

The Village at High Meadow

RECREATION CENTER HOMEOWNER PACKET

Facilities Use Rules
Membership Agreement
Reservation Agreement

CONTACTS

Membership Agreement / Center Access Pass:

Spectrum Association Management
16690 Park Row, Houston, TX 77084
info@spectrumam.com
(281) 343-9178

Facilities Use / Reservations:

Spectrum Association Management
(281) 343-9178
www.thevillageathtm.com

The Village at High Meadow

POOL FORM

FOR INTERNAL USE ONLY

DATE: _____

NAME: _____ ADDRESS: _____

E-MAIL: _____ PHONE: _____

THE VILLAGE AT HIGH MEADOW HOMEOWNER

1. Check the Homeowner Account to ensure there is no outstanding balance. If the Homeowner has a balance, they are not eligible for a key FOB until it has been paid.

Is the Homeowner Account paid in full? ☐ YES ☐ NO

2. Ask the Homeowner what type of key FOB they need (new, replacement, or extra) and collect the specified amount. The homeowner must pay before the key FOB will be issued. *These are 1 time only fees.

1st key FOB	No Charge
Replacement FOB	\$15.00
Extra key FOB	\$15.00 per

Total Amount Due \$ _____

HIGH MEADOW RANCH HOMEOWNER

1. Please call Management Co. for High Meadow Ranch and check HOA Account Balance. The Homeowner account must be paid in full before they can purchase a key FOB.

Alex Taylor III (Community Manager) First Service Residential
Alex.taylor@fsresidential.com 281.681.2000

Is the Homeowner Account paid in full? ☐ YES ☐ NO

2. Does the Homeowner want access to the Pool & Tennis Court or the Tennis Court Only?
3. Collect the payment from the Homeowner. Homeowner must pay before a key FOB will be issued.

* These are annual fees

Pool & Tennis Court	\$150.00
Tennis Court Only	\$75.00

Total Amount Due \$ _____

E-MAIL COMPLETED FORM: Bud Irving at budirving@gmail.com and cc the Community Manager

Bud manages the key FOB's. He will activate and distribute the key FOB to the homeowner and obtain the signed consent/rules form. Bud will inform Spectrum of the key FOB number assigned to the homeowner and e-mail a copy of the signed consent/rules form.

KEY FOB NUMBER # _____

The Village at High Meadow

FACILITY USE RULES

THE VILLAGE AT HIGH MEADOW RECREATION CENTER

FACILITIES

The Village at High Meadow Recreation Center is located at 29332 Champions Drive. The facilities at the recreation center include the swimming pool, pool deck area, tennis courts, and pavilion.

Swimming Pool

The pool area includes a Junior Olympic-size pool, a wading pool, and an outdoor shower area.

Pool Deck Area

The pool deck area includes all decking areas surrounding the Swimming Pool and not included within the Pavilion

Tennis Court

The tennis area includes a 2-court tennis court.

Pavilion

The pavilion area includes a covered patio and men's and women's restrooms with dressing rooms. Additional facilities closed to regular use but available for special-use scheduling are a kitchen and small meeting room. Storage areas are available only for VHMCA use.

NOTE: Village Board Contact and Village Board of Directors as referred to in this document will be identified by Spectrum Association Management upon request.

The VHMCA Board of Directors serves as gatekeepers to VHMCA facilities and is responsible for making all decisions related to the use of facilities. All or some of the facilities in the center may be reserved for special events on certain days upon prior arrangement with the Village Board Contact. Any questions regarding these rules should be referred to the Village Board Contact. Although you may reserve the facility, any Village member or Associate member wishing to use the facilities during the time period of your reservation may do so. In other words, exclusive use reservations will not be granted. However, exclusive reservations for evening use after 6:00 PM on Mondays through Thursdays (except when a holiday may fall on a Monday – Thursday) may be granted by approval of the Village Board Contact for private parties of 25 people or more.

MEMBERSHIP

Village Members

All property owners in The Village at High Meadow are eligible to become Village Members of the recreation center. There will be no charge for this category of membership, as a portion of each property owner's annual maintenance fee is applied to the cost of operating the center. A Center Access Pass (CAP), also noted as a Key Fob will be issued to Village members upon completion of a Facilities Use Membership Agreement, validation of Village property ownership, verification of annual maintenance fee status and deed restriction compliance status. The fee to replace a lost Key Fob or to purchase a second Key Fob is \$15.00. Key Fobs are coordinated through Spectrum Association Management. Village membership may be suspended for violation of the Membership Agreement; non-compliance of the deed restrictions; or for delinquent payment of annual maintenance fees or special assessments.

