



# Penland Court Policy

## Definitions:

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**Property Owners Association:** Also known as a POA and commonly referred to as a Homeowners Association (HOA) is a legal entity that manages and/or governs a residential community or development.

**CVE Property Owner:** An individual or legal entity that legally owns a property in Costa Verde Estates.

**CVE POA member:** A property owner that by his own volition has joined the Property Owners Association.

**CVE property owner in good financial standing:** An owner who is up to date in all financial obligations to the CVE POA.

**Houseguest:** An individual who is temporarily residing on the property as a guest of the owner.

**Visitor:** An individual who has been invited by the property owner or tenant to visit. A guest has a temporary presence and is not a guest staying on the property (**Court usage is limited to 3 times/month**).

**Court contributor:** An individual who is not a CVE property owner, nor a guest or visitor, who has been granted paid access to the court **without the presence of a CVE property owner**.

**Tenant or Renter:** An individual or an entity that is in a legal agreement with a property owner to occupy and use the property as a home. There are two types of renter's short term and long-term renters.

## Policy Statement:

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Costa Verde Estates Property Owners Association is committed to ensuring the wellbeing of our community, and its staff.

**Purpose:** To establish rules, regulations, and guidelines for the safe and enjoyable use of the Penland Court, owned and operated by the CVE POA.

**Scope:** Applies to all property owners in Costa Verde Estates, guests, renters, and court contributors.

## Rules:

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### 1. Hours of operation:

- 5:00 hrs. until 18:00 hrs., seven days a week.
- Subject to change due to maintenance or special events.

## **2. Court Reservations:**

- All CVE Property Owners in good financial standing have the right to book the court. Subsequently their houseguests and/or renters may use the premises.
- **Property Owners/Houseguests/Renters:** Court may be reserved up to 7 days in advance via google calendar, and a maximum of 1.5 hours a day. If you do not have access to the google calendar, please send an email to [cvepoaboard@gmail.com](mailto:cvepoaboard@gmail.com). If there are no reservations following your allotted time, you may continue to use the court beyond the initial 1.5 hours, provided that no other players arrive to use it.
- **Court Contributors:** may reserve the court up to 3 days in advance.
- To ensure fair and orderly access to the tennis court, all bookings must be made a minimum of 1 hour in advance of the desired playing time. This requirement is in place to provide all members with a reasonable notice period and to avoid potential conflicts or misunderstandings regarding court usage.
- If the court is unoccupied and no bookings are in place, it may be used on a first-come, first-served basis. However, any subsequent bookings made at least 1 hour in advance will take precedence.
- All players must be recorded on the google calendar.
- Reservations will be forfeited if not claimed after 15 minutes past reservation date.
- Please be punctual and vacate the court promptly at the end of your reserved time.
- Please cancel your booking on google calendar as soon as you know your plans have changed.
- There may be a maximum of four players per tennis match on the court. A maximum of eight per pickleball.

## **3. Court Use and Etiquette:**

- Recreational tennis/pickleball only.
- NO bicycles, scooters, skates, etc. as they damage the court.
- Non-marking shoes.
- Please keep noise levels to a minimum to avoid disturbing others.
- Dispose of trash in designated bins and keep the courts clean.
- Do not lean, sit, or place heavy objects on the nets. Use gates and walkways.

## **4. Safety and Health:**

*Property owners, houseguests, renters, visitors, and court contributors acknowledge:*

- They are voluntarily using the court facilities of the CVE POA.
- Playing any sport has inherent risks including, but not limited to, the risk of injury from falls, collisions, or other accidents, as well as the risk of property damage, therefore they voluntarily assume all such risks associated with the use of the court facilities, holds harmless the CVEPOA, its members and any affiliates.
- They are responsible for their own safety and hold harmless the CVEPOA, its members and any affiliates upon any type of accident or incident.
- Valuables should not be left on the court or parking area; the CVE POA, its members and affiliates are not liable for any theft or damage to valuables while visiting and/or using the facilities.
- They are voluntarily using the tennis equipment and pickle ball equipment on the premises.
- Using this equipment involves certain inherent risks, including but not limited to the risk of injury from the of the equipment, therefore they voluntarily assume all such risks associate with the use of such equipment, and holds harmless the CVEPOA, its members and any affiliates.
- In case of an emergency please call 911.
- No Smoking/Illegal Substances: Per Costa Rican Anti Tabacco law.

## Visitor Policy:

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- Property owners in good financial standing may bring visitors to play tennis.
- Property owners in good financial standing may confer their tenants the right to visitors.
- Property owners/houseguests/tenants acknowledge that they are responsible for their visitors' conduct as well as any damage that guests may incur while driving inside CVE and visiting the court, parking area, green areas, and fitness center.
- Visitors must be registered on the google calendar and the front gate must be notified of their arrival providing the visitor's name, and if possible, identification number and license plate.
- Property owners and tenants acknowledge that **visitors must be in their company** while using the facilities.
- If the same visitor is playing tennis **more than three times a month**, they will be considered a regular player and required to pay as a contributor towards the maintenance and upkeep of the facilities.

## Tennis Equipment:

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- Tennis rackets and pickle ball equipment are available.
- Please leave tennis equipment in the proper storage area and in the same condition when retrieved.
- Please close all doors to the fitness center after using the restroom or accessing any equipment.

## Court Contributor Policy:

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- To become a court contributor an individual must complete and sign the information form and waiver provided.
- **Sponsorship Requirement:**
  - Must be sponsored by a CVE Property Owner who is in good financial standing.
  - The sponsoring Property Owner must provide their signature on the Court Contributor's Information Form, thereby endorsing the applicant's access to the tennis facilities.
  - This sponsorship is a testament to the trustworthiness and suitability of the Court Contributor.
- A total of 15 court contributors will be awarded per year.
- All tennis contributors must be registered at the front gate before entering CVE and must have made the yearly donation prior to using the court.
- Court contributors can book the tennis court 3 days in advance, for a maximum of 1.5 hours per day and a maximum of 3 days a week. If there are no reservations following your allotted time, you may continue to use the court beyond the initial 1.5 hours, provided that no other players arrive to use it.
- The hours of 8 am to 11 am and 4 to 5 pm are not available for tennis contributors.
- While the prime hours of 8 am to 11 am and 4 pm to 5 pm are generally not available for Court Contributors, there is an exception to this rule.
  - If any court times during these prime hours remain unbooked 12 hours before the scheduled start time, Court Contributors may then reserve these time slots.
- No commercial activities.
- **Court contributors are not allowed guests. They must play with property owners, renters, or other contributors. Does not include the use of the fitness center.**

## Maintenance and repairs:

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- Notify operations manager immediately upon detecting damages or issues.