

CANDLELIGHT HILLS RECREATIONAL PARK
18602 BURNT CANDLE DRIVE
SPRING, TEXAS 77388

RULES AND REGULATIONS

The Candlelight Hills Recreational Park (hereinafter referred to as the Park) is open to all members in good standing of the Candlelight Hills Civic Association and as further defined below. Such members are entitled to full use of the recreational facilities (ie: swimming, tennis, playground and picnic area) and clubhouse facilities. These facilities are private and are intended for the exclusive use of the members and their authorized guests.

The following rules and regulations have been established by the Board of Directors of the Candlelight Hills Civic Association (hereinafter known as CHCA) in order to maximize the pleasure and convenience of the members. The Board of Directors reserve the right to change or modify these rules at any time.

Any questions pertaining to the rules, or any interpretation thereof, or any situation arising that is not specifically covered by the following rules and guidelines should be directed to a member of the Activities Committee (hereinafter referred to as the Committee) of the CHCA.

I. DEFINITIONS:

- a. **MEMBER** shall mean and refer to those persons who are residents (owners and/or renters) of Candlelight Hills Subdivision (herinafter referred to as the Subdivision) and who occupy a residence which is current in payment of the annual maintenance charge for the present year and all prior years. **MEMBER**, as defined above, shall also include spouse, children (living at home or in school), parents or parents-in-law residing in the residence of the owner of record or signer of the lease, if renting. A **RESIDENT** not current in payment of the annual maintenance charge for the present year or any prior year, shall not be allowed the use of the **PARK** facilities under any circumstances.
- b. **GUEST** is any person who does not live in the Subdivision and who is present on the Park grounds as a guest of and in the company of a member.

II. GENERAL PARK RULES:

- a. **PARK HOURS** - Open from 7 am till 12 midnight.
- b. **CONDUCT** - No loud, boisterous or obscene language, or disorderly conduct of any kind will be permitted on the Park grounds. Any Committee member or member of the Board of Directors of CHCA may eject any person which he or she believes to be violating this rule. In the case of repeated or flagrant violations, the Committee may, at its discretion, forbid any member found in violation of this rule the use of the Park facilities for a period of time not to exceed one year. Members will be held strictly accountable for the character and conduct of their guests, as well as any indebtedness incurred by them.
- c. **PARK PROPERTY** - Articles belonging to the Park may not be removed from the Park or borrowed. Damage to the Park property by members or their guests will be charged to the members responsible.
- d. **PRIVATE PROPERTY** - The CHCA, its employees and contractors shall not be responsible for damage to or loss of private property brought on to the Park grounds and, in consideration of the use of the facilities and the privileges of the Park, members and their guests release the CHCA, its employees and contractors from any responsibility thereof.
- e. **PARKING** - All cars, trucks or other motorized vehicles shall be properly parked in marked spaces in designated parking areas. Bikes shall be parked at racks provided. No bikes or motorized vehicles will be allowed in other than designated parking areas.
- f. **PETS** - No dogs or other animals will be allowed on the Park property whether or not on a leash.
- g. **RULE INFRACTIONS** - Members observing any infractions of these rules may report the same immediately to any Committee member. Such incidents shall be investigated by a Committee member and reported in writing to the Committee.
- h. **INDEMNIFICATION** - The members agree to hold harmless all officers, directors and committee members of CHCA, and shall not initiate directly or indirectly, any legal action against these persons for any act done in good faith in the ownership, maintenance and/or operation of the Park property or facilities.

III. USE OF CLUBHOUSE:

- a. **RENTAL AGREEMENT** - A rental agreement must be signed by an adult member who is also a head-of-household for all private parties or functions not open to all Candlelight Hills residents. The member signing the agreement must be present at the scheduled function.
- b. **CLEANING DEPOSIT** - A ^{250.00} \$100.00 deposit, separate from any required fees, shall be required for each rental agreement issued for private parties or functions not open to all Candlelight Hills residents. This deposit is refundable if the clubhouse is satisfactorily cleaned after the function. A deposit may be required of organizations who reserve the clubhouse "free of charge" if it is not found to be satisfactorily cleaned after a function. It is the responsibility of those reserving the facility to see that the premises are well cleaned after use and to see that the facilities are not abused.
- c. **USE BY MEMBERS** - The clubhouse may be reserved by an adult member free of charge for any function that is open to all residents of the Subdivision, providing the function has received adequate advertisement. With the approval of the Committee, the clubhouse may also be reserved free of charge by an adult member for use by subdivision civic and non-profit organizations such as Women's clubs, Men's clubs, tennis leagues, swim team, scouting groups, etc. There will be a ~~\$100.00~~ charge for use of the clubhouse for private parties or functions, not open to all Candlelight Hills residents, and which may be attended by individuals who are not members. The Board of Directors may establish a lesser usage charge for private parties or functions attended entirely by members. The above mentioned fees and the required cleaning deposit will be paid at the time the key to the clubhouse is obtained. ★

The clubhouse may not be utilized for profit-making functions without the express approval or sponsorship of the Board of Directors. However, with the approval of the Committee, activities may be scheduled which may require a fee for lessons or instruction, provided that such activities are open only to residents of the Subdivision.

