

# **Columbine Lake Country Club, Inc.**

## **Card Control System**

### **For Use of Community Owned Facilities**

1. **PURPOSE:** The purpose of the Columbine Lake Country Club Card Control System is to ensure that only owners and their authorized guests use community owned facilities, which are funded by annual assessment dues on each lot in the Subdivision. Allowing only legitimate owners and their guests increases security and provides that only members in good standing within the community can utilize facilities paid for by the community as a whole.
2. **TYPES OF CARDS:**
  - a. **OWNER CARD:** A single, permanent Owner Card will be issued for each lot in the Subdivision, regardless of the number of owners of any lot. These cards will be sent to the owners of each lot effective with the payment of the annual assessment for fiscal year 2008-2009, or when a lot is transferred to a new owner. The Owner Card will admit up to 10 people into the clubhouse, and must be presented when entering this facility. The owner does not have to be present for the card to be used but is totally responsible for the actions of the individuals utilizing the card at all times. Guest Cards will no longer be issued. Parties larger than 10 people will be required to fill out a Group Use Permit, and obtain approval from the office.
  - b. **FISHING PASS:** A single, permanent Fishing Pass will be issued for each lot in the Subdivision. This pass must accompany all owners and their guests fishing in Columbine Lake at all times. The Fishing Pass will allow up to 6 persons to fish at any one time. The pass must be presented upon request to ensure that only valid owners in the community and their guests are utilizing this valuable resource. The owner need not be present, but is responsible for the actions of anyone using the Fishing Pass, and also responsible for making sure that all persons fishing in Columbine Lake are fully aware of the fishing rules. Fishing passes may not be used to gain entry into the clubhouse.
3. **CARD REPLACEMENT:** Cards will be a durable, plastic card, coded to the owners lot and block, and will normally be issued on a one time basis. Should a card become worn, frayed or otherwise unusable, it will be replaced at no charge to the owner. The old card number and code will be replaced with a new number, and the old number invalidated to prevent usage. A lost card is the responsibility of the owner and there will be a \$15 charge for a replacement. As with an unusable card, the existing card number will be replaced upon issuance of a new card in order to prevent duplicate cards.
4. **OWNERS NOT IN GOOD STANDING:** Owners not in good standing are not authorized to use community facilities. The cards of owners not in good standing will

be flagged at the clubhouse, and individuals attempting to use the card will not be allowed into the facility. The same applies to the Fishing Pass.

5. **CARD INFORMATION:** All cards will be plainly marked as to the type of card, with the owner's name, block and lot number, and the date of issue. **ALL CARDS REMAIN THE PROPERTY OF COLUMBINE LAKE COUNTRY CLUB, INC.** and may be confiscated if misused.
6. **COMMUNITY FACILITIES:** "Community Facilities", as stated above, include the clubhouse, pool, lake, horse pasture, playground equipment, gazebo and beach areas. Individuals may be asked to show either an Owner's Card or Fishing Pass at any time to confirm that they are legitimate members of the community or an authorized guest.
7. **CONTROL OF CARDS:** Owners are strongly encouraged to control and closely monitor the use of their cards. They are fully responsible for the conduct of their guests at CLCC facilities. **RENTERS, BOTH SHORT AND LONG TERM ARE NOT AUTHORIZED TO USE EITHER THE OWNER CARD OR FISHING PASS,** by specific order of the Board of Directors. The monthly passes for long term renters will no longer be sold.
8. **EXCEPTIONS:** Any exception to the above policy must be approved by the General Manager or the Board of Directors. The clubhouse staff is not authorized to allow entry into the building to anyone not in possession of a valid Owners Card, by order of the Board of Directors.