

## **V. RULES, REGULATIONS, and GUIDELINES**

Highland Shores Owners Association  
Swimming Pool Rules and Regulations

June 1992

The HSOA pools are for your use and enjoyment. We need the cooperation of all the members to make the pools fun, safe and sanitary facilities for everyone. Residents must advise children and their guests of these rules and etiquette must be observed at all times.

- 1) Lifeguards have full authority at all times and are responsible for the interpretation and enforcement of all rules. Failure to abide by lifeguards' decisions may result in temporarily banning persons from the pool area. Continued disregard will be grounds for suspension and will be referred to the Board of Directors.
- 2) Residents will work cooperatively with lifeguards in enforcing the rules for the safety of everyone. Complaints concerning the lifeguards must be made to Capital Consultants (317-5139 or 696-8883) and/or the Board of Directors (791-3333).
- 3) The large pool hours will be from 11:00 a.m. to 10:00 p.m. Tues-Friday and 10:00 a.m. - 10:00 p.m. Saturday. The small pool hours will be from 10:00 a.m. to 8:00 p.m. Monday and Wednesday through Saturday. Sunday hours (for both pools) are from noon to 9:00 p.m. The small pool will be closed each Tuesday for maintenance. The large pool will be closed on Monday for maintenance. Both pools will be open on Monday holidays.
- 4) The pool is considered closed when the lifeguard is not present. No one shall swim when the pool is closed; anyone in the pool after closing hours shall be considered a trespasser.
- 5) Residents will not be admitted into the pool area without presenting their amenity tag. All pool users must sign in before entering the pool area.
- 6) Lifeguards will be on duty for the first 50 minutes of each hour. The last 10 minutes is for the lifeguards' break. All children must be out of the pool during the break. Only adult swim is allowed during the lifeguards' break, but adults swim at their own risk.
- 7) Children under 11 must be accompanied in the pool area at all times by an adult or responsible person 16 years of age or older. When a lifeguard is on duty, children 11 or older are allowed in the pool area without an adult if he/she has passed the required test under a lifeguard's discretion to any child at any time.

Approved:	Highland Shores Owners Association, Inc.
BOARD OF DIRECTORS	
Pres:	<i>[Signature]</i>
V. Pres:	<i>[Signature]</i>
Sec/Treas:	<i>[Signature]</i>

- 8) Children who have not passed the required swimming test under a lifeguard's supervision must wear only U.S. Coast Guard approved life jackets. These children must be under the direct supervision of an adult. It is the adults' responsibility to watch their children. The north end of each pool will be roped off and reserved for the practice of swimming by non-swimmers without the required wearing of Coast Guard approved life jackets.
- 9) Adults are allowed to take non-swimmers without life jackets anywhere in either pool. The responsible adult must be in the water and within arm's reach of the non-swimmer. For the safety of all the non-swimmers, at the lifeguards' discretion (i.e., when the pool is congested), all non-swimmers without vests will be restricted to the secured (roped-off) area.
- 10) The pool is for the exclusive use of residents and their invited guests, subject to these limitations: Guests must be accompanied by a member at all times; members are responsible for their guests' actions; and there shall be a maximum of two guests per day for residents under 16 years of age and no more than a total of four guests per household. Overnight houseguests of residents are not subject to the limit of guests per household described above.
- 11) NO DIVING is allowed.
- 12) For the health and safety of the residents, rubber pants (as supplementary protection) are required for all non-toilet trained children.
- 13) The pool phone is exclusively for emergency use only. This applies to both residents and lifeguards. Lifeguards are not allowed to answer the telephone while in their chairs.
- 14) No smoking, gum, tobacco, and absolutely NO GLASS or pets are allowed in the pool area. Food is allowed only at (umbrellaed) tables. Each resident is responsible for cleaning his/her table. If the presence of food creates a problem, the lifeguards, at their discretion, shall have the authority to close the pool to food.
- 15) Limited use of single person rafts will be allowed in the large pool. If at any time, in the opinion of the lifeguard, these present a safety hazard, then such rafts shall be immediately removed from the pool. Rafts must be attended at all times or removed from the pool. Each resident shall be responsible for his/her raft.
- 16) Visiting with the lifeguards is not allowed while they are on duty.
- 17) Swim suit attire only is allowed in the pool. No jeans or cut-off attire will be permitted in the pool.

