

High Country West Property Owners Association

Facility Use Policy

Adopted June 11, 1997

Effective August 1, 1997

Who may use the facilities

The facilities are restricted to use by Members and their Guests unless exception is granted by the Board of Directors.

A Member is defined as:

1. A Homeowner (defined as the person(s) holding recorded title to the High Country West home unit)
2. Tenants (defined as renter/lessee of a homeowner's HCW unit) have the right to use the facilities if the homeowner/lessor gives them that right by relinquishing his and his family's right to use these facilities, in accordance with Article II, Section 2 of the CC&Rs.

A Guest is defined as:

1. Guests (defined as visitors of the residing homeowner or tenant) may also use the facilities. Guests must be accompanied by the resident and register at the facility office. Guests temporarily residing with a homeowner/tenant may be registered at the office by the resident and thereafter need not be accompanied by the resident. The registration will contain the name and address of both member and guest, and the date the guest is expected to depart. A child care giver attending the children of one family may use the club in the course of their duties with the children.

Use of the facilities by any group of 16 to 50 persons requires prior approval by the facility manager. Use by any group greater than 50 persons requires prior approval by the Board of Directors.

Facilities Use Requests

- A. Facilities which may be reserved (subject to additional restrictions in this policy)
 - 1. The soccer field
 - 2. The picnic areas (each picnic area constitutes a separate facility)
 - 3. The volleyball court
 - 4. The horseshoe pits
 - 5. The meeting room
 - 6. The tennis courts (reservation of more than one court or more than one day in advance requires board approval)
 - 7. The racquetball courts (reservation of more than one court or more than one day in advance requires board approval)
 - 8. The basketball court (one half court is generally available for free play, reservation of the remaining half court more than one day in advance requires board approval)

- B. Facilities which may not be reserved for exclusive use
 - 1. The swimming pool
 - 2. The spa
 - 3. The wading pool
 - 4. The children play area

- C. Requests requiring facility manager approval
 - 1. All groups of 16 to 50 people require prior approval by the HCW facility manager, as well as any request for reservations for a single facility by a group of 50 or fewer persons. Use requests require submission of a *Facilities Use Request form*.
 - 2. The person(s) requesting facility use approval must be a member of High Country West entitled to the beneficial use of the association's common areas.
 - 3. A security/cleaning deposit of \$50.00 is required for all private parties. This deposit (or portion) will be returned based upon condition of facility at completion of function, i.e., all trash picked up, furniture returned to its original position, spills & messes cleaned up, etc.
 - 4. If request necessitates extra costs and/or liabilities, the manager shall require additional fees, liability insurance, lifeguards, etc. as appropriate be paid by requesting member prior to use.
 - 5. Decisions of the facility manager may be appealed to the Board of Directors. Decisions of the Board are final.

- D. Requests requiring board approval
 - 1. Board approval is required for
 - a. Use of more than one facility at the same time
 - b. Use of facilities by a group greater than 50 persons
 - c. Regular facility usage (e.g., daily, weekly, monthly, quarterly meetings)
 - d. Use of the tennis courts, racquetball courts, or basketball court more than 48 hours in advance of the date requested.
 - 2. Requirements for board approval:
 - a. Board approval requires submission of a *Facilities Use Request form*.
 - b. If request necessitates extra costs and/or liabilities, the board shall require additional fees, liability insurance, lifeguards, etc. as appropriate be paid by requesting member prior to use.
 - 3. Criteria employed in considering a request:
 - a. Does the request unduly burden member access to the facility, considering the time, frequency and extent of the intended use? In answering this question, the board may rely on the advice of the facility staff concerning the use rate of any facility at various times.
 - b. What percentage of the requesting group are High Country West members

- or residents? The greater the percentage, the more likely the request will be granted. A zero percentage should result in rejection of the special request.
- c. The number of High Country West members in the requesting group versus the amount of usage requested. The more usage requested, the greater the number of High Country West members that should benefit from the request.

