee and \$10.00 for each day the account remains delinquent
- You may pay your rent by one of the following methods:
 1. Via Resident Portal with a eCheck, or Card with a convenience fee
 2. Check/Cashier's Check by mail or delivered in person to the office
 3. MoneyGram, please ask for instructions
- Please note, partial payments will not be accepted after rent is posted on the 1st