Approved:	Highland Shores Owners Association, Inc.
BOARD OF DIRECTORS	
Pres:	<i>[Signature]</i> 2/18/12
V. Pres:	<i>[Signature]</i> 2/18/12
	2/3/12

- 18) Any person having a skin disease, sore or inflamed eyes, nasal or ear infections, or any communicable disease is not allowed to use the pool.
- 19) A shower must be taken before entering the pool. Swimmers who use non water-proof suntan oils/lotion must shower each time before entering the pool.
- 20) Radios and noise should be maintained at the lowest level to keep from disturbing others.
- 21) Residents are not authorized to be in the equipment rooms.
- 22) No running, roughhousing or general horseplay that will endanger the safety of others is allowed.

Approved:	Highland Shores Owner Association, Inc.
<b>BOARD OF DIRECTORS</b>	
Pres:	<u>[Signature]</u> 5/15/12
V. Pres:	<u>[Signature]</u> 3/15/12
Sec/Treas:	<u>[Signature]</u> 5/15/12
14437 12/15:	<u>[Signature]</u> 3/15/12

## HSOA TENNIS RULES

1. The tennis courts are available for play from 7 a.m. to 10 p.m.
2. Reservations can be made for 1 hour for singles play and 1 1/2 hours for doubles. Sign up is not allowed for two consecutive time periods or more than one court. Reservations can be made up to 24 hours in advance. Reservation sheets are posted at the courts.
3. HSOA intramural play has priority for specific courts and times upon approval of the Rules Committee. League coordinators must come before the Rules Committee at the beginning of each season for approval of the tennis league schedule. League schedules will be posted at courts.
4. Prime time is from 6:00 p.m. to 10:00 p.m. on weekdays and from 7:00 a.m. to 10:00 p.m. on weekends. Children under 14 years of age can be bumped by adults during prime time on all courts except #5.
5. Guests (individuals who do not reside in Highland Shores) must be accompanied by a member. Members are responsible for the actions of their guests. Invitation of guests is limited to use of one court. If playing singles, one guest is authorized. If doubles, no more than three guests (one member and three guests). Overnight house guests are not subject to limitations established above.
6. The tennis courts are provided for the general use of residents and their guests. Tennis courts are not intended for any organized league function (excluding HSOA intramural play).
7. No glass containers, pets, or food are allowed inside the court area. Infants, toddlers and children not playing tennis should not be allowed inside the court fenced-area if both courts are in use.
8. A resident of Highland Shores may invite the instructor of his choice to give instruction on the Highland Shores tennis courts provided the resident is with the instructor at all times.
9. Nonmarking tennis shoes are to be worn on courts. Shirts must be worn at all times.
10. Children under 11 years of age must be accompanied by a member at least 14 years of age.
11. Tennis courts are for playing tennis only. No skateboards, bicycles, street hockey, etc., are allowed on the courts.
12. Profanity or unsportsmanlike conduct will not be tolerated.
13. Violation of these rules will be grounds for suspension, or other sanctions by the Covenants Committee.

Approved by HSOA Board of Directors 2/7/92

## HSOA ATHLETIC FIELD RULES

1. The athletic field will be accessed only from HSOA common areas and not by trespassing on or through homeowners' property.
2. Golf and hard ball baseball are prohibited for safety reasons and for the protection of adjacent owners' property.
3. The athletic field will not be used for the flying of radio-controlled model airplanes or kites because of the danger associated with the high tension power lines.
4. Use of the athletic field for organized league games or scrimmage games is not authorized.
5. A team may use the fields for practice only if the Head Coach, Assistant Coach, or Manager is a resident of Highland Shores. Coaches must come before the Rules Committee at the start of each season for approval of regularly scheduled practice times. Time will be allotted giving priority to those teams with the most player residents of Highland Shores.
6. The Coach, Assistant Coach, or Manager will be held responsible for all actions of their team and families and must be in attendance at practices. They will also be required to sign an agreement.
7. No more than 1 team may occupy the field at a time. Practice time is not to exceed 1 hour. No team may reserve field time for more than 2 hours in a given week. Scheduled practice times will be 4:00, 5:00, 6:00, and 7:00 p.m. on Monday - Friday only. At all other times the field is reserved for the recreational use of residents.
8. Motorcycles, bicycles, or other similar vehicles are not authorized on the athletic field.
9. All special activities must be planned to ensure that homeowners and HSOA property is not damaged.
10. Be courteous of your neighbors. Keep noise levels to a minimum.

