

DW Sweetgrass
Lakehouse
Policies and Procedures

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Introduction

The DW Sweetgrass Lakehouse (Lakehouse) Policies and Procedures were established by the Board of Directors (Board) of the DW Sweetgrass Homeowners Association, Inc. (Association) under the authority described in the Association's governing documents. These Policies and Procedures are designed to ensure that the Association serves the best interest of the greatest number of Members, Occupants and guests (Facility Users). These Policies and Procedures are established to preserve the recreation facilities of the Association for the convenience and enjoyment of Facility Users and apply to and are enforced equally against all Facility Users. While all Facility Users are entitled to enjoy the Lakehouse, they must do so while respecting the rights of others using the Amenity Center and adjoining amenities (pool, spa, bocce courts and tennis courts), and should be courteous and demonstrate common sense when using these facilities.

The Association is an age-restricted community. The Lakehouse is meant primarily for the enjoyment of Members and Occupants of the Association. Guests may be accommodated only when such accommodation does not infringe upon the convenience or rights of Members and Occupants. Further, while every effort is made to provide comfortable use of the Lakehouse by all Facility Users, the Lakehouse is not intended to serve the general public, and therefore will not always have similar specifications of those found in public accommodations. While the Association will attempt to accommodate Facility Users with special needs, it reserves the right to charge fees to those Facility Users for providing special accommodations. These Policies and Procedures may be amended from time to time by the Board at its sole discretion.

Use of Facilities and Assumption of Risk

All use of Association facilities and participation in Association programs is purely voluntary. The recreational nature of all Association activities and programs potentially involves some personal or physical risk on the part of the participant. Program participation by a Facility User is therefore interpreted as tacit acknowledgement and acceptance of the inherent risks. All Facility Users are required to sign a release/limit of liability form for Lakehouse use. Additional forms, appropriate for trips, activities, clubs and tours must be signed prior to participation in those activities.

The Association strives to consistently maintain the Lakehouse in the highest quality condition. However, periodic wear and tear, as well as seasonal or climatic factors, may temporarily render an area in less than optimum condition. If such conditions occur, Facility Users should immediately notify a Lakehouse staff member for assistance. Injuries, accidents or other serious incidents should be immediately reported to a Lakehouse staff member for an incident report to be completed and any needed action to be taken.

The Association is not liable for bodily injury, personal injury or inconvenience sustained during the use of the Lakehouse and any programs presented therein. Further, the Association is not responsible for the loss of any personal belongings of any Facility User, vendor, staff member or visitor to the Lakehouse or any Association facility.

In ensuring that Facility Users are provided with a safe and enjoyable experience while using the Lakehouse, reasonably comprehensive Policies and Procedures and signage have been developed. Prior to participating in any Association activity or program, Facility Users are encouraged to familiarize themselves with the Lakehouse layout and operating policies. 4

Authority

The authority granted to the Board to promulgate these Policies and Procedures is provided in the Bylaws and further provided in the Declaration of Covenants, Conditions and Restrictions. These Policies and Procedures shall be binding upon all Facility Users. In addition, the Declaration provides the Board means to ensure compliance of these Policies and Procedures and provides the Association the following rights for violations or abuse of these Policies and Procedures:

- The right of the Association to levy reasonable monetary fines.
- The right to suspend a Facility User's right to use any of the Lakehouse and adjoining amenities.

Members may be requested to appear before the Board to discuss an infraction of these Policies and Procedures by the Member, his guest or Occupant of his residence. Members also have the right to appear before the Board if disciplinary action is being considered.