General Facility Rules and Regulations

1. Any person using the facilities must be able to provide proof of membership by presenting the I.D. card or pin issued by the association upon the request of the facility staff.
2. The facility staff has the right to restrict any person from facility privileges for the remainder of the day. The parents of a child so restricted will be notified in writing of the reason for the child's restriction with the admonition that should such conduct be repeated, charges will be brought against the child and /or parents. These charges may result in the suspension of facility privileges for the child and/or parents for up to of 30 days. A member is responsible for the conduct of the member's children and guests while on association common property. No suspension of privileges shall release any member from payment to the association of fees and assessments.
3. Grounds for restricted facility use include, but are not limited to, disorderly conduct, use of drugs or excessive use of alcohol as judged by the facility staff.
4. Gambling for money is prohibited on association common areas.
5. The Board of Directors is empowered to levy a special assessment for each violation and/or take other action against an owner who fails to comply with the Rules and Regulations.
6. No equipment, plants or other association property may be removed from the common area unless authorized by the Board of Directors.
7. Unauthorized adjustments to light equipment and timing devices is strictly prohibited and subject to fines to be set by the Board of Directors.
8. Damages to any common area property, including sprinklers, walls, fences, gates, etc., will be the financial responsibility of persons causing such damages and, if this person is not a homeowner, the homeowner who sponsors this person.
9. Play is not permitted on hillsides and other landscaped areas.
10. The Club should not be littered.
11. Pets (except seeing eye dogs), bicycles, skateboards, roller blades and roller skates are not allowed inside the gated club areas. Bicycles should be parked in the bike racks at the gate entrance.
12. Smoking is permitted only in designated areas. No smoking by those under eighteen years of age.
13. Children under eight (8) years of age must be accompanied by a responsible person twelve (12) or more years old. Persons twelve (12) through seventeen (17) years old may accompany not more than two (2) children under eight (8). Persons eighteen (18) or older may accompany not more than six (6) children under eight (8).
14. The purpose of the club is for the recreational use, education, and entertainment of the homeowners. As such, the following are inconsistent uses which will not be permitted:
 - a. Religious services of any kind (see Appendix 2 for the definition of a religious service).
 - b. Partisan political meetings.
 - c. Commercial, business, "prospecting" or income generating meetings unless it is HCW Association business or 100% of the income is for the Association.

15. A community service organization providing a service to HCW residents may request exemption from usage fees (i.e. Red Cross, RB Planning Review Committee, R.S.V.P., Scouts, Babysitting Co-ops, etc.). A list is continually updated by the Board of Directors.
16. Except by Board approval, club hours are 8:00 a.m. - 10:00 p.m. daily. The club closes on Sundays at 6:00 p.m. in November, December, January, and February. The club closes at 6:00 p.m. on Christmas Eve and New Year's Eve. The club is closed all day on Thanksgiving Day, Christmas Day, and New Year's Day.
17. No reservations shall be made on New Year's Day, Day of Annual Picnic, Thanksgiving Day, and Christmas Day. Reservations will be limited to three (3) hours on Labor Day, President's Day, Easter Day, Memorial Day, and Independence Day.

Specific Facility Rules

1. Meeting room - Maximum occupancy is 33 people per the Fire Code.
2. Shower and Locker Areas
 - a. Showers close at 9:30 p.m. daily.
 - b. Lockers are available on a daily basis. Locks are required for use. All locks must be removed prior to facility closing each day. Locks left over 24 hours will be removed by the facility staff.
3. Swimming pool, Wading pool, and Spa area -- see attached.
4. Tennis and Racquetball courts
 - a. Prior to any court play, each member must reserve a court on the sign-up sheet located in the club office. Reservations may be made one day in advance.
 - b. Reservations are limited to one hour for singles play and two hours for doubles play. After completion of play, an additional hour may be reserved, if available. A five (5) minute forfeit time will be observed on reservations.
 - c. Positively no wheeled vehicles (including skates, skateboards, bicycles, etc.) are allowed on the courts.
 - d. Court (tennis) shoes and proper attire must be worn on the courts at all times. Hard soled shoes or shoes which leave marks are not permitted. Eye guards are recommended for racquetball participation.
 - e. Drinking (except water on the tennis courts only), eating, spitting and smoking are not allowed on the courts.
 - f. Good sportsmanship is expected of all players.
 - g. Any problems, questions, or interpretation of rules should be referred to the club staff.
 - h. Except with board approval, no tennis professional shall use the courts for professional purposes with the exception of the one professional authorized by the Board of Directors.
5. Volleyball Court
 - a. The Volleyball court is open to all members unless reserved at the time. No reservations are needed.
 - b. No smoking on the court.
6. Horseshoe Pits
 - a. The horseshoe pit is open to all members unless reserved at the time. No reservations are needed.
 - b. Children under age fourteen (14) must be accompanied by an adult eighteen (18) or older to play.
7. Children Play Area
 - a. The play area is only for children 12 years old and younger.

- b. Children five (5) years old and younger must be accompanied by someone fourteen (14) years old or older.
- 8. Picnic Area
- 9. Soccer Field Area
- 10. Basketball Court
 - a. Players must sign in at the office before playing.
 - b. Eating, spitting and smoking are not allowed on the courts.
 - c. A limit of one game often baskets applies if others are waiting to play.
 - d. Those players twelve (12) years old or under have priority on the basket nearer the swimming pool.
 - e. Courts are to be used only during daylight hours.
 - f. Good sportsmanship is expected of all players and observers.
 - g. Hanging on the rim and climbing on the backboards is prohibited.
- 11. Parking Lot
 - a. Congregating or loitering in the club parking lot is not permitted.
 - b. Skateboarding is not permitted in the club parking lot.