Approved by HSOA Board of Directors 2/7/92

The Rules and Regulations Committee has proposed the following rules for use of the athletic field:

1. The athletic field will be accessed only from HSOA common areas and not by trespassing on or through homeowners' property.
2. Golf and hardball baseball are prohibited for safety reasons and for the protection of adjacent owners' property.
3. The athletic field will not be used for the flying of radio-controlled model airplanes or kites because of the danger associated with the high tension power lines.
4. Use of the athletic field by organized leagues is not authorized.
5. Motorcycles, bicycles, or other similar vehicles are not authorized on the athletic field.
6. All special activities must be planned to ensure that homeowners' and HSOA property is not damaged.
7. Be courteous of your neighbors. Keep noise levels to a minimum.

Approved: 1/26/83	Highland Shores Owners Association, Inc.
BOARD OF DIRECTORS	
Pres: _____	_____
V. Pres: _____	_____
Sec/Treas: _____	_____

**HIGHLAND SHORES  
POOL RULES AND REGULATIONS  
SUMMER 2004**

The HSOA pools are for your enjoyment. We must have the cooperation of all members to make the swimming pools fun, safe and sanitary for everyone. Residents must advise children and their guests of these rules and etiquette must be observed at all times. These rules are taken from American Red Cross Manual, YMCA Manual, and the Manual for the Lewisville Parks and Recreation Guide for Pools.

1. **LIFEGUARDS** have full authority at all times and are responsible for the interpretation and enforcement of all pool rules. Failure to abide by lifeguard's direction may result in temporarily banning persons from the pool areas. Continued disregard will be grounds for suspension and will be referred to the Board of Directors.
2. **RESIDENTS** will work cooperatively with lifeguards in enforcing the rules for the safety of everyone. Complaints concerning lifeguards or other guests can be made to Julie Hawkins at (972) 317-5139.
3. **POOL HOURS FOR SUMMER 2004**

**POOL #1**

**CLOSED TUESDAY**

<b>Monday, Wednesday &amp; Thursday</b>	<b>11:00 a.m. – 9:00 p.m.</b>
<b>Friday &amp; Saturday</b>	<b>11:00 a.m. – 9:00 p.m.</b>
<b>Sunday</b>	<b>12:00 p.m. – 8:00 p.m.</b>

**POOL #2**

**CLOSED MONDAY**

<b>Tuesday, Wednesday &amp; Thursday</b>	<b>11:00 a.m. – 9:00 p.m.</b>
<b>Friday &amp; Saturday</b>	<b>11:00 a.m. – 10:00 p.m.</b>
<b>Sunday</b>	<b>12:00 p.m. – 8:00 p.m.</b>

**POOL #3**

**CLOSED WEDNESDAY**

<b>Monday, Tuesday &amp; Thursday</b>	<b>9:00 a.m. – 9:00 p.m.</b>
<b>Friday &amp; Saturday</b>	<b>9:00 a.m. – 9:00 p.m.</b>
<b>Sunday</b>	<b>12:00 p.m. – 8:00 p.m.</b>