- d. **USE BY GUESTS** - Guests may not use the clubhouse except in the company of a member who will be responsible for the guest's conduct.
- e. **RESERVATION OF THE CLUBHOUSE** - A member may, by making reservations with the designated Committee

person, reserve the clubhouse to hold any civic, social or business function. Members should try to make reservations at least one week in advance. Members wishing to reserve the clubhouse on a regularly scheduled basis with a frequency exceeding once per month must obtain the prior written approval of the Committee. The clubhouse key may be picked up from the designated member of the Committee, typically on the day of the function. All fees and deposits must be paid and rental agreements signed by an adult member prior to or at the time of picking up the key. The clubhouse key shall be returned by the member to the designated Committee person no later than the next day after the function.

IV. USE OF SWIMMING FACILITIES:

- a. **POOL HOURS** - The pool will be open from Memorial Day weekend in May through the day prior to the first day of school plus Labor Day weekend in September. The pool may be open, at the discretion of the Committee, on weekends only in May and September. The pool will be closed on Mondays for maintenance, or Tuesday after a Monday Holiday. Typical operating hours shall be as follows:
1. The pool will normally be open Tuesday through Friday from 12 NOON to 8 PM, Saturday from NOON to 8 PM and Sunday from 1 PM to 8 PM.
 2. There will be a 10 minute rest period for all swimmers during each hour.
 3. The pool will be closed during inclement weather and when necessary for maintenance operations. Advance notification will be posted whenever practical.
 4. Special use of the pool by a Subdivision Swim Team authorized by the Committee may be expected. Normal practice times shall be scheduled before or after normal pool hours. Special practices may be scheduled during normal pool hours with the approval of the Committee, but such use shall not exceed two hours. On the days of home swim meets, the pool will be closed until the conclusion of the meet. The dates of these meets will be posted in advance.
 5. Certain areas of the pool may be closed by the lifeguard for special use during normal open hours.

- b. **SENIOR LIFEGUARD** - The Senior Lifeguard will be responsible for enforcing the pool rules and is authorized to ask members, guests or children to leave the pool area for any period up to 7 days, and to recommend to the Committee the further suspension of the privilege to use the pool, for any infraction of any of the rules or for endangering another person. The Senior Lifeguard and the other lifeguards are to be obeyed in all areas of their responsibility. Any question as to the conduct of a lifeguard, member or guest should be brought to the attention of the Committee.
- c. **ADMISSION, REGISTRATION AND GUESTS** - Members must register themselves and their guests before entering the pool area or at other times as may be required by the lifeguard. Also:
1. While the pool is intended primarily for the use of members, the number of guests will be left to the member's discretion. Abuse of this privilege may result in a limitation as to the number of guests a member may bring into the pool. Guests must be accompanied by a member, who will be responsible for the guest's conduct.
 2. Members may reserve the pool during hours when the pool is normally closed. The number of people to be present at the private party or function will determine the number of lifeguards needed. One guard is needed for every 25 persons or part thereof, and the charge for the lifeguard services will be determined by the Senior Lifeguard and/or the Committee. In addition, the same rules, deposits, fees and rental agreements shall apply to reserving the pool as are used for reserving the clubhouse as noted in Article III.
 3. Children under 8 years of age must be accompanied by an adult at least 18 years of age. At the discretion of the lifeguard, children 8 through 12 years of age may be required to demonstrate the ability to satisfactorily swim two (2) lengths of the pool without resting, if they wish to swim without being accompanied by an adult. Those failing the test will not be eligible for retesting for at least two (2) weeks, and will not be admitted to the pool unless accompanied by an adult.
 4. Lifeguards are not responsible for the supervision of the baby pool. No children 7 years of age or older are allowed in the baby

pool. All children 6 years of age and under must be accompanied by and constantly supervised by an adult at least 18 years of age while in the baby pool or its fenced area.

d. **HEALTH AND SAFETY** - For purposes of definition: the pool area is the entire area within the fencing surrounding the pool; the deck area is the cemented surface around the pool; and the pool is the water contained area:

1. No running or rough play in the pool area.
2. No glass or hard plastic containers are permitted in the pool area.
3. No alcoholic beverages or intoxicating substances or persons under the influence of same shall be permitted in the pool area.
4. No diving in the shallow end (3 feet or less) of pool.
5. No swimming in the designated diving areas of the pool without the lifeguard's permission. Divers shall immediately swim to the nearest ladder and exit the pool.
6. Only one person may be on a diving board at one time. The diver shall take only one bounce on the board, shall be certain of a clear diving area and shall dive straight out and not off to the side of the board.
7. Proper swimming attire is required to swim, no cutoffs or T-shirts allowed in the pool.
8. No pets are permitted in the pool area.
9. No loud music or loud, abusive or foul language will be tolerated in the pool area.
10. The use of small floating items or accessory pool play equipment will be subject to the approval of the lifeguard. Balls, other than beach balls, will not be permitted for use in the pool area.
11. No eating, drinking or smoking in the pool.
12. Swimmers are requested to use commercial suntan preparations only. Cocoa butter, baby oil and other heavy oils cause filter damage. It is requested that swimmers not use these items or shower before entering the pool if they are used.