General Member and Guest Rules

- All Facility Users entering the Lakehouse or any Association activity are subject to the rules and registration requirements.
- Members are responsible for the conduct of their guests.
- Members must accompany their guests at all times.
- Guests are required to sign in at the reception desk and sign a waiver of liability.
- Facility Users are expected to abide by the governing documents and these Policies and Procedures, and to conduct themselves in a courteous and respectful manner at all times. Actions that jeopardize or otherwise interfere with the rights and privileges of others will not be tolerated.
- Facility Users will refrain from profane, indecent or abusive language. Facility Users will not harass or accost any Member, guest, Lakehouse staff member or volunteer. Facility Users will not compromise the safety of others by their actions. Physical abuse directed at other Facility Users, Lakehouse staff members or volunteers will not be tolerated.
- Facility Users will be held responsible for any intentional damage to Association property.
- Facility Users shall not reprimand or discipline any Lakehouse staff member or otherwise interfere with the management of the Association. Complaints regarding any Lakehouse staff member are to be directed to the Community Association Manager.
- The Community Association Manager, or designated staff member(s), will inform Facility Users of any violation of these Policies and Procedures and report such actions to the Board, as appropriate. Facility Users must obey all safety rules and shall stop unsafe activity as instructed by a Lakehouse staff member.
- Proper dress is required in the Lakehouse at all times, and specific attire may be designated by the Board for specific areas and locations. Unless otherwise specified, appropriate casual attire is required in all areas of the Lakehouse. Appropriate male casual attire includes footwear, shirts and either pants or shorts. Appropriate female casual attire includes footwear, dresses, blouses/shirts, pants, skirts and/or shorts. Upper body garments must be worn in all activities, except for males using the aquatic facilities. Appropriate athletic apparel is required in all indoor and outdoor sports areas and should include proper footwear. Children's tennis shoes with roller wheels are strictly prohibited.
- The Lakehouse and adjoining amenities are smoke free environments. Smoking is only permitted on the covered patio at the north end of the Lakehouse. Cigarette butts should be disposed of in the designated receptacle(s) and may not be disposed of inside the Lakehouse

- Members are prohibited from profiting financially from their membership by charging guests for use of the Lakehouse.
- Pets are prohibited from entering the Lakehouse except those assisting disabled persons.
- The Association is not responsible for lost or stolen items.
- Solicitation of any kind on Association property is strictly prohibited.
- Ice chests/coolers are not allowed on any wood floors or carpeted areas of the Lakehouse.

The Lakehouse

The Lakehouse is a private multi-purpose facility for Members and their guests. It is comprised of Community Association Administrative Offices, a Fitness Center, Locker Rooms, Indoor Pool, Outdoor Pool, Aerobics Studio, Indoor Spa, Outdoor Spa, Ballroom, Library, Billiards Room, Computer Room, Art & Crafts Room, Activity Room, Atrium, Tennis Courts, Bocce Courts, Pickle Ball Courts, Boat Ramp, Boats and other recreational facilities.

Hours of Operation

The Board will set hours of operation for the Lakehouse. Special events may occur outside of normal hours of operation upon approval by the Association management staff. Normal operating hours for the Lakehouse are posted on the community website and may be changed from time to time. Exceptions may apply for holidays or special circumstances including remodeling, renovations, cleaning or hazards. Normal operating hours may be adjusted based on seasonal demands or increases in traffic.

Facility Reservation and Usage

The Lakehouse can be reserved/rented for Association activities, Board sanctioned committees, approved advertisers, chartered clubs, special interest groups and Members at a cost determined by the Board. The Association staff and/or Board reserve the right to close any portion of the Lakehouse or adjacent amenities (i.e. pools, bocce courts, tennis courts, etc.) for special events or private functions. Use of Association facilities without prior notice and approval is prohibited. Rentals and reservations must comply with the Lakehouse Reservation and Rental Policies and Procedures established by the Board. Copies of this document are available on the community website and at the Lakehouse front desk.

Minor Use

Children under the age of 19 can only utilize specified areas of the Lakehouse and must stay in these designated areas under the supervision of an Age Qualified Member at all times. Refer to section regarding individual amenities for specific age restrictions.

Cell Phones

Cell phones should be silenced when attending any meetings or programs, during performances or at any events. When in the Lakehouse, including the adjoining amenities, cell phone users should respect others by leaving the area to take a call and moderating voice tone to avoid disturbing others.

Alcoholic Beverages

Intoxication is strictly prohibited. Alcoholic beverages may be brought into the Lakehouse by individuals for community or group "BYOB" (bring your own beverage) events with the advance approval of the Association management staff. However, selling and distributing alcoholic beverages except by licensed caterers is strictly prohibited. Alcoholic beverages are permitted in the outdoor pool area, provided that they are not in glass containers (i.e. wine/beer/liquor bottles and wine glasses). If a community event is being held at the Lakehouse or outdoor pool, alcoholic beverages cannot be brought in by individuals if a licensed caterer is contracted for this service. Alcohol may be served only to persons twenty-one (21) years of age or older. Individuals under the age of twenty-one (21) are prohibited from consuming alcohol on DW Sweetgrass property.

