

THE • CLUB

at fairway villas

Fairway Villas Resident Handbook

The Club at Fairway Villas
5223 Espana Street
Denver, CO 80249

The Lodge at Fairway Villas
20309 E 53rd Drive
Denver, CO 80249

Telephone: (303) 307-4719
Email: info@theclubatfv.com

Welcome to the Neighborhood!

The Club at Fairway Villas staff is pleased to welcome you. We look forward to introducing you to the wide variety of programs, events and activities that define the exceptional lifestyle we hope you will enjoy. Our staff takes great pride in the programming and care for these amenities and an atmosphere that is always warm, welcoming and friendly. Our goal is to provide a place where friends are plentiful and a neighborly spirit and smile set the tone.

This Resident Handbook has been designed to provide you with all of the information needed to begin utilizing the facilities, activities and programs available. The usage guidelines have been thoughtfully established to help us maintain the proper utilization of all areas while providing residents with a safe and enjoyable environment.

Please take some time to review this handbook and let the staff know if you have any questions, concerns or suggestions. We value your feedback and look forward to hearing from you.

Our community and *The Club* provide residents with the following amenities and services:

Community

- Green Valley Ranch Golf Club & Academy
- Serenity Park
- Highline Canal Trail
- Town Center Park with Amphitheatre & Lake
- Green Valley Ranch Recreation Center
- Public Library
- Rocky Mountain Arsenal National Wildlife Refuge
- Fairway Villas Community Park
- Fairway Villas Community Garden

The Club

The Clubhouse

- Exercise center
- Demonstration kitchen
- Interior fireplace and cozy sitting area
- Exterior fireplace with covered veranda
- Outdoor fire pit
- Outdoor BBQ grills
- Indoor & outdoor pools
- Indoor hot tub

The Lodge

- Exercise center
- Extra-large Multipurpose Room
- Interior cozy sitting area
- Exterior patio with covered veranda
- Outdoor fire pit
- Outdoor BBQ grills
- Pickle ball courts
- Bocce ball courts

Staff Services

- Organized programs, events and activities

The Club staff are delighted that you have decided to become a part of the neighborhood, and we look forward to seeing you at one of our programs and special events.

Warm regards,

The Club Staff

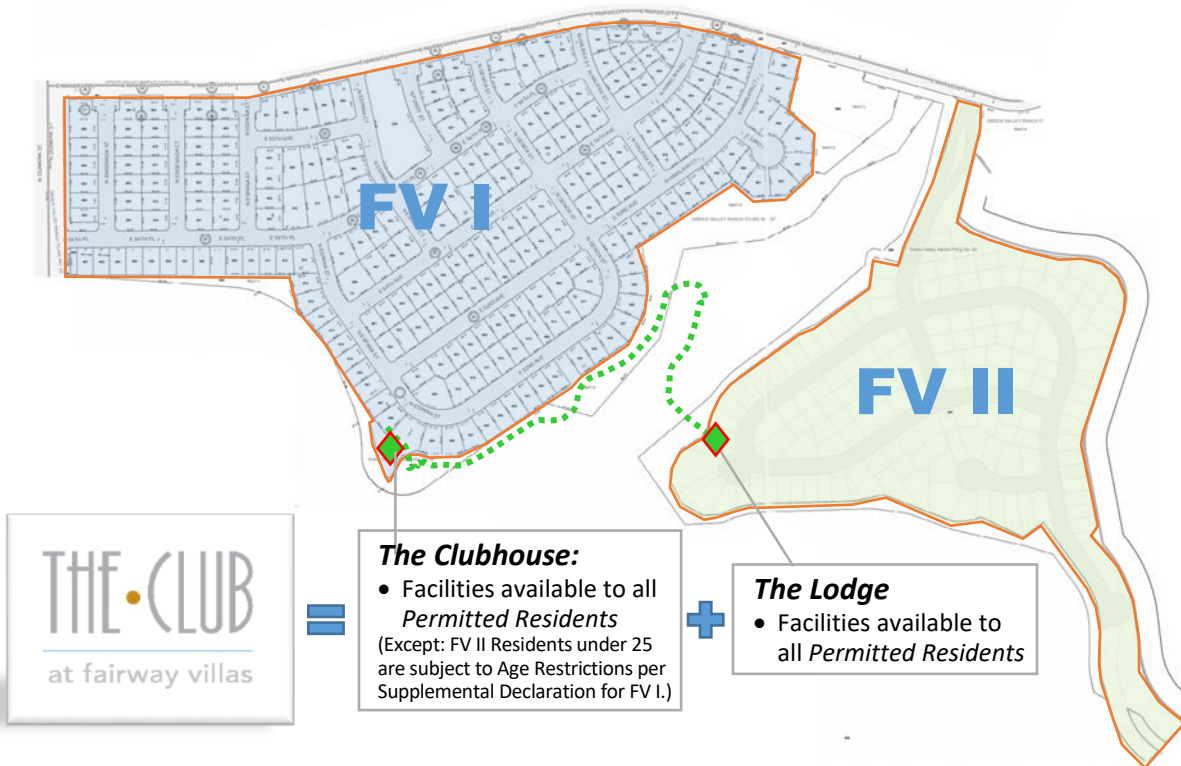
ORIENTATION TO COMMUNITY

Fairway Villas is one Community developed in 2 Phases:

- Fairway Villas I ① = FV I
- Fairway Villas II ① = FV II

The Club at Fairway Villas is comprised of two facilities:

- *The Clubhouse*
- *The Lodge*



SUMMARY OF AGE RESTRICTIONS

Phases:	Fairway Villas ① (FV I)	Fairway Villas II ① (FV II)
Age Restrictions		
Qualified Resident	55 years or older. ②	Persons 55 years or older. ②
Permitted Resident	25 years or older. ③	Persons 19 years or older. ④
Usage of Facilities		
<i>The Clubhouse</i>	Permitted Residents (25+)	Permitted Residents (25+) ⑤
<i>The Lodge</i>	Permitted Residents (25+)	Permitted Residents (19+) ⑥

Notes: ① Officially recorded names according to Supplemental Declarations

② To purchase a FV I or FV II Residence

③ To reside in a FV I Residence

④ To reside in a FV II Residence

⑤ Persons under 25 allowed per conditions in this Handbook

⑥ Persons under 19 allowed per conditions in this Handbook

Special Note: In general, the term "Resident" as typically used throughout this document is more specifically intended to mean "Permitted Resident".

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1 GENERAL INFORMATION

1.1 General Hours of Operation

The Club Staff is here:

Office Hours:

Monday - Friday 9 a.m. to 4 p.m.

Pool and Hot Tub Hours

Daily: 5 a.m. – 11 p.m.

Grand Rooms, Multi-Function Rooms

Daily: 5 a.m. – 11 p.m.

Fitness Rooms & Locker Rooms

Daily: 5 a.m. – 11 p.m.

Non-Resident Hours: (25 years & older)

(Must be accompanied by Permitted Resident)

Daily: 5 a.m. – 11 p.m.

Family Hours for Pool/Hot Tub: (under age of 25)

(Must be accompanied by Resident 55 years or older at all times)

Daily: 3 p.m. - 6 p.m.

(Weekend Staff Hours and Visitor Access Subject to Change Due To COVID-19 Regulations)

1.2 Age Restrictions for Amenity Usage

Provided below is a generalized Table showing operating hours for amenities at each facility along with associated age of Permitted Residents who are granted full usage of those amenities. See other sections in this Handbook for age restrictions pertaining to limited usage of the amenities for guests.

Facility	Amenities	Persons	Age for Usage	Daily Hours
<i>The Clubhouse</i>	Grand Room, Multi-Function	Permitted Residents	25 years & older	5 am to 11 pm
<i>The Clubhouse</i>	Fitness & Locker Rooms	Permitted Residents	25 years & older	5 am to 11 pm
<i>The Clubhouse</i>	Indoor Pool & Hot Tub	Permitted Residents	25 years & older	5 am to 11 pm
<i>The Clubhouse</i>	Indoor Pool & Hot Tub	Family Hours (Non-Res)	Under 25 years	3 pm to 6 pm
<i>The Clubhouse</i>	Outdoor Pool (Summer only)	Same as Indoor	Same as Indoor	Dawn to Dusk
<i>The Lodge</i>	Grand Room, Multi-Function	Permitted Residents	19 years & older	5 am to 11 pm
<i>The Lodge</i>	Fitness	Permitted Residents	19 years & older	5 am to 11 pm
<i>The Lodge</i>	Bocce & Pickle Ball Courts	Permitted Residents	19 years & older	Dawn to Dusk

Notes: Some areas of Grand and Multi-Function Rooms are not available when Clubs/Groups meet
Guests must be accompanied by Resident at all times

1.3 Operating Calendar and Holidays

Holidays

The facilities will be accessible for Residents during all holidays.

However, staff will not be on duty during the following holidays (times):

- New Year's Eve & Day
- MLK Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday - Friday)
- Christmas Eve & Christmas Day

Inclement Weather

The staff will make every attempt for facilities to remain open during times of inclement weather. However, the facilities will be closed if the conditions are determined to be unsafe to the residents and staff.

Maintenance Days

In an effort to achieve the highest standards of facility cleanliness and safety, there will be times when certain areas of the facility will be shut down for improvements, cleaning, and preventative maintenance. Resident understanding and patience is appreciated as efforts are made to improve and maintain the cleanliness, safety, and aesthetics of the facility. Whenever possible, maintenance days will be planned in advance and residents will be given proper notification.

1.4 Contact Information

The Club at Fairway Villas

Shane Roberts – Lifestyle Director
5223 Espana Street
Denver, CO 80249
Phone: (303) 307-4719
Email: info@theclubatfv.com

The Community Advisory Committee

Al Morie, CAC Chair
CAC Website: www.fvcac.com
Emails to CAC: CAC.fairwayvillas@gmail.com

1.5 Comments and Suggestions

The Club staff is always striving to improve service to the community. Resident suggestions and ideas are essential to our continued success. Residents can voice their concerns and suggestions by speaking to the staff, completing a comment card and placing it in the suggestion box, or emailing info@theclubatfv.com.

