

**Overland Cove (OC)
Homeowners Association (HOA)
Clubhouse Complex Policy and Operating Procedure (POP)**

Clubhouse Meeting Room

1. Purpose: To establish the POP for OC Homeowners [or Authorized Lease-tenants referred to as “Homeowner/tenant” from here forward in this document, unless addressed by their specific name] use of the Clubhouse for social functions.

2. Scope: This POP applies to all OC Homeowners/tenants that request the use of the Clubhouse.

3. Policy:

1. Clubhouse:

a. The “Clubhouse Reservation and Security Deposit” form is found at **Enclosure one (1)**. The security Deposit only applies to Lease-tenants. The reservation form and deposit check (if required) must be submitted at least two (2) weeks prior to the requested event date to OC HOA Management Company, **Executive Real Estate Management (EREM)**, by mail or personally delivered to their office.

Email: manager@ereminc.com

Address: 3313 Memorial Parkway SE, Suite 127, Huntsville, AL 35801

Phone: (256) 880-1000

b. Clubhouse reservation DOES NOT INCLUDE USE OF THE POOL AND POOL DECK AREA.

c. No security deposit is required when homeowners reserve the clubhouse.

d. For lease-tenants, homeowners must submit a Tenant Authorization Letter, **Enclosure Eight (9)**, to authorize their lease-tenants to have permission to reserve the Clubhouse. This letter is sent to the Management Company for approval by the HOA Functional Area Lead.

e. In addition, lease-tenants must send a required \$250 users security deposit fee (conditionally refundable) for reserving the Clubhouse. The Management Company will collect the security deposit check with the required Reservation Forms per paragraph 1.a. above.

f. EREM will provide a specific clubhouse access and end time for the day of the event. The user must return the Real Property Inventory Sheet **Enclosure Three (3)** properly filled and signed to the HOA Functional Area Lead; Gilles Beaumont at 1006 Crescent Falls, no later than 24 hours following the event. Access hours can be extended upon request, time permitting.

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Effective: 05/17/2022

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- g. The Clubhouse has an active security system with cameras. The Management Company will provide instructions and codes for turning the security system On and Off.
- h. On-site presence by the Homeowner/tenant making the reservation is required throughout the event.
 - The Clubhouse is reserved by the HOA for OC Community events on the following dates:
 - i). Memorial Day- 30 May
 - ii). Independence Day- 4 July
 - iii). Labor Day- 5 September
- i. The Management Company will return, by mail, lease-tenant Clubhouse users their security deposit fee within 10 working days after the event. For lease-tenant Clubhouse users to receive full deposit return the following must occur:
 - i) The Real Property Inventory Sheet Enclosure three (3), **must** returned to the HOA Functional Area Lead; Gilles Beaumont at 1006 Crescent Falls no later than 24 hours following the event.
 - ii) The Real Property Inventory Sheet provided by Homeowner/tenants will be reviewed by the HOA Functional Area Lead for any deficiencies found during the Clubhouse post event inspection.
- j. The Clubhouse user should conduct a pre-check review of the Clubhouse to verify condition of facility using the Clubhouse Inspection Checklist and verify the Real Property Inventory Sheet. During this pre-check review, the Clubhouse user must ensure all deficiencies are noted and immediately reported to the Management Company representative or HOA Functional Area Lead.
- k. Clubhouse parking rules are as follows:
 - i). Homeowners/tenants and their guests may utilize the available parking at the pool clubhouse when they have reserved the Clubhouse for a private event.
 - ii). Parking is not permitted on the curb on Split Rock Cove in front of the Clubhouse except for temporary loading and unloading.
 - iii). If the Pool/Clubhouse parking is full then event guests may park on Split Rock Cove, past the Clubhouse (Southeast side) and the East Curb of Binding Branch (first street left of Clubhouse).
 - iv). Huntsville City Ordinance requires parked vehicles to be parked on the side of the street in the direction of traffic flow.
 - v). Use of the pool and pool deck is **NOT** included in the Clubhouse event reservation.

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- l. The Clubhouse maximum capacity of is **35** people as set by the Fire Marshal.
- m. The Clubhouse users will NOT conduct any illegal/unlawful acts while using the Clubhouse.