4. The pool is considered closed when the lifeguards are not present. No one shall swim when the pool is closed; anyone in the pool before or after hours shall be considered a trespasser. (With the exception of swim teams or approved parties.) Police will be notified of all trespassers, and the Owners Association will prosecute to the fullest extent of the law.
5. Lifeguards will alternate breaks, which will allow a lifeguard to remain on duty at all times. A 10 minute Adult Swim is a mandatory safety break that allows patrons to reapply sunscreen and drink water. This Adult swim is the last 10 minutes of every hour and will allow adults with small children or children with special needs to swim. All children 17 and under must be completely out of the water during this time.
6. Children under the age of 12 must be accompanied in the pool area at all times by an adult or a person that is 14 years or older.
7. Children who have not passed required swim lessons (within of the pool) by lifeguards are required to wear a life jacket. Water wings are permitted in the pool with responsible parent or adult only. The adult must remain in the pool at all times with the child and be no more than an arms length from the child.
8. No flotation devices are permitted in the swimming pool (this includes boats, rafts, tubes and Boogie boards) swimming aids or toys. Injury could happen if the articles slipped off, deflated

or cracked. However, we do allow flotation devices on our special movie nights when the pools are staffed with extra lifeguards.

9. The pool is for the exclusive use of the residents and their invited guests, subject to these:
10. **NO DIVING** Water should be at least 9 foot deep before diving.
11. **NO DIAPERS** permitted in swimming pools. Little Swimmers pants are fine.
12. The phones at the swimming pools are for emergency use only. Please ask the lifeguards for permission before using.
13. **NO SMOKING**, no gum and absolutely **NO GLASS** or pets are permitted inn the pool area. If the presence of food creates a problem, the lifeguards shall have the authority to close the pool to food.
14. The lifeguards are not permitted to visit with patrons while on the stand.
15. Only swimsuit attire is allowed in the pools. No cut-off attire is permitted.
16. Any person having a skin disease, sores or inflamed eyes, nasal, ear infections, or any Communicable disease is not allowed to use the swimming pool facilities. The lifeguards are required to ask you not to get in the water if this is apparent.
17. Blood born pathogens (includes vomit, fecal matter and blood.) If this occurs, the lifeguards will close the pool for 3 to 4 hours and shock the pools with the corrective chemicals. If it is in the evening the pools will NOT reopen. This is according to health care regulations for public pools.
18. A shower should be taken before entering the pools.
19. Radios and noise levels should be maintained to keep from disturbing others.
20. **NO RESIDENTS ARE PERMITTED IN THE EQUIPMENT ROOM AT ANY TIME.**
21. No profanity. Lifeguards have authority to ask the residents to use proper language, if the problem persists, the lifeguards will have the authority to ask the residents to leave the pool area.
22. **NO RUNNING**, horseplay or pushing will be tolerated in the swimming pools areas. This includes throwing people into the pool, playing chicken or using kick boards in a manner for which they are not intended. All horseplay is a danger to everyone in the pools. If the horseplay is not corrected immediately; the lifeguard shall ask the residents/guests to leave the pool.
23. Lane lines are for lap swimming only. No handling, jumping or hanging on the lane lines is permitted.

**HIGHLAND SHORES OWNERS ASSOCIATION, INC.  
POOL RENTAL RULES**

1. The pool will be utilized solely for the purpose of private party.
2. I am a member of the Highland Shores Owner Association, Inc., and will be in attendance at all times during the function for which the pool has been rented.
3. The party will terminate no later than 12:00 Midnight.
4. Neither I nor my guests will utilize the pool for any purpose or undertake any activity which might be construed as a violation of City, State and/or Federal Laws and Ordinances or Highland Shores Owner Association, Inc. Rules and Regulations.

I agree that Highland Shores Owners Association, Inc. will bear no responsibility for any lost, damaged, or stolen personal articles.

I agree to leave the pool area in the order that was found and to dispose of all trash off-site.

In case of an emergency (fire or life threatening situation) I will first contact Highland Villa Emergency at 911 or 317-3542.

The number of guests in the pool area shall not exceed 50.

I acknowledge that I can only rent the pool once per month. This does not apply to Highland Shores Owner Association, Inc. functions.

10. I agree to comply with all the instructions included in the Highland Shores Swimming Pool Rules and Regulations.

11. Failure to heed the above rules could result in the loss of part or all of any deposit given, and/or suspended privileges of the pool. These rules will assure all residents the most pleasant pool as possible for each individual function. Thank you for doing your part.

