

Wiggins Bay Foundation, Inc.
c/o Towne Properties Asset Management
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OPEN HOUSE SIGN PROCEDURES

Special Notice to Owners and their Realtors

Please be aware that the policies established for the Wiggins Bay Community for open house activities, must be followed as listed below.

The procedures for the placement of "Open House" signs in the Wiggins Bay Foundation (WBF) property which includes Bermuda Cove, Colony, Cove Towers, Harbourside, Princeton Place, and the Wiggins Bay Villas are described below. The WBF property consists principally of the landscaped areas surrounding the gatehouse and the areas adjacent to all roads within the community.

1. **All Realtors/Owners are required to use ONLY the WBF provided "Open House" signs within the community. No other commercial signs are allowed.**
2. The WBF "Open House" signs can be obtained from the WBF gatehouse. A deposit of \$50.00 per sign is required, and it will be refunded if the signs are returned at the agreed time (no later than 48 hours after the weekend scheduled open house) and in good condition. If they are not returned by the agreed upon time, the deposit check will be cashed immediately.
3. **It will be necessary to fill out the "Open House Sign Rental Agreement" in advance of a planned open house to reserve the signs for the date desired. No more than three (3) signs can be signed out by a Realtor.**
4. **The use of real estate company logos or names in conjunction with the WBF "Open House" signs is not allowed. Also the use of sign facsimiles or other directional open house signs is not allowed. No additional information will be attached to the WBF "Open House" signs.**
5. The WBF "Open House" signs can only be used on weekends between 1:00-5:00 pm.
6. When placing the signs within the WBF community, please take care to avoid sprinkler heads.
7. All Realtors/Owners must inform the gatehouse of the open houses so they can provide prospective buyers with appropriate information and directions.
8. **All signs or their placement not in conformity with the above procedures will be removed.**
9. All Realtors/Owners are reminded that there may be separate regulations for the individual communities within Wiggins Bay with regards to open houses and sign usage.

Thank you for your cooperation.
Wiggins Bay Foundation, Inc.