13. Admission to the pool area may be refused to anyone with skin abrasions, infectious or contagious skin conditions, colds, coughs, inflamed eyes, infections, bandages or tape at the discretion of the Senior Lifeguard. No person having infectious or contagious skin conditions will be permitted on the pool deck or in the pool. No person wearing bandages or tape will be permitted in the pool.

14. Swimmers are not permitted to wear metal or plastic bobby pins, hair pins or other personal accessories in the pool that may become dislodged and cause corrosive stains in the pool or lodge in the filtering system.

15. ~~Food and drinks will be allowed on the pool deck provided all refuse, including cigarettes, cigar butts and pipe ashes, is placed in containers provided in the pool area.~~

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No one will engage the lifeguards in idle conversation or otherwise needlessly distract them from their duties.

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Additional rules may be adopted or these rules amended by the Committee, and such additional rules or amendments shall become effective when posted at the pool.

6 NO SMOKING WILL BE PERMITTED IN CLUBHOUSE OR INSIDE POOL AREA

V. USE OF TENNIS COURTS:

a. **GENERAL COURT RULES** - The Park tennis courts are intended primarily for the use of members and their guests and are subject to the following rules:

1. Tennis shoes must be worn on courts at all times.
2. No skateboards, bicycles or other wheeled vehicles are allowed on the courts. *No balls other than tennis balls may be used on the courts.*
3. All rules of tennis etiquette should be observed.
4. Children under 8 years of age must be accompanied by an adult when on the courts.
5. Players shall keep the courts clean with push brooms and squeegies provided, and shall place all refuse in appropriate containers in the court area.

Basketball, Volleyball or
Baseball ~~may~~ ~~not~~ is not
to be played on the courts

6. After the lights are turned on at night, the last scheduled players to leave the courts will be responsible for turning off all the lights. (Please check the sign-up sheet to see if the courts are reserved before turning off the lights.)
- b. **REGISTRATION, SIGN-IN AND TIME LIMITS** - The following procedures will be utilized to assure adequate access to the courts by all members while providing for league practice and play:
1. Both courts are reserved in one and one half hour time blocks from 7 AM to 12 Midnight, seven (7) days a week. The length of the reservation time blocks will be established by the Committee, subject to approval by the Board of Directors, and may change seasonally or as a result of court time demand.
 2. Reservation sheets shall be posted by a member of the Committee at 6 PM Sunday for Monday through Sunday court times. It is mandatory that the times designated on the reservation sheets be used to eliminate short time gaps between matches, allowing more members to use the courts.
 3. Reservations are limited on an individual basis. Reservations are limited to two (one day and one night) weekday reservations and two (one day and one night) weekend reservations per member per reservation period. Night reservation times start at 5:30 PM.
 4. Reservation sheets will remain posted throughout the play period. Subject to the above limitations, members may at any time reserve available time.
 5. Approved Organized leagues and tournaments authorized by the Committee have priority. Time may also be reserved for lessons. Appropriate times will be blocked out in advance on the reservation sheets.
 6. All league ladders and tournaments may have additional rules applying to these specific events. Please contact the appropriate team captains or tournament director for this information.
 7. At the end of the reserved time, players may finish their current game before leaving the court. Discretion of time should be used prior to beginning the last game. Obvious

and/or repeated abuse of this privilege may be reported to the Committee and may incur penalty.

8. A player who is unable to utilize a court for a time which has been scheduled should cross out their name as soon as possible. If this is not done, a penalty may be assessed by the Committee.
9. If a player who has made (and not cancelled) a reservation does not occupy the court by ten minutes past the scheduled time, the court is available to others on a NO-SHOW basis. To qualify for NO-SHOW time, the member present must write "NO-SHOW" and their name in the appropriate block. NO-SHOW time is available on a first-come, first-served basis except that those waiting for a court have priority over those finishing play. NO-SHOW time is not debited against the member playing, but is debited against the NO-SHOW player.
10. If a court remains unreserved until the time of play, the court is available to members on a FREE basis. To qualify for FREE time, a member must write "FREE" and their name in the appropriate block. FREE time is available on a first-come, first-served basis except that those waiting for a court have priority over those finishing play. FREE time is not debited against the member playing.
11. Inclement weather does not alter reservation limits.
12. Additional rules may be adopted or these rules amended by the Committee, and such additional rules or amendments shall become effective when posted at the courts.

VI. USE OF OTHER FACILITIES:

- a. **PLAYGROUND** - The playground facilities are meant to provide safe enjoyment for member children. Children 6 years of age and under shall be accompanied by an adult when using the playground. Members are requested to help keep the area clean by depositing any trash in containers provided for that purpose.
- b. **PICNIC AREA** - Any picnic areas that may be developed shall be subject to the general Park rules contained herein and as might be promulgated by the Committee.

Sept, 1999

Adopted June, 1989 and amended May, 1990 by the Board of Directors of the:

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