Community Association Administrative Offices

The Association's administrative offices are located in the Lakehouse and house staff members who are responsible for Association governance, room scheduling, activity coordination, group administration, event planning and all other Association business.

Amenities

Activity Room

The Activity Room provides space for a diversity of activities. This room can be used by Facility Users during the Lakehouse's normal operating hours based on facility availability with prior approval by the Association staff. Please check with reception for the room usage schedule.

Aerobics Studio

The Aerobics Studio provides space for a diversity of fitness classes. The room usage schedule is posted outside of the room.

Arts & Crafts Room

The Arts & Crafts Room provides space for a diversity of crafts. This room can be used by Facility Users during the Lakehouse's normal operating hours based on facility availability with prior approval by the Association staff. . Please check with reception for the room usage schedule.

Atrium/Lobby

Newspapers are provided for the enjoyment of Facility Users and no portion of the newspaper should be removed from the Atrium.

Ballrooms

The Ballrooms provides space for a diversity of activities. This room can be used by Facility Users during the Lakehouse's normal operating hours based on facility availability with prior approval by the Association staff. Please check with reception for the room usage schedule.

Billiards Room

The Billiards Room is a private facility for Facility Users.

- Except for DW Sweetgrass approved league play, there are no reservations. The Billiards Room is available on a first-come, first-serve basis.
- Guests must be at least 12 years of age to play and must be accompanied by a Member.
- Food and beverages are prohibited on the billiards tables.
- Sitting on billiards tables is prohibited.
- When play is complete, users should brush the table top and place the balls in the tray on top of the table.
- The volume of the television must be kept to a reasonable level.

Bocce Ball Courts

A DW Sweetgrass Bocce Ball Club approved league play shall have priority. During non-league days/times, Members may check out bocce ball equipment from the Lakehouse front desk. Members must leave their Driver's License at the front desk and it will be returned when the equipment is brought back to the front desk in good condition.

- Except for DW Sweetgrass Bocce Ball Club league play, there are no court reservations. First come, first play policy is in effect. Courts use will be limited to 1½ hours including warm-up if other Facility Users are waiting.

- Guests must be at least 12 years of age to play and must be accompanied by a Member at all times during court play.
- Glass containers of any kind and chewing gum are strictly prohibited.
- No running or horseplay.
- Do not enter bocce ball courts during play.
- Be considerate of other players and avoid distracting other players.
- Only flat surfaced, soft soled shoes are allowed on the courts. Shoes with heels are strictly prohibited.
- Skates, skateboards, rollerblades, bikes and pets are prohibited on bocce ball courts.

Computer Room

The Computer Room can be used by Facility Users during the Lakehouse's normal operating hours based on facility availability with prior approval by the Association staff. Please check the calendar for the room usage schedule. Guests must be at least 19 years of age to enter the Computer Room and must be accompanied by a Member at all times. Association computer equipment shall not be used to access, view or transmit inappropriate materials or websites.

Fitness Center

The Fitness Center is a private facility for Facility Users. Members are encouraged to complete the Fitness Center enrollment and encouraged to attend a PEP (personalized exercise plan) orientation and equipment orientation prior to using fitness equipment. The orientations are designed to familiarize Members with policies and procedures, instruct on the proper use of exercise equipment, assist in developing exercise programs and introduce Members to available exercise and wellness classes. Please contact the Fitness Center to schedule your orientation appointment. Guests must be at least 19 years of age to use the Fitness Center and must be accompanied by a Member at all times

Attire

- Proper athletic attire is required. Shirts must be worn at all times.
- Abrasive materials (denim, zippers, buttons, rivets) can damage equipment pads and are prohibited.
- Closed toe/heel athletic shoes are required. Socks and/or sandals are not acceptable.

Hygiene

- Wipe down equipment after each use. Please be considerate of residents who will use the same equipment.
- Remember to wash your hands with warm, sudsy water after working out.
- We recommend placing a towel on benches and seated cardio equipment during workouts.
- Be aware of personal body odor. Refrain from using colognes or perfumed lotions that may be troublesome to others. Launder workout clothes frequently.