FAILURE TO COMPLY WITH THE ABOVE POLICY MAY INCUR A FINE OF UP TO ONE HUNDRED DOLLARS (\$100) AND MAY AFFECT FUTURE CLUBHOUSE RESERVATIONS BY HOMEOWNER/TENANT

4. Procedures:

1. Clubhouse

- a. The authorized Clubhouse users and guest must follow the policies list in paragraph 3.1.
- b. The Management Company is the point of contact for all Clubhouse reservations requirements. Their contact information is:

Address: 3313 Memorial Parkway SE, Suite 127, Huntsville, AL 35801

Email: manager@ereminc.com

Phone: (256) 880-1000

- c. The HOA Functional Area Lead will serve as the alternate contact for Clubhouse usage and support activities. The point of contact is:

Gilles Beaumont

1006 Crescent Falls, Huntsville, AL 35806

Email: gxbeaumont@gmail.com

Phone: (251) 605-9432 or (251) 689-2551

5. Responsibilities:

1. OC HOA Functional Lead will:

- a. Direct and coordinate all Clubhouse activities and POP changes with the Management Company.
- b. Ensure the Clubhouse is properly maintained.
- c. Quarterly, report to the HOA Board usage information on Clubhouse use.
- d. As needed, review all support contracts with the Management Company affecting the Clubhouse.
- e. Approve Homeowner request to allow lease tenant to use the Clubhouse.
- f. Do Pre and Post event inspections

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- g. Contact management company after each event for applicable security deposit refund.

2. OC HOA Management Company will:

- a. Coordinate all Clubhouse activities and POP changes with the HOA Functional Area Lead.
- b. Ensure the Clubhouse is properly maintained through support contracts approved by the HOA Functional Area Lead.
- c. Provide the Functional Area Lead a quarterly Clubhouse usage report as per provide format.
- d. As requested by the HOA Functional Area Lead, review all support contracts affecting the Clubhouse.
- e. Ensure all POP are followed and make all the necessary coordination with authorized users to properly use the Clubhouse.
- d. Conduct random visits to the facility to ensure compliance with all POP and other state rules/procedures.
- e. Coordinate Fire Marshall inspection visits to ensure facility follows the City of Huntsville's Fire Code. Report the results of these inspections and facility maintenance repairs to the Functional Area Lead.
- f. Ensure access, to-and-from the Clubhouse, is properly coordinated with the users.
- g. Activate user's Access Cards for use of the clubhouse during the specified reservation period.
- h. Provide the necessary budget information to the Functional Area Lead for the annual budget requirements.
- i. Manage the Cleaning Contract in accordance with the guidance and approval from the Functional Area Lead.

Ensure the appropriate amount of the Clubhouse users security deposit fee is returned, by mail, within 10 working days of the event.

- I. Will contact Functional Area Lead for approval to refund the \$250 security deposit.

3. Homeowners/tenants using the Clubhouse will:

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

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- c. Follow the Clubhouse Clean-up Standards **Enclosure four (4)** upon departure from the facility.
- d. Return **Enclosures 2 & 3** to the Clubhouse Facility Lead at 1006 Crescent Falls no later than 2 days post event.
- e. Homeowner / Tenant must be present at all time during the event to monitor activities.
- f. Have access to the clubhouse front door using their current Access Cards, which will be programed for the length of your event reservation. Please immediately try your access card(s) once you receive you Access Notice from EREM to insure it works. In the event of an access card's malfunction please contact Clubhouse Functional Area Lead Gilles Beaumont at (251) 605-9432.

Clubhouse Reservation Notice of Fine

This notice is for all Homeowners and Lease-tenants that reserve the clubhouse for a personal event.

There will be a twenty-five dollar **(\$25.00)** fine added to your HOA account for any violation of the published clubhouse reservation policy and guidelines. Second reservation violation may result in the loss of clubhouse reservation privileges.

Please familiarize yourself with the clubhouse reservation policy and guidelines, which are part of the reservation form, especially the departure items such as cleaning, exiting thermostat setting, alarm system re-arming, and securing the front door. Refer to specific enclosures found within the clubhouse reservation form for detail information.

If for any reasons you have unforeseen issues during the use of the clubhouse, please contact the Facility Area Lead Gilles Beaumont at (251) 605-9432.