Approved: Highland Shores Owners Association, Inc. 1/26/88	BOARD OF DIRECTORS	Pres: V. Pres: Sec/Treas: <i>F. Valen</i>
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## **HIGHLAND SHORES OWNER'S ASSOCIATION COMMUNITY CENTER RENTAL POLICY**

The Highland Shores Community Center is normally available to all Members. This facility may be reserved by any Member in good standing or by approved local/civic service groups, for a private function and/or meeting, subject to the following guidelines. It is the intent of the HSOA in establishing these rules and guidelines to ensure fair and equitable access and to preserve the facility in a manner befitting the HSOA.

Any renting party must be aware that in keeping with the CC&R's of the Association, the Developer (currently Beal Development) has the right to, and in fact does, continuously rent from the Association portions of the Community Center to be used as their sales office. During normal business hours, in order to conduct their business, the Developer must have free access to the entry, their office space, the kitchen, rest rooms and copy room.

As a prerequisite for granting a reservation for private use, the renting party must complete and sign a copy of this document and pay the applicable fees and/or deposits. (Further detailed instructions are given in the attached, Rules for the use of the Community Center.)

1. Only HSOA Members, in good standing or approved civic/service groups may reserve the Community Center for private social functions. The Community Center may not be used for any type of commercial or profit-making function, unless specifically approved in advance by the Board of Directors. Members may not rent the Community Center on behalf of another party, group or organization.
2. All HSOA-organized community events will have priority over other private requests. All private requests for rental will be handled on a first come-first served basis.
3. The maximum capacity of the Community Center is 120 persons.
4. The renting party must be present for the duration of the event. The renting party also assumes full responsibility for the conduct of their invited guests and for any damage or disrepair to the facility.
5. No teenage parties allowed. Children are permitted to use the facility only under the supervision of a parent or legal guardian.
6. Proper attire is required, including shirts and shoes.
7. Pets are not permitted in the Community Center, unless they are assisting the physically impaired.
8. Smoking or use of tobacco products is not allowed in the Community Center.
9. The renting party is responsible for disarming/arming the security system, turning the lights and other equipment on/off, returning the thermostats to their original setting, cleaning the facilities and securing the building on their departure. (No adjustments are to be made to the building HVAC thermostats.) (Each false security alarm to which the City's emergency staff and/or HSOA management respond will automatically result in forfeiture of fifty dollars (\$50.00) from the renting party's security deposit.) In addition the renting party hereby agrees to pay for any and all damage to or loss of furniture, accessories, fixtures or equipment that may occur during the rental period or as a result of their failure to secure the premises.

- \_\_\_\_\_ 10. The Community Center is available for rental from 9:00 A.M. to midnight. **The non-refundable rental for this period is \$160.00.**
- 11. The renting party shall be required to make a refundable security deposit of \$150.00. All payments are due at the time of rental or ten days prior to the event.
- 12. Keys must be picked up in person at the Sit Manager's office during normal working hours unless other prior arrangements have been made.
- \_\_\_\_\_ 13. **All furnishings will need to be placed in their original positions by the resident using the facility. This includes any furniture that was moved from the storage area for use. HSOA will have the Community Center professionally cleaned following all events. Should there be any damage to the facility or to the furnishings a fee will be levied and deducted from the rental deposit.**
- 14. Cancellation of rental agreements must be submitted in writing to the HSOA Recreation Director and will be subject to a \$25.00 cancellation fee, which will be deducted from the rental fee. All other monies will be refunded within two weeks of receipt of the cancellation request, subject to verification of any check clearances.
- 15. The HSOA reserves the right to revoke any request/approval if sufficient cause is found that any misrepresentation of the facts related to rental request occurred. In which case, there will be an administrative fee of \$25.00 deducted from the rental fee. All other monies will be refunded within two weeks of receipt of the cancellation request, subject to verification of any check clearances.
- 16. The Community Center is normally the only HSOA facility for rental by private parties. All other facilities, including the pools, playgrounds and park areas will normally be available for on-going use by HSOA members. The Board of Directors may make the other facilities available for rental on a case-by-case basis, subject to approval.
- 17. Emergencies, complaints, concerns or compliments should be addressed to the Recreation Director or Site Manager at (972) 317-5139 or in case of an emergency call 911.
- 18. The HSOA reserves the right to change any of the terms of this policy and/or charges for deposits or other applicable fees at its sole discretion, without prior notice.

