



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. Amenity access cards are for the sole use of the individual pictured on the card and are not to be utilized by any other individual.
- b) Term for all amenity access cards will follow the dues payment schedule. March 1st to April 15th of the following year. Additionally, requested cards will be valid for the same period of time unless they are given in response to a special circumstance or another reason deemed appropriate by the Board, in which case the term may be shorter.
- c) Paid annual dues include up to six (6) total amenity access cards per address for residents 12 years of age and older with proof of residency. Additional cards beyond the six (6) for family members living in the household may be requested (See Special Circumstances section below.)
- d) Children under the age of 12 must be accompanied and supervised by a valid amenity card holder while enjoying the amenities. If the child is a resident within the Wagon Trails Recreation Association, the child is not considered to be a guest and no punch pass is required.
- e) A \$15.00 charge will apply for each replacement amenity access card requested. Upon receiving a replacement amenity access card, the prior card will be deactivated.
- f) 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 an access 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 will be issued in-person with individual pictures on each card. Card may not be transferred or utilized by any other individual(s).
- c) Homeowners may choose to grant access to privileges to their tenants. Please note that if a homeowner chooses to grant access of privileges to their tenants, the homeowner will 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. Long-Term Tenants (those with a lease term of at least 12 months)

- a) In order for long-term tenants to obtain amenity access cards, the following must occur:
 - i. The homeowner must execute the “Waiver of Privileges” form 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.
- b) The homeowner will be responsible for any damage caused by their tenant and/or for any fines levied because of the tenant’s actions.
- c) The homeowner will no longer have access to the pool while the “Waiver of Privileges” is in effect. The tenants will have access to the pool with tenant privileges expiring at the end of the lease.

IV. Short-Term Tenants (those with a lease term of less than 12 months)

- a) In order for short-term tenants to obtain amenity access cards, the following must occur:
 - iii. The homeowner must execute the “Waiver of Privileges” form for tenants to enjoy amenity privileges.
 - iv. Tenants must show a rental or lease agreement (i.e. lease agreement, Air BnB reservation or agreement, VRBO reservation or agreement, etc.), valid photo ID, and “Waiver of Privileges” form.
 - v. Due to the time and materials required in creating new photo amenity cards for each short-term rental, the below fees will be charged to the homeowner’s account at the time of set-up for each short-term rental that requests amenity access cards. Administrative Fee is \$50.00 per card.
- b) The homeowner will be responsible for any damage caused by his tenant and/or for any fines levied because of the tenant’s actions.
- c) The homeowner will no longer have access to the pool while the “Waiver of Privileges” is in effect. The tenants will have access to the pool with tenant privileges expiring at the end of the lease.

V. Special Circumstances

- a) 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 request.
- b) A “Special Circumstance” form must be filled out for 12 or more guests per household to get pre-approval. Please contact the management company to obtain the party form. Forms must be received at least one week before the planned date of the party.
- 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/Provider Pass and must include the names and picture(s) of the member children that will be cared for.
 - i. Nanny Cards/Provider Pass may be requested by a valid amenity card holder only.
 - ii. Only one Nanny Card/Provider Pass will be issued per address.
 - iii. Nanny cards/Provider Passes are only available for Wagon Trails children residing at that address and the Nanny card/Provider Pass will have a group picture of the child(ren).
 - iv. Nanny Cards/Provider Passes may be used by any Nanny/Provider approved by the valid amenity card holder.

VI. Transfer of privileges is only available to WTRA homeowners

- a) Homeowner privileges can only be transferred to tenants or immediate family members. If transferred to a family member, proof of family status and a "Waiver and Release of Liability" form must be filled out and kept on file.
- b) 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. Utility bill from current Wagon Trails address
 - iv. Other documents as approved by the Board

APPENDIX A

Key Definitions and Terms

- Amenity Card – Electronic card key issued by WTRA allowing access to WTRA amenities
- Immediate Family Member – Father, Mother, Son, Daughter, Step-son, Step-daughter
- Guest – person invited by a valid amenities card holding WTRA member
- Long-term Tenant – any tenant with a lease term of at least 12 months
- Short-term Tenant – any tenant with a lease term of less than 12 months (including Air Bnb, VRBO, etc.)
- Special Circumstance Form – form submitted to WTRA Board requesting access to amenities for persons other than the homeowner
- 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