Associate Members

All property owners in High Meadow Ranch are eligible to become Associate Members of the Recreation Center. There will be an annual fee for this category of membership. This fee is for one calendar year, January 1st – December 31st, and must be renewed annually. The fee needs to be paid in full and will not be prorated regardless of when fee is paid. The fee for use of both the Tennis Court and the Pool for an Associate Member is \$150 per calendar year. The fee for the use of the Tennis Court only for an Associate Member is \$75 per calendar year. A Center Access Pass (CAP), i.e. Key Fob, will be issued to Associate members upon completion of a Facilities Use Membership Agreement, validation of Ranch residency, and payment of the annual facilities-membership fee. The annual fee to replace a lost Key Fob or to purchase a second Key Fob is \$15.00. Key Fobs are coordinated through Spectrum Association Management. Associate membership may be suspended for violation of the Membership Agreement; for non-payment of the annual facilities fee; or for non-compliance with any HMCA rules, regulations, assessments and restrictions. All members may bring guests to the center. Guests must be accompanied by the member, who will be accountable for their conduct. All gates must remain fully closed and latched upon each entry and exit from the facility in order to maintain the security of the facilities for all users.

Village at High Meadow

FACILITY USE MEMBERSHIP AGREEMENT

THE VILLAGE AT HIGH MEADOW RECREATION CENTER

Applicant Name: _____

Residence Address: _____

Mailing Address (if different from residence): _____

Phone Numbers (at least 2 different phones): _____

Membership fee applying for (please check only one):

Village Members: _____ (Included in annual assessment fees)

Associate Members: _____ \$150.00 - Tennis Courts & Swimming Pool

Associate Members: _____ \$ 75.00 - Tennis Courts Only

Names of each family member eligible for facilities use membership. Each family member 18 years and older must sign the membership agreement before access is granted.

By signing below, I hereby acknowledge receipt of the Facilities Use Packet, including all rules, and agree to abide by and enforce them.

Names and signatures (if applicable) of each family member eligible for facilities use membership:

_____ Name	_____ Age	_____ Signature
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_____ Name	_____ Age	_____ Signature
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_____ Name	_____ Age	_____ Signature
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_____ Name	_____ Age	_____ Signature
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_____ Name	_____ Age	_____ Signature
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_____ Name	_____ Age	_____ Signature
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_____ Name	_____ Age	_____ Signature
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_____ Name	_____ Age	_____ Signature
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Village at High Meadow

SWIMMING & WADING POOLS, PAVILION, AND POOL DECK AREA RULES

- ☐ Pool hours are 6:00am to 10:00pm.
- ☐ Only authorized persons are allowed in the fenced area when the pool is closed. Any unauthorized use will be treated as a trespass and violators may be subject to arrest and criminal prosecution.
- ☐ Access gates must remain closed and locked at all times.
- ☐ No lifeguard – SWIM AT YOUR OWN RISK.
- ☐ No one age 13 and younger is allowed in the fenced pool area without being accompanied by a parent or responsible adult age 18 or older – STATE LAW.
- ☐ Non-swimmers must be accompanied by an adult who can swim.
- ☐ All swimmers must shower before entering the pool.
- ☐ Customary swimwear is required – no street clothes are allowed in the pool (for example, no cut-offs or exercise shorts). T-shirts or other cover-up apparel for sun protection is allowed.
- ☐ Only children age 6 and younger are allowed in the wading pool. Parents are allowed to accompany their children in the wading pool.
- ☐ Children who are not toilet-trained are prohibited from wearing disposable diapers into either the main or wading pool and are required to wear “swim diapers” under their swimsuits.
- ☐ No diving is allowed into the pool.
- ☐ Do not play on or with safety equipment or lane markers.
- ☐ No running or rough-handling and no loud music or excessive noise in the fenced area.
- ☐ No bikes, skates, skateboards or pets (except guide dogs / service dogs) inside the fenced area.
- ☐ Baby strollers are allowed as long as they are kept away from the pool deck.
- ☐ No smoking in the fenced area.
- ☐ Food and drinks are permitted within the covered pavilion and pool deck areas only – no food, drinks or gum are allowed in the swimming or wading pool areas or outdoor shower areas.
- ☐ No glass containers in the fenced area.
- ☐ No barbecue grills are allowed inside the fenced area.
- ☐ All members are responsible for cleaning up the area before they leave – trash is to be placed in containers provided at the facility by the Association.
- ☐ The Village Home Owners Association assumes no liability for the loss or theft of member’s personal belongings. Items left in the fenced area at the end of the day will be placed in the center’s lost and found.
- ☐ All members are responsible for enforcing these rules.
- ☐ The Village Board of Directors, as a group, are empowered to interpret, enforce, and modify these Rules