1.6 Facility Access and Eligibility for Use

Residents are entitled to use the community facilities and amenities in accordance with Rules and Age Restrictions contained in this Resident Handbook.

Owners who have delegated their right to use the community amenities to their tenant must provide *The Club* with written authorization and a listing of tenants. At least one of the Tenants must be 55 years or older, and the other persons living in the Residence must meet the minimum age requirements of Supplemental Declarations applicable for the Residence. (25 + for FV I and 19+ for FV II). Tenants will be required to provide proof of residency, acknowledge the receipt of Resident Handbook, and submit all appropriate forms with signatures before they receive access to the facilities.

The Town Center Metropolitan District – Sub-Districts #1 and #4 reserve the right to suspend a resident's/tenant's use of any Fairway Villas amenities for failure to follow the policies and procedures, posted rules and regulations, directives of staff on duty, and for a resident's/tenant's failure to pay any amounts owed.

1.7 Rights and Reservations

The Supplemental Declarations of Fairway Villas and Fairway Villas II assign the exclusive authority and power to establish policies, procedures, regulations, and rules regarding the admission to and use of the Fairway Villas Common Areas, and the Fairway Villas Common Area Facilities to Subdistricts #1 and #4 of the Town Center Metro District. In accordance with that authority, this Handbook of rules and guidelines is issued to fulfill that assignment.

The Town Center Metropolitan District Sub-Districts #1 and #4 reserve the right to make changes to this document at any time.

1.8 Disclaimer

Residents and guests using the facilities do so at their own risk. The safety of our residents and guests of our community is a primary concern. All persons using the facilities do so at their own risk and agree to abide by the rules for use of the facility. The Town Center Metropolitan District – Sub-Districts #1 and #4, Oakwood Homes, Clayton Homes, its agents and employees assume no responsibility and shall not be liable for any accidents, personal injury, or damage to, or loss of property arising from the use of the facilities or from the acts, omissions or negligence of other persons using the facilities. Residents are responsible for their actions and those of their guests.

1.9 Enforcement of Rules and Guidelines

Please be aware that staff must protect the rights and privileges of rule-abiding residents, and that inappropriate behavior will not be accepted. All users are responsible for compliance with the rules and guidelines established for respecting others and for the safe operations of all the facilities. All rules and guidelines will be applied and upheld consistently for all residents with no exceptions. Anyone continuing to violate *The Club* rules will be refused access to *The Club* and its amenities in accordance with all guidelines. The staff reserves the right to ask residents to leave the facilities and suspend their privileges until an official ruling is made.

Process for Enforcement

- Residents are encouraged to report alleged violations to *The Club* staff.
- Staff will log each alleged violation for record keeping purposes
- District Manager will review the log with Staff on a regular basis.
- District Manager and Staff will mutually determine appropriate corrective action to be imposed.
- Corrective actions can include, but not be limited to warnings, restrictions, fines, prohibition, etc.
- Staff will inform the alleged violator(s) of consequence that will be enforced.

1.10 Access Key Fob

Complimentary use of amenity areas is restricted to residents and their guests. To gain access to amenity areas, residents must use their key fob. This key fob allows convenient access to *The Club* facilities. Under no circumstance shall a resident provide their key fob to a guest to allow them to utilize the amenities.

New residents can stop by *The Club* and show a copy of their closing documents and photo identification for their key fobs. Each household will be issued two (2) key fobs at no charge. Replacement key fobs carry a fee of \$25.00 and a third can be purchased for an additional \$50.

New Residents who have purchased a previously owned property in the Fairway Villas Community need to bring any fobs received from previous owner into the Staff for purposes of revising the registration information associated with those fobs.

1.11 Guest Policies

Residents will be able to bring up to 4 complimentary guests (per household) with them to *The Club* facilities each day. Two additional guests may be allowed at a charge of \$5.00 each; for a maximum of 6 guests per household per day. NOTE: Bringing guests into *The Club* facilities in accordance with this section is not considered a “Private Party”

Guests of a Resident are allowed limited usage of *The Club* facilities. Residents are required to accompany their guests at all times when inside, or on the grounds of the facilities. Some of the amenities offered at each facility have different age restrictions. Refer to the Table below which summarizes those age requirements.

Facility	Amenities	Age when Residents allowed to use Amenities	Age when Residents allowed to accompany Non-Residents	Age when Non-Residents allowed to use Amenity when accompanied	Hours when Non-Residents allowed to use Amenity when accompanied
<i>The Clubhouse</i>	Grand Room, Multi-Function	25+	55+	25+	5 am to 11 pm
<i>The Clubhouse</i>	Lawns, Patio & Outdoor Areas	25+	55+	25+	5 am to 11 pm
<i>The Clubhouse</i>	Fitness & Locker Rooms	25+	55+	16+	5 am to 11 pm
<i>The Clubhouse</i>	Indoor Pool & Hot Tub	25+	55+	25+	5 am to 11 pm
<i>The Clubhouse</i>	Outdoor Pool (Summer only)	25+	55+	25+	Dawn to Dusk
<i>The Clubhouse</i>	Family Hours: All of the above	25+	55+	All Ages	3 pm to 6 pm
<i>The Lodge</i>	Grand Room, Multi-Function	19+	55+	19+	5 am to 11 pm
<i>The Lodge</i>	Lawns, Patio & Outdoor Areas	19+	55+	19+	5 am to 11 pm
<i>The Lodge</i>	Fitness & Locker Rooms	19+	55+	16+	5 am to 11 pm
<i>The Lodge</i>	Lawns, Patio & Outdoor Areas	19+	55+	19+	5 am to 11 pm
<i>The Lodge</i>	Bocce & Pickle Ball Courts	19+	55+	19+	Dawn to Dusk
<i>The Lodge</i>	Family Hours: All of the above	19+	55+	All Ages	3 pm to 6 pm