As a prerequisite for granting a reservation for private use, the renting party must complete and sign a copy of this document and pay the applicable fees and/or deposits.

**Signature:** \_\_\_\_\_

**Key Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Rental Check Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Deposit Check Number:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Rental Date:** \_\_\_\_\_

**Date :** \_\_\_\_\_

HIGHLAND SHORES OWNERS ASSOCIATION, INC.  
COMMUNITY CENTER RENTAL GUIDELINES

Available for your use at the Community Center:

- 6 folding tables
- 1 large multipurpose table
- 50 chairs
- 1 oven/stove/microwave/refrigerator
- 1 coffee maker (please supply your own coffee and filters)

On the day of your function, obtain 4-digit security code from Cynthia at the Community Center. (Your security code should not be given to any other resident unless cleared by the Information Center and never given to any nonresident under any circumstances.) At this time, any necessary deposit will be taken. The Community Center's Instructions and Rules are as follows:

1. The Community Center's key should never be given to any nonresident under any circumstances, and the sole responsibility of the resident signing it out. An adult resident must open and close the Community Center and must be present through the entire function.
2. As you enter, disarm the security system by entering your 4-digit code.
3. Furniture may be moved to accommodate your function only with the agreement you will return it to its original position immediately following the function.
4. Daytime use of Information Center that requires set-up of any displays, tables, additional furniture, etc., must be directed away from the entrance so that normal Highland Shores traffic is able to move from room to room.
5. The display room will be closed to all traffic and should not be used except for those wishing to vacuum and return the vacuum and the chairs from the closet.
6. The Information Center Office will be kept closed to all traffic. A phone is located in the office room for your local use.
7. All soda in refrigerator, coffee, and supplies (cups, plates, napkins, etc.) are to be used only with permission from Highland Shores staff to your function.

Approved: Highland Shores Owners Association, Inc. 1/24/88	BOARD OF DIRECTORS
Pres:	
V. Pres:	
Sec/Treas:	J. Valeri

8. After your function, please return chairs stacking position to large closet in the disp room and return all tables to their individ boxes and back to the hallcloset.
9. Please return all furniture and plants to th original positions if they have been moved (ple see diagram).
10. Please vacuum all areas that have been dirtied.
11. The kitchen should be left in its original sta counters wiped and floors swept if need. Likewise, restrooms should be cleaned if dirtie
12. All trash should be taken out as you leave disposed of off property.
13. Please check all doors to make sure they secuzed and locked.
14. Turn the main lights out leaving the skylight directional lights on (please see diagram).
15. Before leaving, arm the security system with 4-digit code.
16. Exit through the front door.
17. Please return the key the following morning that time, your deposit will be returned inspection of the Community Center re compliance with the above.

Failure to heed the above rules could result in the lo: part or all of any deposit given, and/or susp privileges of the Community Center. These instructions/ rules will better assure all residents the most ple Community Center possible for each individual func Thank you for doing your part.

Approved: 26/88	Highland Shores Owners Association, Inc.
<b>BOARD OF DIRECTORS</b>	
Res: _____	_____
Pres: _____	_____
ec/Treas: <u>F. Valer</u>	_____

**HIGHLAND SHORES OWNERS ASSOCIATION, INC.  
CLUBHOUSE RENTAL RULES**

1. The clubhouse will be utilized solely for the purpose of a private party or meeting. No selling or business activities are permitted on the premises.
2. I am a member of Highland Shores Owners Association, Inc., and will be in attendance at all times during the function for which the clubhouse has been reserved.
3. The party will terminate no later than 12:00 Midnight.
4. Neither I nor my guests will utilize the clubhouse for any purpose or undertake any activity which might be construed as a violation of City, State and/or Federal Laws and Ordinances or Highland Shores Owners Association, Inc. Rules and Regulations.
5. I agree that Highland Shores Owners Association will bear no responsibility for any lost, damaged or stolen personal articles.
6. I agree to leave the clubhouse in the order it was found and to remove all trash.
7. In case of an emergency (fire or life threatening situation) I will first contact Highland Shores emergency at 221-3542.
8. The number of guests in the clubhouse shall not exceed 100.
9. I acknowledge that I can only rent the clubhouse once per quarter. This does not apply to Highland Shores Owners' Association, Inc. functions.
10. I agree to comply with all instructions included in the attached Highland Shores Community Center Guidelines.
11. Failure to heed the above rules could result in loss of part or all of any deposit given, suspended privileges of the Community Center and the rules will assure all residents the most enjoyable Community Center possible for each individual function. Thank you for doing your part.