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Enclosure 1

OVERLAND COVE CLUBHOUSE RESERVATION FORM Using access card(Does Not Include Use Of The Pool & Pool Deck)

Name (Print): _____

OC Property address: _____ Phone: _____

Homeowner Lease-tenant Email _____

Single Event Reservation Date(s): _____

Access Time: _____ Exit Time: _____

Provide details of the event and expected number of attendees (35 Maximum):

Recurring Weekly or Monthly Events Reservation (Homeowner Only)

1st 2nd 3rd 4th Mon Tue Wed Thu Fri Weekly Monthly

Event Period: Start Date: _____ End Date: _____

Event Access Time: _____ Exit Time: _____

Duration of Reservation is limited to 12 months and must be renewed.

Note: All renewal of recurring events will be evaluated by OC-Board

Homeowner Agreement:

- I agree that I am responsible for any and all damages/loss that may occur to the Clubhouse property during the time of my scheduled event, as well as and post-event cleaning. **Initials** _____
- I understand that my HOA account I will be charged the costs of maintenance and / or repairs in the event of lack of cleaning, damages or loss of clubhouse property, or any violation of the Clubhouse Policy, Rules and Guidelines. **Initials** _____

Homeowner's Signature: _____ Date: _____

Lease-tenant Agreement: (\$250 Security Deposit & Lease-tenant Authorization Letter Required)

- I agree that I am responsible for any and all damages/loss that may occur to the Clubhouse property during the time of my event, , as well as and post-event cleaning. **Initials** _____
- I understand that I will forfeit part or all my \$250 security deposit in the event of lack of cleaning, damage, loss, or any violation of the Clubhouse Policy, Rules and Guidelines. **Initials** _____
- I further understand that any remaining HOA costs above my \$250 deposit for any loss or expense, will be my responsibility. **Initials** _____

Tenant's Signature: _____ Date: _____

(Tenants must have a properly filled and signed **Enclosure 9** on file with EREM)

Received by the Management Company: Name (Print): _____

Signature: _____ Date: _____

Distribution (at sign-up): One copy Management Company, copy to Terry Baughman & one copy to user

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Enclosure 2

OVERLAND COVE CLUBHOUSE PRE & POST EVENT INSPECTION CHECKLIST

This checklist will help assure the next person finds the facility as enjoyable as you and help to ensure your deposit fee is returned in full. Please ensure the following actions are completed by checking each box.

BEFORE USE:

- Review and ensure the Real Property Inventory List is confirmed and all items are in serviceable condition
- Review and ensure the Clean-Up Checklist items are properly completed.
- Immediate report any discrepancies to the Management Company or the HOA Functional Area Lead. [Take pictures if necessary]
- Review the Clubhouse parking rules in the POP. [Paragraph 3.1.]
- Review Front Door Access and Security System procedures found in Enclosure 5 & 6.

AFTER USE:

- Ensure the Clean-Up Checklist items are properly completed
- Return Clubhouse furniture and accessories to their original position
- Make sure back door is close and locked, including the deadbolts
- Adjust heat down to 65° or A/C up to 75° following instructions in **Enclosure (8)**
- Make sure ALL water faucets are turned off
- Leave Lamps **ON** (they are on timers)
- Turn **OFF** front porch lights
- RESET Security System following instructions listed in **Enclosure (6)**
- Lock Clubhouse FRONT DOOR according to instructions in **Enclosure (5)**
- Return this form**

to Functional Area Lead at 1006 Crescent Falls or email legible copies to gxbeaumont@gmail.com within 24 hours following the scheduled event.

- Acknowledge that all above items listed have been completed and the POP was followed.

Name: (Print) _____

Sign: _____

Date: _____

Distribution (at sign-up): One copy Management Company & one copy User

Clubhouse Meeting Room Cont'd

Enclosure 3

OVERLAND COVE CLUBHOUSE

PRE & POST EVENT REAL PROPERTY INVENTORY SHEET

	Pre-Event	Post-Event	Remarks	F-Lead
High Top Dining Table (2)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
High Top Chairs (12)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Round Dining Table (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Dining Room Chairs (6)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Foyer Table (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Folding Chairs (10)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Folding Tables (6)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Bar Stool (4)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Oval Rod-Iron Coffee Table (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Sofa (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Loveseat (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
End Tables (2)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Lamps (2)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Clock (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Television Set (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Trash Can (2)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
GE Refrigerator (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Sharp Microwave (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Small Plants (3)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Coffee Maker	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Small Table Lady's Room (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Vacuum Cleaner (2)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>

Acknowledge that all above items are on-hand and in serviceable condition. Return this Form to Functional Area Lead at 1006 Crescent Falls or email legible copies to gxbeaumont@gmail.com within 24 hours following the scheduled event.