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2 PROGRAMS, EVENTS AND ACTIVITIES

2.1 Program Descriptions

The Club offers residents a wide variety of programs, events and activities designed to meet the interests of the overall community. Some of these programs, events and activities are offered at additional cost.

Each year, the staff will evaluate and seek to improve upon existing programs, as well as add new events and activities in each category based upon interest and skill levels. The format of each program or activity will be structured to most effectively provide participants with a positive recreational experience.

The Club staff provides residents with a selection of programs, activities and events every month. Below is a sample of the types of programs that currently are, or may potentially be, offered to our residents based upon interest levels. (Some may be offered at an additional cost.)

CATEGORY	PROGRAMS BASED UPON RESIDENT INTEREST LEVEL	
Fitness	<ul style="list-style-type: none"> • Fitness Fusion • Tai Chi • Yoga 	<ul style="list-style-type: none"> • Pilates • Wellness Seminars • Group Fitness
Aquatics	<ul style="list-style-type: none"> • Water Exercise • Aqua Fit • Water Workouts 	<ul style="list-style-type: none"> • Private Lessons • Water Safety Courses • Aquatic Therapy
Sports	<ul style="list-style-type: none"> • Golf: Women’s League • Golf: Men’s Groups • Golf: Par 3 (Open, Coed) 	<ul style="list-style-type: none"> • Ping Pong • Pickle Ball • Bocce Ball
Life Enrichment	<ul style="list-style-type: none"> • Dance • Cooking Classes • Arts & Crafts • Guitar / Singing 	<ul style="list-style-type: none"> • Book Club • History Buffs • Active Minds • Specialty Workshops
Games	<ul style="list-style-type: none"> • Pinochle • Bridge • Canasta • Texas Hold’em 	<ul style="list-style-type: none"> • Bunco • Rummikub • Mahjong • Board Games
Social Programs	<ul style="list-style-type: none"> • Holiday Parties & Events • Special Events • Casino Trips • Quarterly Mens Pancake Breakfast 	<ul style="list-style-type: none"> • Potluck & BBQs • Book Club • Resident Socials

2.2 Events Calendar

Residents can easily find information on programs and events through the Weekly Community Newsletter or by picking up the monthly calendar of programs and events schedule at The Clubhouse. The Weekly Update and monthly calendars are also e-mailed to each resident who provides *The Club* staff their email address.

2.3 Event Registrations

Registration dates and deadlines will be advertised in the Weekly Update. Registration will typically end one week prior to the start of the event, unless otherwise noted.

Residents will be able to register for all events by the following means:

- **Email** Residents can send an email to info@TheClubatFV.com
- **In-person** Residents can register in person. If a fee is required, they can pay during office hours.

2.4 Event Fees and Payment Types

A variety of complimentary and fee-based events will be offered to residents. Fees for events may be required to offset the cost of instruction, supplies and equipment. Full payment must be made at the time of registration. For events that require payment, payments should be made to Town Center Sub-district #1.

2.5 Event Changes and Cancellations

The Club Staff will notify residents if there is a need to change or cancel an event. If an event is cancelled, and payment has been made, residents will be issued a refund.

2.6 Resident Clubs and Interest Groups

The Club will host life enrichment, games and social events. Life enrichment and games will be resident managed and self-supporting. Any resident wishing to develop an interest group or club should contact the staff to receive additional information or simply use the Application for Clubs and/or Interest Groups located at the back of this Handbook.. Meeting and event dates will be subject to facility availability. All clubs must be open to any resident of the community. Guests may be permitted to attend club and/or interest functions on a limited basis with permission from the club and/or interest group members.

2.7 Suggestions and Ideas

The Club staff is constantly striving to improve life enrichment events offered to the community. Residents are encouraged to submit ideas and suggestions for upcoming programs by emailing info@theclubatfv.com or completing a comment card and placing it in Suggestion Boxes at either *The Clubhouse* or *The Lodge*.

