

**Overland Cove (OC)
Homeowners Association (HOA)
Policy and Operating Procedure (POP) Pool Area
and Fitness Center Facility**

1. **Purpose:** To establish the POP for OC Homeowners [or authorized lease tenants referred to as “Homeowner/tenant” from here forward in this document] regarding the use of the Pool Area and/or Fitness Center.
2. **Scope:** This POP applies to all OC Homeowners/tenants that request use of the Pool Area and Fitness Center.
3. **Policy:**
 1. Pool Area and Fitness Center Access:
 - a. Homeowner/tenant can obtain an access key that controls both, the Swimming Pool Area and Fitness Center by contacting Executive Real Estate Management (EREM).
 - b. Homeowner/tenant must request, by memo, authorization for their lease tenants to have permission to obtain an access pass key for the Pool Area and Fitness Center. This memo is sent to EREM for approval by the HOA Functional Area Lead. EREM will respond within one (1) week from the date they receive the request.
 2. Swimming Pool Area:
 - a. Homeowner/tenant will follow the Pool Area posted rules and the Pool Rules listed in **Enclosure One (1)**.
 - b. All users must ensure all personnel in their group understand that the Pool is a **“SWIM AT YOUR OWN RISK, NO LIFEGUARD”** pool.
 - c. Each authorized user is allowed four (4) guest using the Pool. An exception is available upon request to EREM or the HOA Board Functional Area Lead/Co-Lead.
 - i). Functional Lead: Gilles Beaumont; Phone 251-605-9432
 - ii). Functional Co-Lead; Wayne Lamon; Phone: 256-682-4002
 - d. Homeowner/tenant must always accompany guests while using the Pool area.
 - e. All users should familiarize themselves and all accompanying guests with the Life Saving Equipment for Emergency use.

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- f. **Children under the age of 13 or non-swimmers must always be accompanied by a parent or guardian.**
- g. Any users with contagious or infectious conditions are not permitted to use the pool.
- h. Pool Seasonal Hours of operations are:
 - i) Daily- Daylight to 10:00 P.M.
 - ii) Exception: during pool maintenance activities or when pool is closed for special maintenance work. The maintenance personnel will post a “Pool Closed” sign.
 - iii) The swimming pool operating season is from May 1 to October 1.
 - iv) Use of the swimming pool is **prohibited** during the off-season period.

3. Fitness Center

- c. Homeowner/tenant will follow the Fitness Center posted rules and the Fitness Center rules listed in **Enclosure Two (2)**.
- d. All users must ensure all personnel in their group understand that the Fitness Center is a **“USE AT YOUR OWN RISK”** facility.
- e. Each authorized user is allowed two (2) guests. An exception is available upon request to EREM or the HOA Board Functional Area Lead/Co-Lead.
 - i). Functional Lead: Gilles Beaumont; Phone 251-605-9432
 - ii). Functional Co-Lead; Wayne Lamon; Phone
- e. Homeowner/tenant must always accompany guests while using the Fitness Center.
- f. All users should familiarize themselves with the proper use of the exercise equipment.
- g. **Children under the age of 16 must always be accompanied by a parent or guardian.**
- h. Any users with contagious or infectious conditions are not permitted to use the Fitness Center.
- i. Hours of operations are:
 - i) Daily, 24 hours.

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- ii) Exception: during Fitness Center cleaning activities or when closed for special maintenance work.

4. Fitness Center parking rules are as follows:

- a. Homeowners, tenants, and their guests may utilize the available parking at the pool-clubhouse complex when using the pool or fitness center.
- b. Parking is not permitted on the curb on Spilt Rock Cove in front of the Clubhouse.
- c. If the Pool/Clubhouse parking is full then available parking is available on the street on the South curb of Split Rock Cove past the Clubhouse and the East Curb of Binding Brach (first street left of Clubhouse).
- d. Huntsville City Ordinance requires parked vehicles to be parked on the side of the street in the direction of traffic flow.

