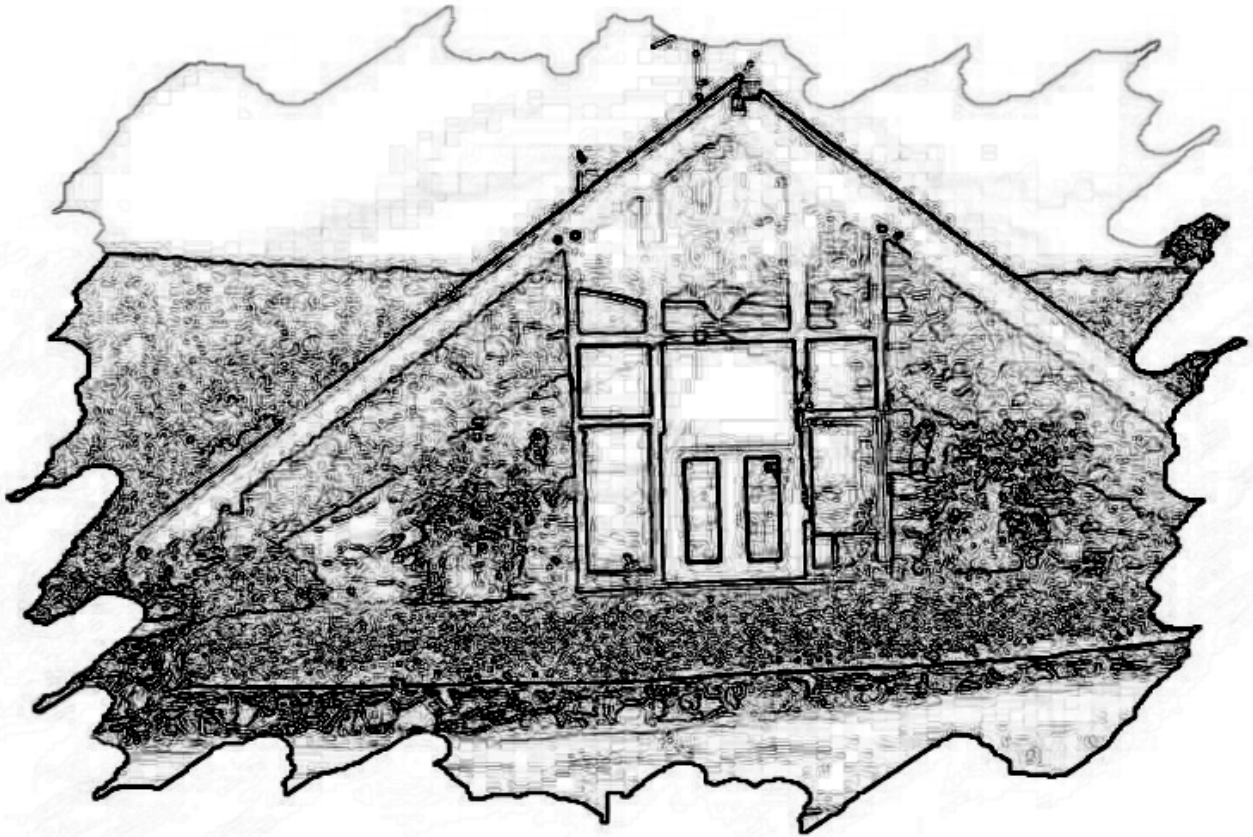


# **Woodhaven Lakes Property Owners Association**

## **Common Areas / Facilities**



## **User's Manual**

**Woodhaven Lakes Property Owners' Association, Inc.**

**Common Areas / Facilities User Manual**

**Revised: August 18, 2022**

This manual was approved by the Board of Directors. The purpose of this publication is to increase public awareness in our Association. Our goal is to promote the safety of members and their guests utilizing and ensuring the proper care of all Common Areas / Facilities for the enjoyment by all members.

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Woodhaven Lakes Property Owners' Association, Inc. or their representatives are NOT responsible for any personal injury or loss of property because of using the pool, clubhouses, parks, lakes, or any other Common Area / Facility.

- I. This memorandum rescinds any previous publication covering the same material.
  
- II. PURPOSE:
  - 1. To identify property owners who may use the Common Areas / Facilities.
  - 2. To define the available Common Areas / Facilities.
  - 3. To define the scope of responsibility of members who use the facilities and establish guidelines concerning guests.
  - 4. To establish rules for use of Common Areas / Facilities and to define violations and penalties for inappropriate behavior and / or misuse of facilities.
  