3 FACILITY RULES AND USAGE GUIDELINES

3.1 General Facility Usage Rules and Guidelines (*The Clubhouse* and *The Lodge*)

1. **Guests must always be accompanied by a Resident.**
2. Guests must meet the age restrictions for usage of amenities in The Club facilities as outlined in Section 1.11.
3. Residents must have in their possession their key fob for identification to access the facilities.
4. With the exception of the pool and wet areas where bathing suits are permitted, residents must be properly attired with shirts and shoes.
5. Bathing suits and wet feet are not allowed in the Grand Room or Multipurpose Rooms of either facility.
6. Food and drink provided by *The Club* shall be consumed within the buildings or on adjacent patio areas. No food or drink shall be removed from *The Club* facilities. Alcoholic beverages are only allowed during staff approved events. All residents and guests are expected to drink responsibly when consuming alcohol.
7. Consumption of alcohol must be in compliance with all State of Colorado applicable liquor laws.
8. No usage of marijuana in any form is allowed in, or on, any of the facilities at any time.
9. No weapons of any kind are allowed in or on any of the facilities. Even persons with concealed weapon permits are not allowed to carry any weapons. The only exception is for uniformed police officers who are on duty.
10. Excessive noise is not permitted.
11. Smoking is permitted in designated outdoor areas only.
12. Misconduct, including profanity, fighting, and/or disruptive behavior is not permitted.
13. Anyone that appears to be under the influence of drugs or alcohol may be asked to leave the facility.
14. Residents are responsible for cleaning up after themselves and helping to keep the amenity areas clean at all times.
15. Residents are encouraged to let the staff know if an area of the facilities or a piece of equipment is in need of cleaning or maintenance.
16. No equipment or furnishings shall be removed from the room or area it belongs in.
17. All equipment and supplies provided for use of the amenities must be returned in good condition.
18. Only dogs are permitted indoors for 5 minutes on a leash. No Pets are allowed on any of the outdoor areas of *The Club* facilities. However, Service Animals shall be permitted in accordance with all applicable laws and guidelines.
19. Bicycles, skateboards, rollerblades and other vehicles (i.e., scooters) are limited to designated outdoor areas only. A designated area with racks for storage will be made available. Golf carts must be parked in a designated parking spot (not on the sidewalk).
20. All programs and services that are provided by paid instructors including personal training, group exercise, lessons, and instructional programs must be approved by the Lifestyle Director. All instructors shall provide proof of liability insurance.
21. The facility and staff are not responsible for lost or stolen items. Residents are expected to keep track of their own valuables. Staff members are not permitted to hold valuables or bags for patrons.
22. All found items should be turned in to the staff for storage in the lost and found. Items will be stored in the lost and found for up to one month.
23. No residents shall use the facility parking lots for overnight parking. Violators are subject to having their vehicles towed at the owner's expense.
24. Residents must receive prior approval by staff for purchases that will be used at the facilities.

25. Dumpsters are dedicated for usage by facilities ONLY. They are not to be used as a neighborhood dumping station. Any personal or residential use or dumping is prohibited.
26. No facility doors are to be propped open unless permitted by staff.
27. Temperatures for heating and cooling are to be adjusted by staff only. If temperature is uncomfortable, contact the staff to request adjustments.
28. Residents are encouraged to assist the staff in the enforcement of these usage guidelines. Residents may notify the staff on duty if an individual is violating usage guidelines.
29. Rules are subject to change as deemed necessary by Town Center Metro District (See section 1.7).

3.2 Fitness Centers (*The Clubhouse and The Lodge*)

1. All residents are encouraged to consult their physician before beginning an exercise program. All residents utilize the amenities at their own risk. New resident waiver forms must be signed and on file before utilizing the amenity areas.
2. Guests must meet the age restrictions for usage of Fitness Center and Locker Room amenities in the facilities as outlined in Section 1.11.
3. Appropriate attire including shorts, shirts, and closed toed athletic footwear must be worn at all times in the fitness rooms.
4. No equipment shall be removed from the fitness rooms.
5. All equipment must be wiped down after use with the wipes and/or spray provided. However, electronic display screens should not be sprayed.
6. If a person is waiting for cardiovascular equipment, utilization is limited to 30 minutes.
7. If a person is waiting for weight equipment, individuals should be allowed to “work in” between sets.
8. Food is not permitted in the fitness rooms.
9. Sport drinks or other beverages must be contained in non-breakable spill-proof containers.
10. Personal music devices are permitted if used with headphones.
11. All concerns, equipment malfunctions, and maintenance needs should be reported to the staff.
12. All instructors must be approved by the Lifestyle Director. All instructors shall provide proof of liability insurance.
13. All other general Resident Handbook guidelines apply.

3.3 Pool & Hot Tub Area Guidelines (*The Clubhouse*)

1. Swim at your own risk. The pool areas will not be supervised by lifeguards at any time.
2. Guests under the age of 25 are allowed in the area during Family Hours only.
3. Any loss or damage caused by, or to, personal pool toys (i.e., balls, noodles, water wings, etc.) or any other personal items is responsibility of the resident who owns the items.
4. Balls made of hard materials and other items that may cause increased risk of injury to pool patrons may not be used in the pool area.
5. The pool and hot tub will be maintained at set temperatures determined by the staff..
6. No bicycles, scooters, roller skates, roller blades or skateboards are permitted on the pool deck.
7. No Glass containers (bottles, plates, salad bowls, etc.) or breakable objects of any kind are permitted in, or in the vicinity of the pools and hot tub areas.
8. All swimmers must shower before initially entering the pool.
9. Persons with open cuts, wounds, sores or blisters may not use the pool.
10. No person should use the pool with or suspected of having a communicable disease which could be transmitted through the use of the pool.
11. Appropriate swimming attire (swimsuits) must be worn at all times.

