

# Arbors

at Meadow Woods

## Arbors at Meadow Woods Homeowners Association

Orlando, FL

# Pool & Amenity Policy

Updated: 1<sup>st</sup> April 2025

## OVERVIEW

This updated pool access policy aims to simplify and enhance existing community guidelines since its inception. Our objective is to ensure transparency among residents and facilitate fair, safe, and efficient utilization of pool facilities within our community. The document has been carefully structured for clarity and accessibility, making it easier for all stakeholders to understand.

While some may perceive access revocation as strict, our community's founding declarations mandate the association to revoke access for residents who do not adhere to these rules. This policy aims to enhance transparency in the process and includes a warning system to minimize inadvertent revocation, though this cannot be guaranteed.

## PURPOSE

The purpose of this pool & amenity access policy is to:

1. Ensure safe and enjoyable use of the pool facilities for residents and their guests.
2. Maintain cleanliness and orderliness within the pool area.
3. Promote respectful and community-minded behavior.
4. Protect the community's property values by enforcing consistent pool standards and avoiding damage to association-maintained facilities.
5. Enhance clarity and ease of understanding for all residents through a simplified and transparent document structure.

## SCOPE

This policy applies to:

1. All residents of the community.
2. Visitors and guests of the residents.
3. All types of pool usage and activities within the gated pool area or playground.

## POLICY

### POOL RULE SUMMARY

A simplified summary of the pool rules is as follows:

1. **Return Furniture to Original Position:** Please return the furniture back to its original position when finished. Failure to do so will result in revocation of pool access.
2. **No Glass:** No glass within pool gates. Glass can be extremely dangerous to barefoot residents and can damage pool equipment.
3. **No Bikes/Skate Equipment:** No bikes or skate equipment within pool gates.
4. **No Unauthorized Individuals:** Do not let in unauthorized individuals. You are responsible for all damage they cause.
5. **Dispose of Trash:** Please dispose of all trash before leaving.
6. **Respect Noise Levels:** Please be respectful and do not play loud music.
7. **No Pets:** Pets are never allowed within pool gates. This is a health code issue.
8. **Pool Hours:** The pool is closed from sunset to sunrise. Your card will not grant you access during this time, and you must leave promptly at sundown. Failure to leave will result in trespassing charges.
9. **Access Limits:** Each card allows 3 people to use the pool. If you have more than 3 people in your party, they need to use a separate card to access the gate, and the gate must be closed in-between. Additional cards can be requested.
10. **Must Produce Access Card:** When using the pool you must have your access card with you, and present it if asked to prove membership. You are not permitted to be in the pool area if you do not have an access card on your person or with your belongings (while swimming). Failure to comply with this rule may result in trespass charges.

### PLAYGROUND RULE SUMMARY

1. **Playground Hours:** The playground is open from 8am to 7:30pm. Your card will not grant you access during this time, and you must leave promptly at closing time. Failure to leave will result in trespassing charges.
2. **No Pets:** No pets are permitted within the gates of the playground. Please do not bring them inside.
3. **No Alcohol:** Alcoholic beverages are not permitted inside the gates of the playground.
4. **No Bikes/Skate Equipment:** No bikes or skate equipment within playground gates.

5. **No Unauthorized Individuals:** Do not let in unauthorized individuals. You are responsible for all damage they cause.
6. **Dispose of Trash:** Please dispose of all trash before leaving.
7. **Respect Noise Levels:** Please be respectful and do not play loud music.
8. **Access Limits:** Each card allows 3 people to use the playground. If you have more than 3 people in your party, they need to use a separate card to access the gate, and the gate must be closed in-between. Additional cards can be requested.

## TEMPORARY SUSPENSION CONDITIONS

Whenever possible, we will issue one warning per household, and record relevant information. A warning is never guaranteed, and should not be relied on to break the rules. Our declarations do not assure warnings will be given, but are meant to be used as a courtesy only.

The following violations will result in a warning for the first offense. Any subsequent violation of any rule by the same household will result in immediate revocation of pool access after the warning is issued. There is no time limit for enforcement, and pool access can be revoked any date after receiving a warning.

- Not returning furniture to its original position.
- Bringing bikes or skate equipment within pool gates.
- Letting in unauthorized individuals
- Pool violations committed by anyone you let in
- Failing to dispose of trash before leaving.
- Playing loud music.
- Bringing glass within pool gates.
- Accessing the pool outside of designated hours.
- Allowing more than 3 people to use the pool per access card.

During a warning your pool access will be temporarily suspended. You will need to apply for access again to gain access, and explain your understanding of the pool rules. There will be no charges during the warning period.

## ADVANCED SUSPENSION CONDITIONS

There are situations where the association will not issue a warning and will instead immediately revoke pool access. These items listed are for the safety consideration of all residents.

The following violations will result in immediate revocation of pool access without any warning, 24 hours a day, 7 days a week:

- Repeated violation of any rule after a warning has been issued.
- Any behavior that results in damage to pool property or poses a safety risk.

Depending on the severity of the violation, charges may apply to the homeowner account, and must be paid before access can be granted again. All fining will include a hearing in front of the fining committee. A suspension of access starting at 60 days, and increasing by 30 days per occurrence will apply in these situations.

