

High Country West Property Owners Association

Facility Use Policy

Effective January 18, 2023

Reviewed and Confirmed

Who May Use the Facilities

The facilities are restricted to use by Members and the 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 High Country West unit) who have been given permission to use the facilities by the homeowner relinquishing their right to use the facilities, in accordance with Article II, Section 2 of the CC&Rs.

Guests are defined as visitors of the residing homeowner or tenant. 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. A childcare worker attending the children of a family may use the club in the course of their duties with the children.

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 is a separate facility)
 - 3) The volleyball court
 - 4) The meeting room
 - 5) The tennis/pickleball courts
 - a. Reservations can be made one day in advance, one reservation per day
 - b. Court time is up to 90 minutes
 - c. Upon completion of play another hour may be reserved, if available (a 10 minute forfeit time will be observed on reservations)
 - d. Tennis reservations will be assigned to courts 1 and 2 first
 - e. Court 3 is the only court shared for pickleball and tennis, and will be available for pickleball reservation one day in advance
 - 6) The racquetball courts
 - a. Reservations can be made one day in advance, one reservation per day
 - b. Court time is up to 1 hour
 - 7) The basketball court
 - a. Reservations can be made one day in advance, one reservation per day
 - b. Court time is up to 1 hour
 - c. The basketball court can also be used for pickleball
- B. Facilities which may not be reserved for exclusive use
- 1) The swimming pool
 - 2) The spa
 - 3) The wading pool
 - 4) The children's 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 family by a group of 50 or fewer persons. Use requests require submission of a Facilities Use Request for.
- 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 is required for all private parties. This deposit (or a portion thereof) will be returned based upon the condition of the facility at the completion of the function. (i.e., all trash picked up, furniture returned to its original position, spills and messes cleaned up, etc.)
- 4) If a request necessitates extra costs and/or liabilities, the manager shall require additional fees, liability insurance, lifeguards, etc., as appropriate, to be paid by the requesting member prior to use.
- 5) Decisions of the facility manager may be appealed to the Board of Directors.
- 6) Decisions of the Board of Directors 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 (i.e., 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. Submission of a Facilities Use Request form
 - b. Payment of additional fees, liability insurance, lifeguards, etc., necessitated by the request shall be made by the 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? The Board may rely on the advice of the facility staff concerning the use rate 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.
 - 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.
2. The facility staff has the right to restrict any person from facility privileges for the remainder of the day. 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.
 - a. The parents of a child so restricted will be notified in writing of the reason for the restriction and that charges will be brought against the child and/or parents if the conduct is repeated. Charges may result in the suspension of facility privileges for the child and/or parents for up to 30 days.
 - b. A member is responsible for the conduct of the member's children and guests while on association common property.
 - c. No suspension of privileges shall release any member from payment to the association of fees and assessments.
3. Gambling for money is prohibited on association common property.
4. 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.
5. No equipment, plants or other association property may be removed from the common area unless authorized by the Board of Directors.

6. Unauthorized adjustment to light equipment and timing devices is strictly prohibited and is subject to fines to be set by the Board of Directors.
7. 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, will be the responsibility of the homeowner who sponsored this person.
8. Play is not permitted on hillsides and other landscaped areas.
9. The club shall not be littered.
10. Pets (except service animals) 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.
11. Smoking is permitted only in designated areas. No smoking is permitted by those under 18 years of age.
12. Children under 8 years of age must be accompanied by a responsible person 12 or more years old. Persons 12 through 17 years old may not accompany more than 2 children under the age of 8. Persons 18 years and older may not accompany more than 6 children under the age of 8.
13. 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.
14. 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-op, etc.)
15. Club hours are posted on the High Country West website.
16. The club closes at 6:00p.m. on Christmas Eve and New Year’s Eve.
17. The club is closed all day on Thanksgiving Day, Christmas Day and New Year’s Day.
18. No reservations shall be made on the day of the annual picnic.
19. Reservations will be limited to 3 hours on Labor Day, President’s Day, Easter Day, Memorial Day and Independence Day.

Specific Facility Rules

1. Maximum occupancy in the meeting room is 33 people, per the Fire Code.
2. Shower and Locker areas
 - a. Showers close at 9:30p.m. daily
 - b. Lockers are available on a daily basis. Locks are required for use. All locks must be removed prior to the facility closing each day. Locks left on over 24 hours will be removed by the facility staff.
3. Swimming pool, Wading pool, and Spa area – see Swimming Pool rules revised September 2019 on the HCW website under Documents and Forms.
4. Tennis and Racquetball courts
 - a. Positively no wheeled vehicles (including skates, skateboards, bicycles, etc.) are allowed on the courts.
 - b. Court shoes and proper attire must be worn on the courts at all times. Hard soled shoes or shoes which leave marks are not permitted.
 - c. Eye guards are recommended for racquetball participation.
 - d. Drinking (except water on the tennis courts only), eating, spitting, and smoking are not allowed on the courts.
 - e. Good sportsmanship is expected of all players.
 - f. Any problems, questions, or interpretation of rules should be referred to the club staff.
 - g. Music is not to be played at courts 1, 2 and 3.
5. Volleyball court
 - a. The volleyball court is open to all members unless reserved at the time. No reservations are required.
 - b. Good sportsmanship is expected of all players.
6. Children's play area
 - a. Only children 12 years old and younger are permitted in the play area.
 - b. Children 5 years old and younger must be accompanied by someone 14 years old or older.
7. Picnic area (see Facilities Use Requests)
8. Soccer Field area (see Facilities Use Requests)
9. Basketball Court
 - a. Eating, spitting, and smoking are not allowed on the court.
 - b. Hanging on the rim and climbing on the backboards is prohibited.

10. Parking Lot

- a. Congregating or loitering in the club parking lot is prohibited
- b. Skateboarding is not permitted in the club parking lot

11. Professional instruction

- a. All students must be High Country West members
- b. Instructors may be non-members
- c. Facility reservation can only be made by members
- d. Instructors can not use the facility to teach non-members