12. Infants/children not toilet trained and incontinent adults must wear swim diapers under their swim suits. Other diapers (cloth and disposable) are prohibited.
13. Children under 5 years of age are not permitted in the hot tub under any circumstances due to health concerns induced by high temperatures.
14. Animals are not permitted in the pool or wet areas.
15. Sitting on or hanging from pool ladders is not allowed.
16. No diving or jumping into the pools or hot tub is permitted.
17. Back dives, flips, back jumps, chicken fighting, rough housing, or other dangerous actions at the pool are prohibited.
- 18. Only authorized contractors and staff are allowed in filter rooms, and chemical storage rooms.**
19. Furniture on the deck area may not be reserved for persons not in attendance at the pool area.
20. The pool may be closed by management and/or staff at any time due to inclement weather, biological contamination, chemical balancing, general cleaning, maintenance or repairs.
21. The outdoor pool and pool area will be closed during electrical storms or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder or sighting of lightning and will remain closed for thirty 30 minutes after the last sighting. Everyone must leave the pool deck immediately when instructed to do so by the staff.
22. All swim instructors must be approved by the Lifestyle Director. All paid instructors must provide proof of liability insurance.
23. All other general Handbook guidelines apply.

3.4 Multi-Purpose Rooms and Gathering Areas (*The Clubhouse* and *The Lodge*)

Summary by Facility:

The Clubhouse: No private parties, including but not limited to bridal/baby showers, birthdays, graduations, or weddings, are allowed. Other events not allowed are political functions, religious services, "for profit" activities or Company meetings.

The Lodge: Private rental policy of The Lodge space is to be determined.

GVR Golf Course: A benefit provided to Residents of Fairway Villas is usage of the "Gathering" Room in GVR Golf Course Clubhouse (subject to availability). While use of the room is free of charge, the cost of food and beverage must be purchased through the Golf Club.

1. The facilities contain common areas that Clubs and Interest Groups will be utilizing during specific times of the day. During those times, the area(s) where they regularly convene will be reserved for their purposes. A schedule of those activities and their associated areas will be posted at *The Club* and updated by the staff.
2. Residents are expected to be respectful of others. If cards, board games or other group meetings are taking place, please try not to disturb them and move out of the space being utilized by that group.
3. No one under the age restrictions of 25 for *The Clubhouse* and 19 years for *The Lodge* is allowed in these areas except during Family Hours and accompanied by a Resident. Residents are not permitted to "drop off" their children/grandchildren.
4. Alcoholic beverages are only allowed during approved events. Any consumption of alcohol shall be in compliance with all State of Colorado liquor laws.
5. Residents are responsible for cleaning up after themselves.
6. Profanity, fighting or disruptive behavior will not be tolerated.
7. All other general Handbook guidelines apply.

3.5 Event Lawns, Patios, and Outdoor Areas (*The Clubhouse and The Lodge*)

1. Event lawns and patio areas are available for use on a first come, first served basis
2. Event lawns and patio areas may only be reserved by *the* staff (for programs or events).
3. The patio grill(s) may be utilized by residents on a first come, first served basis.
4. Residents are responsible for cleaning the patio grill after use; and to make sure it is turned off.
5. The use of the fire pit by residents is on a first come, first served basis.
6. No one under the age restrictions of 25 for *The Clubhouse* and 19 for *The Lodge* is allowed in these areas except during Family Hours and accompanied by a Resident. Residents are not permitted to “drop off” their children/grandchildren.
7. Bikes, rollerblades, skateboards and equipment with wheels are prohibited.
8. Chalking or marking the outdoor areas must be approved in advance and proper marking materials must be utilized and approved by staff. Pets are not allowed on any of the lawns, patios or outdoor areas.
9. Profanity, fighting or disruptive behavior is prohibited.
10. Smoking and vaping are permitted only in designated outdoor areas.
11. Residents must clean up after themselves and dispose of trash in the appropriate receptacles.
12. Removal of tables and grills from the patio areas are prohibited.
13. Resident may temporarily move outdoor furniture as needed but are expected to return it to original location.
14. If Residents open an outdoor table umbrella, they are expected to close it before leaving.
15. Residents using the horseshoe pits are expected to hang the shoes on back boards afterwards.
16. All other general Handbook guidelines apply.

3.6 Bocce Ball and Pickle Ball Courts (*The Lodge*)

These amenities are available for usage by Residents on a first come, first served basis. Two courts will be designated for reservations from 4pm till Dusk on a daily basis if necessary. Please see signage for reservation details. If there are more parties wishing to use courts than there are courts available, it is incumbent on all parties to be courteous and take turns using the available courts. *Please make sure to bring your own equipment as it will not be provided to you. The courts will be open from dawn until dusk.*

3.7 The Oakwood Life Room (*GVR Golf Course Clubhouse*)

This amenity is a benefit graciously provided by Oakwood Homes (Clayton Homes). It is located within the Green Valley Ranch Golf Course’s Clubhouse. Residents of Fairway Villas are welcome to use the room on an availability basis. For instance, it will be a comfortable place to enjoy conversation and some beverages with fellow golfers after a round on the links.