Village at High Meadow

TENNIS COURT RULES

- ☐ Tennis Court hours are 6:00am to 10:00pm.
- ☐ Only authorized persons are allowed in the fenced area when the tennis court is closed. Any unauthorized use will be treated as a trespass and violators may be subject to arrest and criminal prosecution.
- ☐ Access gates must remain closed and locked at all times.
- ☐ Court Privileges
- ☐ Children (age 10 and younger) are not permitted in the fenced area unless accompanied by a parent or responsible adult.
- ☐ Youth (age 11 through 17) may use the courts at any time but, on request, are required to promptly cease playing and surrender the court to Adult players (age 18 and older) after 6:00pm on weekdays and at all times on the weekend.
- ☐ Children and Youth players may play tennis with Adult players at any time.
- ☐ Court availability is on a "first come – first serve" basis, except for approved group reservations. No advanced reservations are accepted. All players should sign in at courtside to preserve their allotted court time. No "Double-Booking" is allowed. Group Reservation schedules will be posted at each court on Monday mornings
- ☐ If other players are waiting to play, then court time is limited to a total of 1 hour for singles and 1-1/2 hours for doubles.
- ☐ The tennis facilities are intended for use by Village and Associate Members and their guests only. These facilities are NOT intended for use by Non-Members for tournament play. Occasional tournament play where the majority of players are Village or Associate Members is permitted. For other tournament play, approval from the Village Board contact must be obtained prior to scheduling.
- ☐ No more than 4 players to a court. If a member brings guests, the member must be playing on the same court with the guests.
- ☐ Tennis rules and courtesies apply at all times.
- ☐ Only sneakers or tennis shoes (no black-soled shoes) may be worn on the courts.
- ☐ Players are expected to wear appropriate attire. Shirts are required at all times.
- ☐ No bikes, skates, skateboards, or rollerblades are permitted on the courts.
- ☐ No pets inside the fenced area.
- ☐ No climbing on the fence and no sitting or leaning on the nets.
- ☐ No smoking in the fenced area.
- ☐ No alcohol within the fenced area of the tennis courts.
- ☐ No food or gum in the fenced area.
- ☐ No glass containers in the fenced area.
- ☐ All members are responsible for cleaning up the area before they leave – all trash and any discarded tennis balls are to be placed in the trash containers provided at the facility by the Association.
- ☐ The Village Community Association assumes no liability for the loss or theft of member's personal belongings. Items left in the fenced area at the end of the day will be placed in the lost and found.
- ☐ All members are responsible for enforcing these rules.
- ☐ The Village Board of Directors, as a group, are empowered to interpret, enforce, and modify these Rules

Village at High Meadow

RESERVATION OF FACILITIES

The following facilities are available for reservation for parties, team practices, and other group events:

- ☐ Pavilion meeting room / kitchen
- ☐ Pavilion / Pool / Pool Deck Areas
- ☐ Tennis Court area

Stipulations and conditions for reservations are as described in “FACILITIES” above.

All reservations are to be requested through the Village Board Contact: a Facilities Use Reservation Agreement must be completed before the request can be approved by the Village Board Contact

Facility Scheduling

Reservation requests will be prioritized based on the following hierarchy

1. VHMCA Board of Directors and Committees – any meeting of the Association’s Board of Directors, as well as all delegated committees of the Board (e.g. ACC, Activities Committee).
2. Member Groups – any regular meeting by a Village or Associate member’s group (e.g. Bridge Club, Art Club, Garden Club).
3. VHMCA Special Events – any VHMCA-sponsored neighborhood event (e.g. July 4th, Summer Day Camp, Fall Festival).
4. Member Groups Special Events – any member group-sponsored neighborhood event (e.g. Art Walk, Plant Sale, Tennis Clinic)
5. Private Events – any member may request to reserve the facility for a private event (e.g. reception, party).

Reservation Fees

Meetings of VHMCA Board of Directors or Committees

- ☐ No Facility Use Reservation Agreement is required, no fee required.
- ☐ Meeting Time must be reserved with the Village Board contact one week in advance.

Regular Meetings of Member Groups

- ☐ No Facility Use Reservation Agreement is required. No fee required.
- ☐ Meeting Time must be reserved with the Village Board contact two weeks in advance.