Safety

- You are responsible to ensure a spotter is present during heavy and strenuous lifting.
- Report defective equipment to Fitness Center staff immediately.
- Read all instructions before operating equipment. If you are not familiar with equipment, ask Fitness Center staff for assistance.
- Check to ensure equipment seats are secured and pins are properly inserted.
- Do not jerk, bounce or slam weights. Collars are recommended when using free weights. Chalk is not allowed.
- Weights, plates and dumbbells may not be left on the floor or leaned against walls, mirrors or machines at any time. Re-rack weights after use.
- Advanced weight room workouts are at your own risk.
- Private training is not allowed unless instructed by authorized Personal Trainers.

- Bags of any kind are not permitted in the workout areas. Please use the lockers provided across the hall in the locker room.
- Please replace portable equipment after use (i.e. medicine balls, stability balls and bands).

Courtesy

- Please take all personal and business calls outside of the Fitness Center. Cell phone use is limited to 30 seconds in the Fitness Center.
- Please refrain from profanity, loud grunts, loud talking and sing-a-longs with your personal music device.
- Inappropriate behavior that adversely affects others will be handled at the discretion of Fitness Center Management.
- Food and beverages are not allowed in the Fitness Center. Water is permitted in containers with closable tops.
- When doing multiple sets, allow others to work in. Do not occupy equipment by resting on equipment in between sets.
- Adhere to 30 minute time limits on cardiovascular equipment when others are waiting. Do not hover around machines as it distracts others working out.
- Be on time for scheduled classes. Late arrival is inconsiderate to the instructor and other participants, and is unsafe as you will not be properly warmed up.

Hike & Bike Trails

The hike & bike trails and sidewalks adjacent to the Lakehouse are for foot and bicycle traffic only. No motorized vehicles of any kind are permitted, including golf carts.

Library

The library is operated on the honor system. Please return books, magazines, and media to the library within a reasonable amount of time.

Locker Rooms

Locker rooms and showers are provided for Facility Users. Clothing or personal effects should not be left unattended or unsecured in these areas as safekeeping is the responsibility of the Facility User. Facility Users must supply their own lock. Lockers are available on a first-come, first-served basis and may not be used for overnight storage.

Pools and Spas

The swimming pools and spas are private facilities for Facility Users. Use of the pools and spas is at the user's risk. Lifeguards are not provided. Facility Users are strongly encouraged not to utilize the pools and spas alone.

- The indoor pool and spa are available during the Lakehouse's hours of operation. The outdoor pool and spa are available as posted on the perimeter.
- Guests must be at least 19 years of age to access the pools and spas, and must be accompanied by a Member at all times.
- All persons are required to shower before entering a pool or spa. If suntan lotions or other similar preparations are used, showering is required before each use of the pool or spa.
- Cut-offs are prohibited in the pools and spas.
- Running, jumping or diving into a pool is not allowed.
- Sound-producing equipment is prohibited. However, water exercise classes and Association events may use sound equipment as necessary to conduct their program(s).
- A section of the pool deck should be reserved for walking, safety and emergency purposes.

- Food and beverages may be consumed at the outdoor pool in areas provided with tables and chairs. No food is allowed in the indoor pool area. Only beverages in plastic bottles or cans are allowed in the indoor pool area. Food and beverages may not be consumed while in the water at either pool. Glass containers of any kind and chewing gum are strictly prohibited.
- Inflatable or flotation devices (other than those listed below in this paragraph) and water toys are not permitted during crowded conditions. The Association management reserves the right to determine what is considered “crowded conditions”. Arm floaties (water wings), life jackets/vests, kickboards and ‘noodles’ are permitted at all times. A minor’s use of such flotation devices does not eliminate the need for direct supervision by an adult.
- Water guns and water balloons are strictly prohibited.
- Lane ropes, ramp and stair rails may be installed to assist and guide pool users. Standing, playing, or sitting on these items is prohibited. Lap lanes in the indoor pool are reserved for lap swimming or water walking. Stationary water exercise is not permitted in the lap lanes.
- Facility Users are required to share their lane with other Facility Users when asked, if there is no open lane.
- Use of a lap lane is limited to 30 minutes if someone is waiting and the lap lanes are full. The lap lanes are defined as being full if all lap lanes are in use with 2 (or more) persons to a lane.
- The water aerobics class schedule, minor hours and pool maintenance schedule will determine the times for open lap swimming and water walking.
- During thunder and lightning storms or other inclement weather conditions, an Association staff member may close the pools and spas until inclement weather conditions pass. Facility Users must immediately exit the pools if directed to do so.
- Facility Users are required to comply with all rules governing the use of the pools, and at no time should they inconvenience other Members or guests.
- Any Facility User failing to abide by stated policy or safety rules as posted will be asked to leave the pool area. The judgment of Association staff members with respect to safety, decorum and sanitation will prevail.
- In the swimming pools and spa, chemicals are used to ensure a sanitary and safe water environment, and conditions are tested and documented on a regular basis. If unacceptable conditions occur, management reserves the right to close the facility at any time to preserve the health and well-being of Members and guests.
- Pets are not permitted in the pool areas.
- No incontinent person shall be allowed in the pools, spa or showers.