Residents of Fairway Villas are granted complimentary entry to the Oakwood Life Room on an availability basis. The Oakwood Life Room is open daily for drop-in usage during same hours the Golf Club Clubhouse is open.

Arrangements can be made with the Golf Course to reserve the room for Private Parties. For more information contact the management of the GVR Golf Course Clubhouse.

3.8 Par 3 Golf Course (*GVR Golf Course*)

This amenity is a benefit graciously provided to Residents of Fairway Villas by Oakwood Homes (Clayton Homes). It is located at the southern end of the Green Valley Ranch Golf Course.

Residents of Fairway Villas are granted complimentary usage of the Par 3 Course on an availability basis. The Par 3 Course is usually open for play daily during same hours the Golf Course is open.

4 **EMERGENCY PROCEDURES AND EQUIPMENT**

4.1 Emergency Procedures

In the event of an emergency, the facilities are equipped with emergency phones, defibrillators, and first aid kits. All staff members are first aid and CPR certified and when on duty will respond to emergencies, accidents and injuries.

Whenever an accident or injury occurs, an adult or member of the staff should be notified immediately. In the event of an after-hours emergency, call 911.

4.2 Emergency Equipment

The following equipment is available in locations specified below.

Emergency Phones

Locations

The Clubhouse:

- Indoor Pool: Emergency Phone box is located at near main entrance.
- Outdoor Pool: Emergency phone box is located on corner of building, nearest the pool.
- Fitness Center: A regular phone (for emergencies only) is located on central wall.

The Lodge

- Fitness Center: A regular phone (for emergencies only) is located on wall, near door.

Procedures for Use

Emergency Boxes

1. Open the Box
2. Pick up the handset (Phones have no dial pad. They automatically connect to 911 after lifted off cradle)
3. Wait for 911 Operator to answer
4. Explain to 911 Operator the nature of emergency

Regular Phones

1. Pick up the handset and wait for the dial tone
2. Dial 911
3. Wait for 911 Operator to answer
4. Explain to 911 Operator the nature of emergency

Automated External Defibrillators (AED)

Locations

The Clubhouse and The Lodge

- A HeartStart Defibrillator is located in each facility.
- The units are mounted on wall near entrances to the main rooms.

- They can be accessed and operated by any staff member and/or Resident.

Procedure for Use

1. Remove the AED carry case from the storage box on wall.
2. Take the carrying case near person needing assistance.
3. Unzip the carrying case and remove AED unit.
4. Pull the tab labeled “Pull Here” to activate the unit.
5. Follow the automated Audio/Voice Instructions from the unit.

First Aid Kits

Locations

- *The Clubhouse:* Wall mounted first aid kits are located in the following areas:
 - Staff office (can be accessed by any staff member)
 - Grand Room; near main entrance
 - Indoor Pool; near main entrance
 - Outdoor Patio; near corner with Pool Room.
- *The Lodge:* A wall mounted first aid kit is located in the following areas:
 - Multi-Purpose Room; near main entrance
 - Kitchen; near entrance

Procedure for Use

1. Notify a staff member that first aid is required.

If staff is not on duty, use contents in the first aid kit as needed.

5 FORMS AND WAIVERS

5.1 New Resident Registration Form & Waivers

Registration Forms are kept on file for all residents and designated tenants. This allows the staff to maintain current information on all persons who are eligible to utilize the amenities. The Registration Form must be completed per household.

5.2 New Resident Waiver Form

Waiver Forms are kept on file for all residents and designated tenants. The resident waiver form must be completed and signed by each person residing in a household.

5.3 Interest Group and Club Application and Guidelines

Applications for Clubs and/or Interest Groups may be filed by anyone wishing to form a resident interest group or club. These applications provide information necessary to form an interest group or club and provide the group/club with associated privileges. Approval is at the discretion of facilities staff.



STAFF USE ONLY:

Key Fob:

Email:

Res. Log Entry:

Deed/Lease:

D.L.

NEW RESIDENT REGISTRATION FORM

Complete form and submit to staff.

Contact Information

Name: _____

Street Address : _____

City/State/Zip: _____

Home Phone: _____

Alt. Phone: _____

E-Mail Address: _____

Birthday: _____ Anniversary: _____

Emergency Contact Person: _____

Phone Number: _____

Received Key Fob: # _____ Initials: _____

Received Resident Handbook: Initials: _____

Signature of Resident: _____ Date: _____



NEW RESIDENT WAIVER FORM

Please have EACH RESIDENT in household complete a separate WAIVER form and submit to staff.

WAIVER, RELEASE AND COVENANT NOT TO SUE

THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS, READ IT BEFORE SIGNING. IF YOU DO NOT UNDERSTAND ANY PART, WE URGE YOU TO CONSULT YOUR ATTORNEY.