Name: (Print) _____ Sign: _____ Date: _____

Release Deposit check Hold deposit check until further notice from Facility Lead

Facility Lead Signature _____ Date: _____

Distribution (at end of event): One copy to Facility Lead & one copy to User

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Clubhouse Meeting Room Cont'd

Enclosure 4

OVERLAND COVE CLUBHOUSE CLEAN-UP/DEPARTURE STANDARDS

1. Clean-up Standards

- a. Remove ALL food and beverages from refrigerator, freezer, microwave oven.
- b. Clean/wipe down appliances and countertops used in the kitchen.
- c. Wipe off tables.
- d. Remove all decorations and accessories brought in for use.
- e. Sweep floors and clean-up spills.
- f. Remove your trash bag(s) from the premises.
- g. Please check the restrooms to ensure they are clean.

2. Departure Standards

- a. Turn off all light switches.
- b. Turn off all water faucets.
- c. Lock back door, rearm the security system per instructions in **Enclosure Five (6)** and lock front door using your access card as explained in **Enclosure Six (6)**.
- d. Ensure all vehicles are remove from the designated parking areas.
- e. Ensure **Enclosures 2 & 3** are properly completed and returned to the Functional Area Lead at 1006 Cresent Falls or email legible copies to gxbeaumont@gmail.com within 24 hours following the scheduled event.
 - i. Pre & Post Event Inspection Checklist (**Enclosure 2**)
 - ii. Real Property Inventory Sheet (**Enclosure 3**)
 - iii. Report any maintenance issues to Clubhouse Facility Lead

Failure to comply with any of the above policy and guidelines will result in a \$25.00 fine assessed to your HOA account.

Name: (Print) _____

Sign: _____

Date: _____ Distribution

(at sign-up): One copy to User

Clubhouse Meeting Room Cont'd

Enclosure 5

Clubhouse Front Door Access Procedures

During your approved Clubhouse reservation time period, the Overland Cove Management Company will modify your current Pool and Fitness Center access card to allow entry and exit to the front door of the Clubhouse. When your Clubhouse rental period expires, your access card will revert to its original settings.

Please follow the procedures below:

1. Entry to the using Clubhouse front door:
 - a. Swipe your access card over the card reader located to the right side of the door, turn the door handle and pull the door open.
 - b. Go immediately to the alarm security system keypad on the right-side wall, between the bathrooms and disarm the security system by entering the special code (provided by the Management Company) and pressing the keypad #1 button.

Note: The front door will remain unlocked until you complete the exit procedures listed below.

2. Exit the Clubhouse using the front door:
 - a. Ask everyone to depart the Clubhouse, so only you remain. Ensure the door to the Pool and the hallway door between bathrooms are locked and the front door is completely shut. Go to the security system keypad, remain still until the green light comes on at the bottom of the keypad, then entry the special code and press the keypad #2. The alarm will start beeping. You have one minute to exit the Clubhouse through the front door.
 - b. Ensure the Clubhouse front door is completely shut and then quickly swipe your access card over the card reader. You will hear an light audible "click" indicating the locking mechanism is activated. **Please check the Clubhouse front door to ensure it is properly locked before leaving the premises.**
3. Use of the Clubhouse back door: (only for emergency)
 - a. The Clubhouse back door is locked and unlocked by using the installed dead bolt and door handle.
 - b. The back door is wired into the security system.
 - c. The back door should only be used for a way out in case of an emergency.
4. Encountering problems with locking doors or disarming/rearming the security system, call:
 - a. Management Company during office hours only: M-F 9 AM to 5 PM @ (256) 880-1000
 - b. Gilles Beaumont: (251) 605-9432 or (251) 689-2551 (1006 Crescent Falls)

ATTENTION: Be sure to familiarize yourself with the front door **Emergency Door Release Pull Station (Blue Box on left side of front door as you exit)** procedure in case of power failure (**Enclosure 7**). The Clubhouse back door can be open at any time like any regular door.