- III. POLICY
  - 1. Common Areas / Facilities are to be used only by members of Woodhaven Lakes Property Owners Association, Inc. The member must be in "good standing". A member is in good standing if:
    - (a) there are no delinquent assessments and/ or fines.
    - (b) there are no unresolved violations of By Laws, Covenants, Conditions & Restrictions, or rules, etc.
  - 2. All Common Areas/Facilities including the clubhouse, pool, basketball and tennis courts, parks and lake are used on a first come, first-serve basis during normal operating hours. The Clubhouse may be rented for private use after normal operating hours. Please contact the office for current rental rates.
  - 3. Member: Members must complete a member data sheet annually. Members are responsible for proper use and care of all facilities when used by themselves and their guests. Members are required to notify the Association office when they are using the non-reserved facilities. It is required that they clean the facilities after use and report any damaged equipment the next business day.
  - 4. Guests: A person is a guest when they do not reside in the same household as the member. **Members must always be present with their guests.** The number of guests permitted for poo/game room usage is limited to 3 per household. Management, board members or pool staff reserves the right to make exceptions based on current attendance. Guest must have a guest pass to use the lake (passes are available in the office). For the ball field, all other outdoor parks and recreation areas, please feel free to bring as many guests as you want. NOTE: You will be responsible for any damage you and/or your guest may cause.

5. Swimming in the pool is at your own risk! There are **NO LIFEGUARDS ON DUTY! THIS IS A NO DIVING POOL!** NO swimming in the lake.
6. The clubhouse/pool is a vape/smoke/tobacco free facility.
7. The pool will close for 3-24 hours when fecal matter has entered the water. (Jefferson County health department regulations will apply).
8. No person, whether a member or guest, shall be permitted on the premises of or have access to any of the Association common areas who has been:
  - 1) Convicted of any sex crime regardless of whether the conviction is a felony or misdemeanor.
  - 2) Is registered pursuant to the Alabama Sex Offender Registration and Community Notification Act (SORNA):
  - 3) Is a registered sex offender in any jurisdiction.

These areas include all playgrounds, ball fields, tennis and basketball courts, teen center, pool, and clubhouse. Any person found to be on the premises or within 500 feet of said premises will be in violation of Section 15-20A-17, Code of Alabama, (1975).

**THE ASSOCIATION STRONGLY RECOMMENDS ADULT SUPERVISION FOR ALL CHILDREN 12 YEARS OF AGE & YOUNGER AT ALL PARKS AT ALL TIME.**

**Woodhaven Lakes Property Owners' Association, Inc., or their representatives are NOT responsible for any personal injury, illness, or loss of property because of using the pool, clubhouses, parks, lakes, or any other Woodhaven Lakes Common Areas/Facility.**

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**RESERVING CLUBHOUSE/POOL**

**I. RESERVING FACILITIES FOR PRIVATE ACTIVITIES**

1. Private use of Common Areas / Facilities may not interfere with planned association activities.
2. Reservations may be made:
  - a. On season: Memorial Day to Labor Day after normal operating hours.
  - b. During normal operating hours with approval by the Board of Directors for events not requiring use of the pool/game room.
  - c. Off season: After Labor Day to before Memorial Day
3. Hours:
  - a. Private parties at the Clubhouse/ Pool must end by 10:30 pm.
  - b. Private parties at the Teen Center must end by dark.
4. Guest Limit of 100 at the Clubhouse/ Pool.
5. Music and/or loud noises must be confined within the facility. (It cannot be heard from the road around the clubhouse).
6. The rental fee and refundable damage deposit must be paid seven (7) days before party date, or the facility will be rented to another member. When rental fee is paid, the reservation is confirmed. Refunds will only be issued with a cancellation notice of at least 72 hours or by Board approval. (Call the office for current rental rates.) We accept cash, checks, or money orders.
7. Manager/representative will require a rental agreement to be signed. The agreement will list the requirements for security and cleaning of the facility following private rentals.
8. Members are responsible for proper care and use of all facilities when used by themselves and guests. Misuse of any facilities and/or inappropriate behavior while using the facilities will result in penalties and or fines. These rules will be enforced by the Office Manager, Pool Workers, Committee Chair, or any Board Member.
9. Please direct any comments, in writing, to the Board of Directors.

**II. RESERVING FACILITIES FOR PLANNED ASSOCIATION ACTIVITIES**

The Committee Chair or Board Member in charge of the event is responsible for scheduling the planned events and for proper care and clean up after each event. Planned activities may be scheduled during or after normal operating hours.

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## **RULES FOR USE OF FACILITIES**

### **THE FOLLOWING IS ABSOLUTELY NOT ALLOWED**

#### **NON-POOL VIOLATIONS**

1. Equipment/footwear that would damage surfaces of tennis or basketball courts.
2. Jug or trout line fishing in lake.
3. Open fires at any park or Association facility.
4. Overnight camping at any park or Association facility.
5. Littering/dumping of garbage along roadways and in parks and lake.
6. Driving motorized vehicles on playgrounds, parks, lake, and other non-paved Association property.
7. Driving unlicensed motorized vehicles on any Association property. (motorcycles, dirt bikes, four wheelers, go carts, golf carts or dune buggies, etc.)
8. Operating gas-driven motors on lake. (maintenance boat permitted)
9. Failure to display Association Decal Pass on your boat when at Big Bass Park while using lake.
10. Swimming in lake.
11. Vandalism, damaging, defacing, or stealing Association property.
12. Unleashed dog(s) on Association property.
13. Drinking of alcoholic beverages under legal drinking age and/or public intoxication of members or their guests.
14. Fighting or other behavior that is threatening to the safety of others.
15. Carrying unlicensed weapons into Association facilities.
16. Swimming when pool is CLOSED.
17. Vulgar, profane language, behavior, or any action that would be disrespectful to another person.

