



WAGON TRAILS RECREATION ASSOCIATION (WTRA)

Admittance Policy

The following policy is adopted to reserve the use of the Wagon Trails Pool and Tennis Court for the property owners who pay for the care and maintenance of these amenities. The safety and enjoyment of the community area are of primary concern in the operation of the amenities at WTRA and are intended for the use of homeowners and their family members living in residences on lots within the Wagon Trails Recreation Community. If we show courtesy and consideration for others in our use of the amenities, only a minimum number of rules and guidelines should be needed.

The following information is provided to assist Wagon Trails Recreation Community residents in obtaining the amenity access cards required to use the facilities.

I. Wagon Trails Amenities Rules/Guidelines

- a) To enter the pool area, users must be in possession of their electronic amenity access card or be a checked-in guest of a valid amenities card holder.
- b) Term for all amenity access cards will follow the dues payment schedule. March 1st to April 15th, with the exception of additionally requested cards.
- c) Paid annual dues include six (6) total amenity access cards per address for residents 12 years of age and older with proof of residency. Additional cards for family members living in the household may be requested. (See Special Circumstances section below.)
- d) One guest Punch Pass will be given to each household. Each Punch Pass is good for 20 individual guests.
 - i. Guests must be accompanied by a valid amenity card holder with a Punch Pass.
 - ii. Guests must be checked-in upon arrival and the Punch Pass used.
 - iii. Tyvek wristbands will be issued to and worn by all guests.
 - iv. There is a five (5) guest maximum allowed per address, per day.
 - v. Extra guest Punch Passes may be purchased for \$20.00 each.
- e) Children under the age of 12 must be accompanied and supervised by a valid amenity card holder while enjoying the amenities.
- f) A \$10.00 charge will apply for each replacement amenity access card requested. Upon receiving a replacement amenity access card, the prior card will be deactivated.
- g) All amenity access cards for an account will be deactivated should there be a delinquency on the account that exceeds 60 days at any time.

II. Homeowners

- a) In order to obtain a card, the homeowner must show an approved "Proof of Residency" form reflecting their Wagon Trails address (acceptable forms listed below).
- b) Amenity access cards will only be issued to the homeowner of record and family. Cards must be issued in person with individual pictures on each card.
- c) Home owners may choose to grant access to privileges to their tenants. Please note that if a homeowner chooses to grant access to privileges to their tenants, the homeowner must waive their own privileges. If a homeowner was issued a card and then grants their tenants access to privileges, the homeowner's card will be deactivated.

III. Tenants

- a) In order for tenants to obtain amenity access cards, the following must occur:
 - i. The homeowner must provide authorization for tenants to enjoy amenity privileges.
 - ii. Tenants must show an approved "proof of residency form" reflecting their Wagon Trails address, rental agreement and "Waiver of Privileges" form.

IV. Special Circumstances

- a) "Special Circumstance" form must be filled out to request additional cards. Requests that do not fall under the policy guidelines above will be reviewed by the Board and decisions will be made on a case-by-case basis. Requests must include beginning and ending dates for each special requests.
- b) A "Special Circumstance" form must be filled out for 12 or more guests and parties to get pre-approval.
- c) A "Special Circumstance" form must be filled out for additional cards needed for residents beyond the six allowable passes per household.
 - i. Proof of residency must be provided for each extra card requested.
 - ii. A new form and proof of residency will need to be provided each year.
- d) A "Special Circumstance" form must be filled out to request a Nanny Card and must include the names of the children that will be cared for.
 - i. Nanny Cards may be requested by a valid amenity card holder only.
 - ii. Only one Nanny Card will be issued per address.
 - iii. Nanny cards are only available for Wagon Trails children and the Nanny card will have a group picture of the children.
 - iv. Nanny Cards may be used by any Nanny approved by the valid amenity card holder.

V. Transfer of privileges is only available to WTRA homeowners

- a) Privileges can only be transferred to immediate family members. Proof of family status and a "Waiver and Release of Liability" form must be filled out and kept on file.
- b) Receiver of privileges must also provide proof of homeowners insurance or renters insurance.
- c) Maximum six (6) cards can be transferred per address

VII. Proof of Residency

- a) **Acceptable Forms:**
 - i. Driver's license with current Wagon Trails address
 - ii. Motor vehicle registration with current Wagon Trails address
 - iii. Utilities bill from current Wagon Trails address
 - iv. Other documents as approved by the Board

APPENDIX A

Key Definitions and Terms

- Immediate Family Member – Father, Mother, Son, Daughter, Son-In-Law, Daughter-In-Law, Adult Grandchild
- Guest – person invited by a valid amenities card holding WTRA member
- Amenity Card – Electronic card key issued by WTRA allowing access to WTRA amenities
- Special Circumstance Form – form submitted to WTRA Board requesting access to amenities for persons not in possession of a valid amenities card
- Waiver and Release of Liability – form submitted when a WTRA homeowner desires to transfer access to WTRA amenities to another party.
- WTRA – Wagon Trails Recreation Association