## POOL ACCESS REQUESTS

The following rules apply to obtaining pool access:

- **Authorized Owner Submission:** Pool access requests must be submitted by the authorized owner of the property. Tenants are not eligible to request pool access on behalf of the property owner.
- **Government issued Photo ID:** Regardless of who is submitting the request, a government issued photo ID must be included with all requests to validate the request. The image submitted must be clear, legible, and unredacted. If you are the authorized property manager, this can be the ID of the homeowner, or yours. If using your ID, please include documentation that proves you are authorized to transact on behalf of that property.
- **Property Violations:** Properties must be free from any outstanding property violations to be eligible for pool access. If an owner owns more than one property, all properties must be clear of violations.
- **Payment Account Status:** The homeowner's account must be current and not past due for pool access to be granted.
- **Past Pool Violations:** Any past pool violations must be addressed. If a homeowner has a history of pool violations, they must provide an explanation of what occurred and demonstrate how they will prevent future rule infractions.
- **Lease Agreement Requirement:** If the property is rented out to tenants, a valid lease agreement must be on file with the HOA. Pool access cards issued to tenants will automatically expire at the end of the documented lease term. Tenants must submit a request to extend their pool access cards to ensure continued access. Homeowners should not list the pool or other neighborhood amenities as part of any lease contract or listing as they are not guaranteed.
- **Owner or Tenant Only:** If an owner chooses to grant pool access to tenants of their home, they relinquish the right to access the pool during this period. Similarly, if an owner wishes to access a pool, they are not allowed to grant access to any tenants during this time.

## HOW TO GET ACCESS

To streamline the process and ensure efficiency, we have established a new system for submitting requests. Any previous methods of requesting pool access are now invalid. Please use the designated portal moving forward.

### Activation Process

To initiate the process, please visit: <https://amwhoa.com/pool>

### Cost

The cost for one amenity access card is \$20. The cost for one amenity keyfob is \$25. Homeowners may purchase and activate up to 3 access cards per address, which entitle each card holder to allow themselves and 2 guests into the pool/playground at a time.

### **Payment Method**

To purchase a new card, kindly make a check or money order payable to "Arbors at Meadow Woods."

Submit your payment through one of the following methods:

- Mail your payment to our management company, Premier Association Management, at 3112 W Lake Mary Blvd, Lake Mary, FL 32746. Include a reference to your address and indicate that it is for a pool application.
- Place your payment in the dropbox located next to the entrance of the pool. Include a reference to your address and specify that it is for a pool application.

### **Processing Timeframe**

Upon receiving the required documentation from homeowners, the processing of pool access card requests will take up to 21 days. Our team will review the documentation and issue the pool access cards accordingly.

Typically, responses are provided sooner, but with high volumes of requests, especially during school breaks, please allow the full timeframe for processing.

### **Duplicate Requests**

If a pool access request is submitted as a duplicate, the system automatically closes the old request and places the new request at the end of the queue to ensure fair and efficient processing.

## **RESOURCES**

To better align with our pool access policy, the following resources are in place:

### **Access Cards**

- Pool access cards are required for entry into the pool area.
- Each card grants access to up to 3 people. Additional cards can be requested if needed.
- Pool access cards can be requested via the HOA portal and will be processed upon receipt of payment and verification of eligibility.

### **Reporting Violations**

Any resident can report known pool rule violations to [board@amwhoa.com](mailto:board@amwhoa.com). Submitting a report does not constitute an official warning and will require a pool committee member or member of management to witness the violation, document it, and issue that warning.

If anyone is interested in being trained to properly document pool violations and would like to join the pool committee, please email [board@amwhoa.com](mailto:board@amwhoa.com).

## DEFINITIONS

The following is a summary of defined terms and clarifications to our policy:

- **Warnings:** Warnings are a courtesy. Whenever possible, they will be issued ahead of access revocation by members of management or the pool committee. However, all residents should know they are at risk of losing pool access without warning by violating the rules at any time, 24 hours a day, 7 days a week.
- **Access Revocation:** Pool access for residents violating rules will be revoked. The HOA will not reimburse any fees related to access revocation. If you believe your access was unjustly revoked, please provide proof and work with the HOA. The HOA does not receive any funds for revocation and cannot issue any refunds.
- **24/7 Enforcement:** Pool rules are enforced 24/7.
- **Record Keeping:** The HOA will maintain a list of all homes and residents affected by warnings and violations.
- **Get Involved:** The pool committee is made up of volunteer residents. Contact the board if you are interested in assisting with pool committee operations.

## CONCLUSION

The Arbors at Meadow Woods Homeowners Association's updated pool access policy represents our commitment to fostering a safe, fair, and harmonious community environment. By outlining clear guidelines and procedures, we aim to ensure ample pool availability, maintain safety standards, and preserve the aesthetic quality of our neighborhood. This policy is designed with transparency and accessibility in mind, providing residents and guests with a comprehensive understanding of their pool responsibilities. Through cooperation and adherence to these rules, we strive to uphold property values and enhance the overall quality of life for everyone in our community. We encourage all residents to familiarize themselves with this policy and play an active role in promoting responsible pool practices. Together, we can maintain a community that we are all proud to call home.