#### **DISCIPLINARY ACTIONS:**

##### **NON-POOL**

- 1<sup>st</sup> Violation:** Suspension of privileges for thirty (30) days and/or \$100.00 fine.  
**PLUS,** cost to repair or replace damaged equipment or facilities.
- 2<sup>nd</sup> Violation:** Suspension of privileges for sixty (60) days and or \$200.00 fine.  
**PLUS,** cost to repair or replace damaged equipment or facilities.

An incident report will be filed on all violations. The member will be given a copy and will have the opportunity to appeal the incident to the Board of Directors. Members must contact the office to schedule a meeting with the Board of Directors within 48 hours of receiving the incident report.

### **POOL VIOLATIONS**

1. NO diving into pool. Back flips off deck into pool. Cartwheels off deck into pool
2. Entering pool without showering.
3. Wearing clothing that is not proper swim attire in pool, such as cut-offs, bicycle pants, street clothes, etc., including failure to use swimming diapers for infants.
4. Running and/or rough horseplay.
5. Vulgar, profane language, behavior, or any action that would be disrespectful to another person.
6. Playing loud/profane/distracting music on pool deck and in game room.
7. No glass containers allowed. (Jefferson County Health Dept. Rule)
8. Having food outside designated eating / snack areas.
9. Beverages within five (5) feet of edge of pool.
10. Sitting, hanging, or pulling on safety rope.
11. Double floats and/or floats in deep end of pool unless approved by pool worker.
12. Using non-approved objects in the pool area (See pool worker for determination of approved items).
13. No Firearms Allowed.
14. Wet bathing suits cannot be worn while playing pool/table tennis.
15. Phone calls not authorized by pool/office manager.
16. No tobacco products allowed in clubhouse, game room, pool, or pool area. Smoking/vaping allowed in designated area only.

### **DISCIPLINARY ACTIONS:**

#### **POOL**

**1<sup>st</sup> Violation:** Leave the pool immediately. Suspension of privileges for one (1) day.

**2<sup>nd</sup> Violation:** Leave the pool immediately. Suspension of privileges for five (5) days.

**3<sup>rd</sup> Violation:** Leave the pool immediately. Suspension of privileges for thirty (30) days.

An incident report will be filed on all violations. The member will be given a copy and will have the opportunity to appeal the incident to the Board of Directors. Members must contact the office to schedule a meeting with the Board of Directors within 48 hours of receiving the incident report.

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**COMMON AREAS / FACILITIES  
VIOLATIONS & PENALTIES**

The violations and penalties were established to promote safety and to ensure the proper care of our Common Areas / Facilities for the enjoyment by all members, their children, or their guest(s).

Misuse of facilities and/or inappropriate behavior by members, their children, or their guest(s) will result in penalties and/or fines established herein.

Inappropriate behavior is behavior that harms or insults other members, their children and their guest(s) or association employees OR behavior that may cause damage or loss of property.

In addition to penalties / fines, any damage or loss to the Common Areas / Facilities will be corrected at the member’s expense. All cost associated with repairs or replacement will be charged to the responsible members account and billed accordingly. Failure to pay will result in legal action.

**THE ASSOCIATION ADHERES TO ALL STATE AND LOCAL CODES AND LAWS**

**The Board of Directors' authority for imposing these penalties / fines are the By Laws, Master Declaration, and Articles of Incorporation.**

**Woodhaven Lakes Property Owners' Association, Inc., or their representatives are NOT responsible for any personal injury, illness, or loss of property because of using the pool, clubhouses, parks, lakes, or any other Woodhaven Lakes Common Area / Facility.**

**MEMBER INFORMATION SHEET-FORM #1** must be updated each pool season.

**MEMBER CONSENT FOR BABYSITTER/CHAPERONE-FORM #2** and **PARENTAL/ GUARDIAN CONSENT FORM ACCEPTANCE OF RESPONSIBILITY FOR MINOR’S GUESTS-FORM #3** must be completed on all young adults / guest ages 13 - 17 or use of the facilities will not be allowed. Forms are available by mail or at the office and must be updated each pool season.

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THIS IS A TRUE AND CORRECT COPY OF THE USER'S MANUAL FOR  
COMMON AREAS / FACILITIES.

APPROVED BY THE BOARD OF DIRECTORS ON THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

President Woodhaven Lakes POA \_\_\_\_\_

Secretary Woodhaven Lakes POA \_\_\_\_\_