Minor Hours

Children under the age of nineteen (19), including infants, can only access the pool areas during the designated hours set by the Board of Directors provided they do not disturb Facility Users. Pool use will be adjusted seasonally from the indoor pool to the outdoor pool (and vice versa) for minors’ use. Children under the age of nineteen (19) are prohibited from using the spas. Children under the age of nineteen (19) must be supervised by a Member at all times and never left unattended. Copies of these hours are available on the community website, at the Lakehouse front desk and on the entrances to the pool areas. Children under 4 years of age are required to wear swim diapers even if they are potty trained.

Tennis Courts

The DW Sweetgrass Tennis Group approved league play shall have priority. To borrow equipment, members must leave their Driver’s License at the front desk. License will be returned when the equipment is brought back in good condition to the front desk.

- The tennis courts are available as posted on the perimeter.
- All players must wear proper tennis attire and non-marking tennis shoes.
- Glass containers are not permitted on the courts.
- Skates, skateboards, rollerblades, bikes and pets are prohibited on tennis courts.
- Except for Association sanctioned events or approved league play, there are no court reservations. First come, first-
- Guests must be at least 12 years of age to utilize the tennis courts, and must be accompanied by a Member at all times.
- When lessons are offered through the Association, registration for the lessons will be open to all Facility Users for a fee. Individuals or groups may arrange personal lessons on their own time and at their own expense.

Pickle Ball Courts

The DW Sweetgrass Pickleball Group approved league play shall have priority. To borrow equipment, members must leave their Driver's License at the front desk. License will be returned when the equipment is brought back in good condition to the front desk.

- The pickle ball courts are available as posted on the perimeter.
- All players must wear proper attire and non-marking tennis shoes.
- Glass containers are not permitted on the courts.
- Skates, skateboards, rollerblades, bikes and pets are prohibited on courts.
- Except for Association sanctioned events or approved league play, there are no court reservations. First come, first-play policy is in effect. Court usage will be limited to 1½ hours including warm-up if other Facility Users are waiting.
- Guests must be at least 12 years of age to utilize the pickle ball courts, and must be accompanied by a Member at all times.
- When lessons are offered through the Association, registration for the lessons will be open to all Facility Users for a fee. Individuals or groups may arrange personal lessons on their own time and at their own expense.

Kayaks and Canoe Usage

The DW Sweetgrass kayaks and canoes are private property for Facility Users., Members may check out equipment from the Lakehouse front desk. Members must leave their Driver's License at the front desk and it will be returned when the equipment is brought back in good condition.

- First come, first-served policy is in effect. Boat usage will be limited to ½ hour if other Facility Users are waiting.
- Guests must be at least 19 years of age to utilize the boats, and must be accompanied by a Member at all times.
- Members and guests must adhere to the Lake Usage Policy.

Equipment Use/Storage

Furniture, equipment and supplies that are the property of the Association shall not be removed from the Lakehouse. While certain Association-owned items may be stored or set up in a particular room, these items can be relocated or used for other activities or events as determined by the Association Staff. To utilize equipment and supplies that may be stored in locked cabinets or drawers, Facility Users must present their Membership Card to the front desk. The card will be kept until the appropriate key or supplies are returned. Due to extremely limited storage space, storage of any kind must be approved by the Association staff.

Parking

As a courtesy to other Facility Users, please obey the following guidelines regarding parking. There is currently no designated golf cart parking spaces, therefore, golf carts are permitted to utilize the automobile parking spaces. Parking in front of the dumpster enclosure is prohibited at all times. Driving or parking on sidewalks or walkways around the Lakehouse is strictly prohibited.