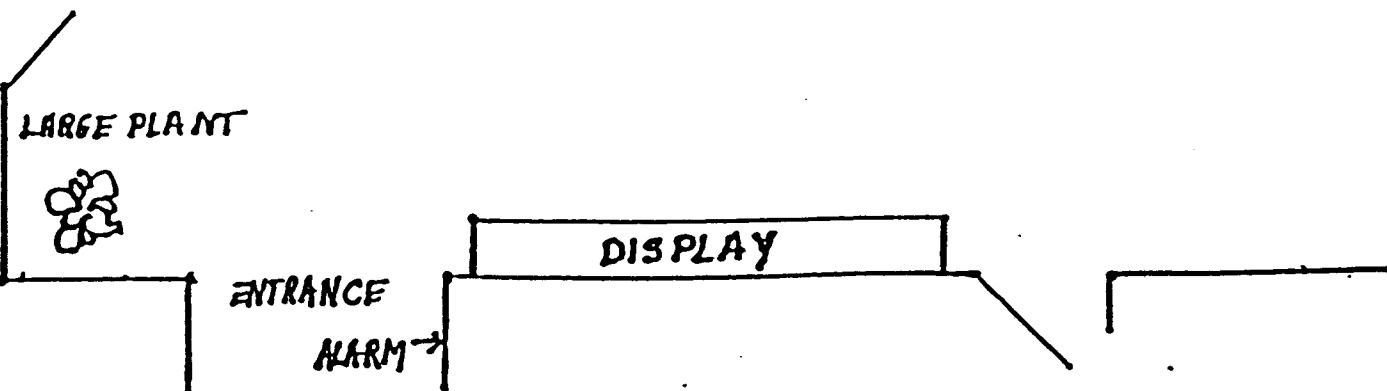
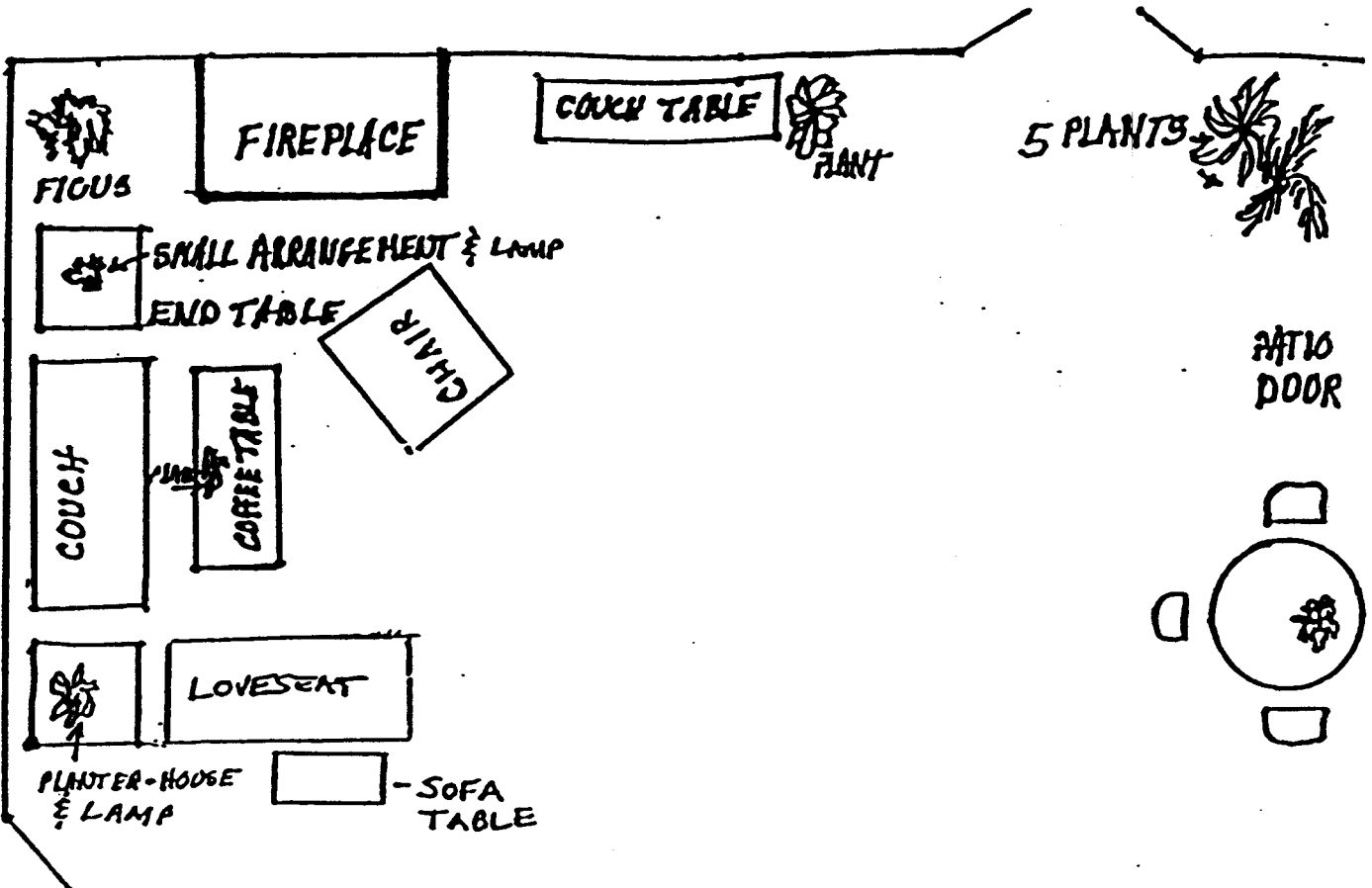
Approved: Highland Shores Owners Association, Inc. 1/24/88	<b>BOARD OF DIRECTORS</b> _____ Pres: _____ V. Pres: _____ Sec/Treas: <u>F. Valer</u>
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HIGHLAND SHORES OWNER'S ASSOCIATION, INC.  
COMMUNITY CENTER RENTAL RULES