4. Procedures:

1. Swimming Pool Area and Fitness Center

- a. The authorized Pool users and guest must follow the pool policies list in paragraph 3.2, and the fitness center policies in paragraph 3.3.
- b. EREM is the point of contact for obtaining the Pool and Fitness Center access key. Their contact information is:
 - i). Email: manager@ereminc.com
 - ii). Phone: (256) 880-1000
- c. The HOA Functional Area Lead will serve as the alternate contact for Pool usage and support activities. The point of contact is Gilles Beaumont;
 - i). Email: gxbeaumont@gmail.com
 - ii). Phone: 251-605-9432
- d. Homeowners must provide a request memo to authorize a lease tenant to use of the Swimming Pool Area and/or Fitness Center Facility. Send this request memo to EREM for approval by the HOA Functional Area Lead.
- e. EREM contact information is:
 - i). Email: manager@ereminc.com
 - ii) Address: 3313 Memorial Parkway SE, Suite 127, Huntsville, AL 35801
 - iii). Phone: (256) 880-1000

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5. Responsibilities:

1. OC HOA Functional Lead will:

- a. Direct and coordinate all Swimming Pool/Fitness Center activities and POP changes with EREM .
- b. Ensure all Swimming Pool/Fitness Center facilities are properly maintained.
- c. Quarterly, report to the HOA Board usage information on all facility use.
- d. As needed, review all support contracts with EREM affecting the Swimming Pool/Fitness Center.

2. OC HOA EREM company will:

- a. Coordinate all Swimming Pool/Fitness Center activities and POP changes with the HOA Functional Area Lead.
- b. Ensure all Swimming Pool/Fitness Center facilities are properly maintained through support contracts approved by the HOA Functional Area Lead.
- c. Provide the Functional Area Lead a Quarterly Swimming Pool/Fitness Center usage report.
- d. As requested by the HOA Functional Area Lead, review all support contracts affecting the Swimming Pool/Fitness Center.
- e. Ensure all POP are followed and make all the necessary coordination with authorized users to properly use these facilities.
- d. Conduct random visits to the facilities to ensure compliance with all POP and other state rules/procedures.
- e. Coordinate Fire Marshall inspections and fitness equipment maintenance service required visits to ensure facilities are in compliance with the Fire Code, and the fitness equipment is safe for use. Report the results of these inspections and maintenance to the Functional Area Lead. f. Ensure access, to-and-from these facilities, are properly coordinated with the users.
- g. Provide the access keys and replacement keys to authorized users. Authorized users will pay **\$25** for each replacement key.
- h. Provide the necessary budget information to the Functional Area Lead for the annual budget requirements.

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- i. Solicit, award and manage an Equipment Maintenance Contract in accordance with the guidance and approval from the Functional Area Lead.

3. Homeowners/tenants using the Swimming Pool/Fitness Center will:

- a. Read and comply with this POP and all additional facility posted rules and procedures.
- b. Report all use/maintenance/security/resource issues or violations of this POP to EREM or the HOA Functional Area Lead.

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Enclosure 1

OVERLAND COVE CLUBHOUSE SWIMMING POOL RULES

1. There is **NO LIFEGUARD** on duty. **SWIM AT YOUR OWN RISK**. Lifesaving equipment is for **emergency use only**. No running or diving. All users will always follow posted Pool rules. **NO DIVING!!**
2. Keep the gates locked and do not block the gates open. Immediately report vandalism to the HUNTSVILLE POLICE DEPT. The HOA will hold users financially responsible for all damages or repairs caused by vandalism or misuse of pool or pool equipment.
3. Proper swimming attire is always required. No inappropriate behavior, profane language or loud music is allowed (use ear buds). Be considerate of others. Use only battery-operated sound equipment.
4. Infants and toddlers are required to wear swim diapers in the pool.
5. No tobacco products, including vaping, are allowed in the pool area.
6. Keep restrooms clean. After use, turn off lights and tightly close the door.
7. **Glass containers** are not permitted in the pool area. If broken glass is found on the pool deck or in the pool, the pool must be closed, drained, cleaned and refilled. The HOA will charge the total expense for this action to the responsible Homeowner or authorized tenant.
8. All residents are responsible for cleaning up after themselves.
9. No pet is allowed in the pool area except for a certified service animal.
11. Violation of the pool rules may result in suspension of pool privileges.
12. During weekdays, 8AM-4PM, report all injuries or hazardous conditions to EREM , (256) 704-2112. During weekends, Holiday or after-hours weekdays, call 251-605-9432.
13. When leaving the pool, lower your umbrella(s), replace bungee cords, return furniture and umbrellas to their original location and please take your personal items and refuse.