VHMCA-Sponsored Special Event

- ☐ Facility Use Reservation Agreement is required for each event, no fee required.
- ☐ Event period must be reserved with the Village Board contact two weeks in advance

Member Group Special Event & Private Events

- ☐ Facility Use Reservation Agreement is required for each event, fees required per schedule below. Event period must be reserved two weeks in advance
- ☐ Reservation of the Pavilion Area - \$75 refundable deposit is required
- ☐ Reservation of the Kitchen Area - \$20 non-refundable kitchen use fee is required

Village at High Meadow

FACILITIES USE RESERVATION AGREEMENT

Name of Member: _____

Address of Member: _____

Contact Information of Member: _____
Phone Number #1 _____ E-mail address: _____

Date to be reserved: _____ Time to be reserved: _____

Facility Area(s) to be reserved:

Pool___ Pavilion___ Kitchen/Meeting Room___ Tennis Courts ☐___

Name of Group: _____

Type of Event: _____

Description of Event: _____

Estimated Number of Attendees: _____

Will alcohol be consumed in the facility? Yes No

Describe additional security/safety measures to be taken: _____

Refundable Deposit:

Village at High Meadow

RESERVED FACILITIES USE RULES

- ☐ The Member making the reservation must be at least age 21 and must remain at the facility at all times during the reserved period. The reserved period includes all set-up and clean-up time.
 - ☐ Although you may reserve the Pavilion and Kitchen facility, any member wanting to use the other facilities such as the pool, tennis courts or restroom may do so at any time.
 - ☐ The Member/User agrees to be responsible and liable for the actions and conduct of all attendees.
 - ☐ Requests for serving alcoholic beverages during the reserved period must be approved by the Village Board contact and Member/User agrees that under no circumstances will alcohol be served to anyone under 21 years of age.
 - ☐ If the Village Board approves the request for serving alcoholic beverages and the pool will be used, then a certified lifeguard must be hired at the Member's expense. Certification of the lifeguard must be provided to the Village Board contact at least 2 days prior to the reserved period.
 - ☐ Private security may be required to be hired at the Member's expense.
 - ☐ The Village Board of Directors reserves the right to require Member/User to provide (at Member's expense) property and/or liability insurance coverage, police protection or other measures to protect the Facility and VHMCA.
 - ☐ If more than 25 people are attending a private party and the pool will be used, then a certified lifeguard must be hired at the Member's expense. Certification of the lifeguard must be provided to the Village Board contact at least 2 days prior to the reserved period.
 - ☐ The Member/User agrees to provide additional trash receptacles as needed for trash control, and all event trash is to be removed from the facility at the end of the reserved period. The Member/User agrees to leave the reserved facility area in a clean condition.
 - ☐ The Member/User agrees to be responsible and liable for any and all damages to the facility, including additional cleaning needed. The Village Board contact will inspect the facility prior to the reserved period. The Member/User should inspect the facility at the beginning and end of the reserved period – any problem should be brought to the Village Board contact's attention immediately.
 - ☐ Deposits will be refunded if there is no damage, if additional cleanup is not required, and if facility was vacated at the agreed-upon time.
 - ☐ The liability of the Member/User is not limited by the amount of the deposit provided. Member/User will be invoiced for any costs in excess of the deposit, with payment of all costs due within 20 days from receipt of invoice.
 - ☐ For private parties, only one reserved period per Member family per month will be approved.
- Violation of these rules may result in suspension of the member's continued use of the facility.

I hereby acknowledge receipt of the Reserved Facilities Use Rules and agree to abide by and enforce them.

Member/User Signature _____ Date _____

Village at High Meadow

FACILITIES RENTAL

FOR INTERNAL USE ONLY

Approved by: _____ Date: _____

Deposit Paid: _____ Date: _____ Usage Fee Paid: _____ Date: _____

Village Board Contact for this Event: _____

Facility Monitor Report

Additional Requirements

Extra Insurance Coverage: Y N Details: _____

Police Protection: Y N Details: _____

Lifeguard: Y N Details: _____

Before Event

Date Inspected: _____ Time Inspected: _____

Inspector's Signature: _____

Authorized Area Clean and Undamaged Y N
Comments:

After Event

Only Authorized Area Used Y N

Neighborhood Complaints Received Y N

Area Cleaned Y N

Area Undamaged Y N

Area Vacated When Promised Y N

Date Inspected: _____ Time Inspected: _____

Inspector's Signature: _____

Comments:

Village Board Contact - Signature: _____ Date: _____

Deposit Refunded: _____ Date: _____