1. The Community Center will be utilized solely for the purpose of a private party or meeting. No selling or other business activities are permitted on the premises.
2. I am a member of Highland Shores Owner's Association, Inc., and will be in attendance at all times during the function for which the Community Center has been rented.
3. The party will terminate no later than 12:00 midnight.
4. Neither I nor my guests will utilize the Community Center for any purpose or undertake any activity which might be construed as a violation of City, State and/or Federal Laws and Ordinances or Highland Shores Owner's Association, Inc. Rules and Regulations.
5. I agree that Highland Shores Owner's Association, Inc. will bear no responsibility for any lost, damaged, or stolen personal articles.
6. I agree to leave the Community Center in the order that it was found and to remove all trash.
7. In case of emergency (fire or life threatening situation) I will first contact Highland Village Emergency Services at 911 or 317-3542.
8. The number of guests in the Community Center shall not exceed 100.
9. I acknowledge that I can only rent the Community Center once per quarter with the following exceptions:
  - a) Highland Shores Owner's Association, Inc. functions,
  - b) Social events or recreational clubs that meet on a regular basis subject to Rules and Regulations Committee and Highland Shores Board of Director's approval. These events will be reviewed bi-annually. Requests must be submitted in writing.
10. I agree to comply with all instructions included in the attached Highland Shores Community Rental Guidelines.
11. Failure to heed the above rules could result in the loss of part or all of any deposit given, and/or suspended privileges of the Community Center. These rules will assure all residents the most pleasant Community Center possible for each individual function. Thank you for doing your part.

Approved by the HSOA Board of Directors 2/14/94 BOARD OF DIRECTORS

Pres: \_\_\_\_\_



LIGHTING CONTROLS