Enclosure 2

OVERLAND COVE CLUBHOUSE FITNESS CENTER RULES

1. No children, under the age of 8, can use Fitness Center equipment. Children ages 8 through 17 may utilize the Fitness Center only when accompanied by a parent, legal guardian or an adult over 21 years of age. Persons 18 and over may enter and use the Fitness Center equipment unsupervised.
2. The Fitness Center is for Homeowner/tenant only and their guests. Two (2) guest per authorized user.
3. authorized user is allowed. Homeowner/tenant are responsible for their guest and their actions. All guests must be accompanied by an authorized user.
4. The Fitness Center is open daily.
5. All persons using the Center at their own risk. All users should consult a physician before exercising in the Fitness Center.
6. Users should not use oils or lotions prior to or during their workout. Please wipe off equipment after use.
7. Equipment must be shared:
 - a. When people are waiting to use aerobic equipment, current users should limit their use time to 30 minutes.
 - b. When people are waiting to use weight equipment, current users should allow others to “work in” when doing multiple sets.
 - c. Do not remain sitting or lying on equipment between sets.
8. The Overland Cove Homeowners’ Association does not employ a professional trainer for the fitness center, nor does the Overland Cove Homeowners’ Association endorse any professional trainer. Any solicitation of such should be reported to the Overland Cove Homeowners’ Association
9. No tobacco products/vaping, glass bottles and food (except energy bars) are allowed in the Fitness Center.
10. Ensure all equipment is properly used as designed.
11. Individual radios may be used with headphones.

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12. Appropriate workout attire is required at the Fitness Center (t-shirts, tank tops, gym shorts, or warm-up pants). Shirts must always be worn. Only aerobic or gym shoes shall be worn. No open toe or open heeled shoes or sandals should be worn. Wearing swimwear is prohibited.
13. Users will return all equipment to its proper storage racks.
14. Unless still occupied by other users, turn off the television, fans, portable AC and lights when exiting the Center.
15. Fitness Center windows and doors should always remain closed.
16. No pets, unless a service animal, are permitted in the Fitness Center.
17. The Board reserves the right to adjust or add any rules as needed.
18. Additional Fitness Center rules may be posted at the Fitness Center, please read all posted rules in the Center.
19. The HOA Board reserves the right to refuse anyone the use of the Fitness Center. Failure to adhere to these rules may cause the loss of Fitness Center privileges.
20. If a Member or their guests violate any of these rules, the Association reserves the right to bar the Member and Guest from using the Overland Cove Fitness Center.

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Enclosure 3

**Tenant Authorization Letter
Overland Cove HOA**

Date: _____

Homeowner Name (print): _____

Current residence Address : _____

Phone #: (_____) _____ - _____

Email: _____

_____ hereby certify that I am the Homeowner of the residence located at _____, Huntsville, Alabama 35806.

I therefore grant permission to my Tenant(s):

Name (print) _____ Phone # (____) _____ - _____

Name (print) _____ Phone # (____) _____ - _____

Email: _____

For use the Pool and Fitness Center, and further grant him/her permission to rent the Clubhouse Facility, all in accordance with Overland Cove’s Covenants, Rules, Regulations and By-Laws.

I further acknowledge that I have made my tenants aware of Overland Cove’s Covenants, ByLaws, Rules and Regulations. Additionally, I acknowledge that by granting this permission, I will become financially responsible for any violations and/or damages that may be caused by my tenant(s) and their failure to pay for property damages and fines.

Homeowner (print name): _____

Signature: _____ Date: _____

Note: The above personal information is confidential and will only be used by Overland Cove HOA and its management company for the purpose of managing tenants right to utilize Overland Cove’s Clubhouse, Pool and Fitness Center activities. We do not share the above information with third parties.

Enclosure 4

Emergency Door Release Pull Stations

The Pool area, Fitness Center and bathroom hall are equipped with Emergency Door release pull stations. This is a Blue Box mounted on the wall like a “Red” Fire Alarm Box.

They are located;

1. Next to the exit door in the Fitness Center
2. On the outside West wall of the Clubhouse next to the pool pump room door.
3. In the hallway of the Pool and Fitness Center bathrooms.

The following sign is posted above each Emergency Door release pull stations:



**Emergency Door Release Pull Station
(For Emergency Use ONLY)**

In case of a loss of power pull on the Emergency Door Release Handle to unlock all pool and fitness center electronic doors and exit the facility.

Thank you!
OC HOA Board

**Please only use the
Emergency Door Release Pull Stations in
emergency door release situations.**