Name: (Print) _____

Sign: _____

Date: _____

Distribution (at sign-up): One copy Management Company & one copy User

Security System Procedures

Please perform the following procedures carefully:

1. To disarm the alarm system; Enter the provided alarm Code _____ plus the number 1. The light on the panel will turn **GREEN**
2. To arm the alarm system; Stand still in front of the alarm panel until the light on the keypad display turns **GREEN** than enter the provided code _____ plus the number 2. The light on the system will turn **RED**. *You have one minute to exit the building.*

Your codes will be provided by EREM a few days prior to your event

ATTENTION: If you accidentally cause a false alarm, repeat step one (1) immediately to disarm the system. This will turn the siren off. Then repeat step two (2) carefully. If you experience a problem arming the alarm system, leave it disarmed making sure to immediately contact the Gilles Beaumont) at 251-605-9432. You can leave a voice or text message if no one answer your call.

NOTE: Since you only have one (1) minute to exit the building once the system is armed, we greatly suggest that before arming the system you make sure the back door and the hallway door next to the alarm panel are properly closed and locked. Turn the inside and outside lights and ceiling fans off. If you need light to engage the system, the left switch next to the alarm panel control the ceiling lights. Once the system is armed exit immediately and lock the front door by swiping your access card over the control box.

Name: (Print) _____

Sign: _____

Date: _____

Distribution (at sign-up): One copy to Management Company & one copy to User

Enclosure 7

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 an
emergency situation.**

Enclosure 8

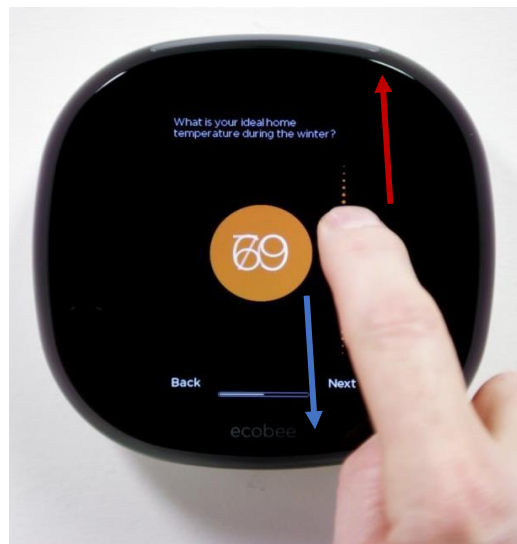
Clubhouse Ecobee Thermostat Setting

The digital Ecobee thermostat setting are changed by gliding your finger up or down on the Ecobee thermostat display panel. Please follow these simple steps below to increase or decrease the thermostat room temperature level.



To set the desired room temperature; 1. Touch the screen with your finger 2. Drag your finger up to increase temperature or down to decrease temperature to the level you prefer 3. You may need to repeat the action several time to reach your desired level. The small circle indicates the Set Room Temperature and the large circle indicated the Current Room Temperature.

To watch a short video on setting thermostat [\[Click Here\]](#)



Enclosure 9

Lease-tenant Authorization Letter Overland Cove HOA

Date: _____

Homeowner Name (print): _____

Current residence Address : _____

Overland Cove Property address: _____

Phone #: (_____) _____ - _____

Email: _____

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

I therefore grant permission to my Lease-tenant(s):

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

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

Email: _____

To use the Pool and Fitness Center, and further grant him/her permission to reserve the Clubhouse's meeting room facility as specified in the OC Clubhouse POP, all in accordance with Overland Cove's Covenants, Rules, Regulations and By-Laws.

I further acknowledge that I have made my lease-tenant(s) aware of the OC Clubhouse POP, Overland Cove's Covenants, By-Laws, Rules and Regulations. Additionally, I acknowledge that by granting this permission, I will become financially responsible for any violations, damages /loss that may be caused by my lease-tenant(s) while using the above mentioned facility should they fail to pay for all property damages/loss 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 lease-tenants right to utilize Overland Cove's Clubhouse, Pool and Fitness Center activities. We do not share the above information with third parties.

Enclosure 10

OVERLAND COVE CLUBHOUSE FITNESS CENTER

RULES

1. No children, under the age of 8, can use Fitness Center equipped. 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.

(Continues next page)

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.

OVERLAND COVE 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.
12. Violation of the pool rules may result in suspension of pool privileges.
13. During weekdays, 8AM-4PM, report all injuries or hazardous conditions to Executive Real Estate Management (256) 888-1000. During weekends, Holiday or after-hours weekdays, contact Gilles Beaumont 251-605-9432.
14. 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.