Membership

Pursuant to the Declaration, each Owner of a Lot shall be a Member of the Association. A Member may invite guests to the Lakehouse in accordance with the provisions of these Policies and Procedures (refer to Guest Usage section & policy). An Owner that is not Age Qualified must relinquish his right to use the Lakehouse to the Age Qualified Occupant(s). A Member who leases his home to others must relinquish his rights to use the Lakehouse to the Age Qualified Occupant(s) of the leased residence (refer to Lessee section).

Membership Cards

Resident Cards

Membership Cards are required to access the Lakehouse and participate in community sponsored events and activities. Membership Cards are issued at the Lakehouse front desk. All Membership Cards shall include the cardholder's name and photograph. Only those possessing valid Membership Cards are entitled to use the Lakehouse, subject to the Policies and Procedures established by the Board. Membership Cards must be presented and scanned when entering the Lakehouse. Members are asked to wear their Membership Cards the entire time that they are utilizing any amenities. A fee, in an amount approved by the Board, will be charged for any replacement of lost or damaged Membership Cards.

Residents seeking to obtain a Membership Card must comply with the following:

- Submit proof of residency (i.e. Government-issued identification card, Driver's License, Title Company Document, copy of lease agreement or a combination thereof).
- Submit Age Verification Form with a copy of a government-issued photo identification card. This information will be kept confidential except as required to document compliance with the Housing for Older Persons Act (HOPA).
- Submit the Board approved liability waiver.
- Submit the New Homeowner Information Sheet.

No Membership Cards will be issued to anyone under the age of 19. No more than two (2) Membership Cards shall be issued to Owners or Members of the Owner's household. The first card shall be issued only to an Age-Qualified Member of the Owner's household. An Age Verification Form for the Age Qualified Occupant must be on file before other qualified Members can receive a Membership Card. The second card may be issued to another household Member who is a Qualified Occupant. However, if the titleholder(s) has purchased the property for an Age-Qualified family member and does not intend to reside there personally, the Age-Qualified family member and another member of his/her household may obtain Membership Cards provided that the titleholder(s) submits an affidavit naming the Age-Qualified family member who will be residing in the Lot, their relationship, attesting that there is no lease, charge or fee for the occupancy of said Lot and waiving their rights to use the Lakehouse and other amenities and privileges (i.e. tennis courts, golf course, bocce courts, pools).

The right to a Membership Card is based upon the residency of a Qualified Occupant, defined as:

- Any Age-Qualified Occupant as defined in the Association's CC&Rs;
- Any person 19 years of age or older occupying a Dwelling Unit with an Age-Qualified Occupant; and

- Any person 19 years of age or older who occupied a Dwelling Unit with an Age-Qualified Occupant and who continues, without interruption, to occupy the same Dwelling Unit after termination of the Age-Qualified Occupant's occupancy thereof.

In order for the Membership Card to be issued and remain valid, the Lot Owner must remain a Member in good standing of the Association. Membership Cards may be suspended or revoked for the following actions by the Owner, Lessee or a Member of their respective households:

- Use of false information to obtain a Membership Card.
- Unauthorized use of a Membership Card.
- Violation of the governing documents of the Association, including its rules and regulations and policies and procedures.
- Non-payment of assessments or other charges.

Additional Cards

Up to two (2) additional Membership Cards may be purchased for Qualified Occupants of the household with proof of residency for a fee of one third the annual assessment per Membership Card. Additional Membership Cards shall not be transferred between household Members, nor shall the Membership Card of an Occupant be deactivated and then reactivated in the name of a different household Member. This fee will be evaluated annually and based on the operating cost of the facility and approved by the Board of Directors.

A prorated fee for the remainder of the calendar year is payable in full when the additional Membership Card is generated. Payment is then made on an annual basis in January of the next calendar year for the duration of the membership. Failure to pay the annual fee will result in forfeiture of membership rights and privileges for the additional Member.

Up to two (2) House Guest cards may be purchased for temporary guests of the household, for a monthly fee as approved by the Board of Directors, for up to 3 months (90 days). House guests are required to agree to and sign the "additional activity cards" form, as well as a waiver before being issued a house guest card. House guests must bring the access card provided to them at all times for easy identification by Association staff. House guest cards do not entitle the house guest to obtain Guest Passes.

Limit 2 additional activity cards at any given time (combined total of additional resident/house guest).