In consideration to *The Club* at Fairway Villas including the athletic equipment, pool, parks, sport courts and related Fairway Villas amenities owned by the Town Center Metropolitan District – Sub-Districts #1 and #4 facilities and programs offered by *The Club and The Lodge*, by signing this **WAIVER, RELEASE AND COVENANT NOT TO SUE**, I, _____, whose address is _____, for myself, my spouse, my guest and my heirs, legal representatives, executors and assigns, hereby waive, release, and covenant not to sue the District and its officers, directors, employees, agents, representatives, consultants, lessees, subcontractors, successors and assigns (collectively, the "Releasees") from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of any physical or property damage, loss, or injury while upon the premises of the District or while participating in or attending any sport, recreational, or other program or activity sponsored or sanctioned by Releasees, or in any way connected with the District facilities and/or programs (collectively "programs"), whether such loss, damage, or injury results from the negligence of or any other tort committed by the Releasees or from some other cause.

I understand and recognize that there are specific risks of physical or property damages, losses, injury or even death that may result from my participation or attendance at the programs. I voluntarily assume the risks associated with such participation or attendance.

This Waiver, Release, and Covenant Not to Sue is effective immediately and shall survive the termination of my rights to use the District facilities and programs.

I, the undersigned, have read this **WAIVER, RELEASE AND COVENANT NOT TO SUE**, and understand all of its terms. I execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, I have signed this **WAIVER, RELEASE AND COVENANT NOT TO SUE** this ____ day of _____, 20____, at Denver, Colorado.

PRINT NAME: _____ SIGNED: _____



APPLICATION FOR CLUBS AND/OR INTEREST GROUPS

Complete form and submit to staff.

We are pleased to offer the opportunity for residents to create their own clubs and interest groups that enhance the recreational experiences offered within the community.

To ensure that all clubs and interest groups are developed and implemented successfully and to allow The Club staff to effectively promote them, we request that this application be completed and submitted to The Club staff for review.

BEFORE COMPLETING APPLICATION, REVIEW THE CLUB AND/OR INTEREST GROUP GUIDELINES.

Club/Interest Group Name: _____

Description: _____

Proposed Meeting Days: _____

Proposed Meeting Times: _____

Other Proposed Events: _____

CURRENT ROSTER ATTACHED? YES NO

Club/Group Leader Name*: _____

Address*: _____

Phone*: _____ Alt. Phone*: _____

E-Mail Address*: _____

**Please note that this information will be published within the community.*

My signature below indicates that I have read and understand the Club and Interest Group Guidelines, and I agree to ensure that all members of the Club/Interest Group abide by the established guidelines. I understand that this application will be submitted to and reviewed by the Lifestyle Director for approval.

Signature Required: _____ **Date:** _____

OFFICE USE ONLY

Submitted to Lifestyle Director on _____

Reviewed by Lifestyle Director on _____

Approved by Lifestyle Director on _____

Not Approved by Lifestyle Director on _____

Approved w/Comments by Lifestyle Director on _____



GUIDELINES for RESIDENT CLUBS AND/OR INTEREST GROUPS

Complete form and submit to staff.

Thank you for your interest in starting a resident club or interest group within our community. Please review these guidelines designed to help us develop a wide array of successful community clubs.

STEPS TO STARTING A CLUB:

1. Review these guidelines and ask us any questions that you may have.
2. Complete and submit a Resident Club or Interest Group Application.
3. Complete and submit a Resident Club or Interest Group Roster.
4. Applications are reviewed by the staff for approval.
5. After review, a meeting will be held with the Group applicant to discuss the application and/or begin the club development process.

GUIDELINES:

Club & Interest Group Purpose

- Community clubs and interest groups are recreational or special interest in nature and do not serve as a chartered committee recognized by *The Club*.
- The purpose of clubs and interest groups is to bring together residents with a common interest or talent in an organized manner that will enhance their leisure opportunities.

Club & Interest Group Qualifications

- Individuals wishing to start an interest group must complete a club or interest group application that must be approved by the staff prior to starting group.
- They must be open to ALL residents.
- There cannot be a "cap" on the number of residents permitted to join the group.
- It is recommended, subject to the staff's discretion, that these groups do not pertain to cultural, religious, or political interests.
- Must adhere to the facility rules and regulations, hours of operation, and policies.
- Must have a designated leader.
- Must provide the staff with a description of their purpose for use in community materials and communications.

Leaders

- Leaders are encouraged to communicate with the staff on updates, activities, programming, and scheduling.
- Leaders must provide a phone number and e-mail address that can be published in the Weekly Update.
- Must reserve meeting space with the staff. Reservations should be made 2 weeks in advance of any meetings.

Dues, Financial Management and Liability

- To encourage participation by residents, it is recommended that dues and joining fees not be charged. Any proposed dues or fees must be approved by the staff.
- Fees can be requested of Club/Group members to offset cost of supplies, equipment, etc.
- Clubs/Groups are responsible for their own financial management.
- Clubs/Groups are responsible for their own equipment, supplies, and provisions.
- Fundraising can be organized on a voluntary basis to support activities of Clubs/Groups.
- The facility and staff assume no responsibility for fiscal management of Clubs/Groups.
- The facility and staff assume no responsibility for accidents, injuries or incidents resulting from participation in the club or interest group. All participants will be required to have a signed waiver on file prior to participating in the club or interest group.