Lessee Cards

Members who lease their Lots to an Age Qualified Occupant must submit written documentation notifying the Association of the desire to relinquish their Membership Card(s) for the Lots and shall assign their Member rights to a specified Lessee of the Lot. Lessee's Membership Cards are issued to those individuals leasing a residence within the Association and who have provided a copy of a valid lease agreement in addition to all other membership requirements (refer to Membership Cards section). Up to two (2) Lessee Membership Cards may be issued per household. The first Lessee Membership Card shall be issued only to the Age-Qualified Member of the household. The second Lessee Membership Cards shall be issued to the Lessee or Members of his/her household who are Qualified Occupants. Lessee Membership Cards shall be revoked at such time as the Lessee no longer resides in the Lot or upon the termination of the lease agreement.

Card Refunds

No refunds will be issued for Membership Cards.

Guest Usage

Each household is limited to a maximum of six (6) Guests per day. Guests must be accompanied by a Member when entering the Lakehouse and must remain with the Guest at all time. Guests are required to sign a waiver at

the Lakehouse front desk before utilizing the facility. Guests must wear the temporary identification badge provided to them at all times for easy identification by Association staff.

Temporary Cards

The Declarant is entitled to permit use of the Lakehouse and any Association facilities (including registration for Association sponsored events, classes and programs) to any person it approves for such use with the issuance of a Temporary Activity Card, including its guests, prospective purchasers and those “under contract” to purchase a Lot. Temporary Activity Cards do not entitle the holder to obtain Guest Passes. Holders of Temporary Activity Cards are subject to Policies and Procedures established for use of the Lakehouse and any Association facility.

Program Registration

Programming Fees

In addition to the fees for Common Assessments which support the general management and administration of the Association, user fees and charges may be assessed to support the cost of lifestyle programs and services such as classes, trips and special events.

Registration

Members can register for various programs upon presentation of a valid Membership Card. All programs and events require advance registration, even if there is not a registration fee to aide in determining seating, refreshments, etc. Space or tickets cannot be reserved without payment. Payment is due at the time of registration. All payments must be made in full at the front desk. Failure to pay in full or sign a release of liability waiver (if any) will result in the Member’s inability to participate.

Refund Policy

The Association adheres to a strict “No Refund” policy for reservations cancelled after the registration/catering deadline except in instances where a program is cancelled by the Association. Members who are unable to attend a program are encouraged to complete the Activity Cancellation Request Form. This form is available at the Lakehouse front desk. After the catering/registration deadline, the Association must be able to fill the vacated seat in order to issue a refund. The Member will be notified if their request can be accommodated. Under no circumstances can the amount charged be more than the stated price of the ticket.

Lifestyle Communication

The Association communicates lifestyle opportunities in a variety of ways.

Community Website

The website is available to Facility Users for the sole purpose of communicating Association information. The Association maintains a community website at www.mysweetgrass.net which features an online calendar of activities and events, community news articles, alerts, resident directory, community documents and classified ads. All lifestyle programming is announced on the community website. The website is updated regularly for the convenience of the DW Sweetgrass Members. The Association provides the website for informational purposes only and neither endorses nor promotes any of the products or services advertised within the Community Sponsors sections of the portal. Any claims made by advertisers are strictly their own and the Association does not vouch for the quality of goods or services of any advertiser. Articles that are editorial in nature or express political views are prohibited unless approved by the Board.

Bulletin Boards

Community information, community activities, club/group information and club/group activities are posted at the Lakehouse on bulletin boards. All flyers/posters must be approved by the Association staff. The Association staff

reserves the right to limit the number of bulletin boards, flyers, and/or posters on display in the Lakehouse at any given time.

[Weekly/Monthly Calendar of Events](#)

The Association offers handouts detailing each day's group activities, meetings, events and programs scheduled at the Lakehouse. Copies of the Calendar are available in the foyer of the Lakehouse.

[Lifestyle Newsletter](#)

A monthly newsletter is published and mailed directly to all Members. The *Lifestyle* newsletter contains information regarding upcoming activities, news articles, resident spotlight articles, community information, hometown happenings, advertisements and much more. The Association provides the newsletter for informational purposes only and neither endorses nor promotes any of the products or services advertised within. Any claims made by advertisers are strictly their own and the Association does not endorse or vouch for the quality of goods or services of any advertiser.