

Terrace Brook Homeowner Association, Inc.

c/o ACMI
12603 Louetta Road, Suite 101
Cypress, Texas 77429-5136
Phone: 1(866)380-2292
Fax: (281)251-2991

April 22, 2010

Re: 2010 Terrace Brook Homeowner Association Pool Operations

Dear Homeowner,

Pool operations for the 2010 season will begin shortly. Owners who have a key card from a previous year, and who do not have fees owing, may continue to use their card and do not need to call or send paperwork to ACMI.

Entry to the pool will be via a key card which will be mailed to eligible owners after completion of the steps outlined below. Owners who do not have a key card will not be allowed to enter the pool area.

- Complete the attached application and release of liability.
- Mail the completed application and release of liability to ACMI at the address shown above along with a check for \$10.00 made payable to ACMI. The fee is to pay administrative costs related to pool operations.
- Replacement card keys will be issued upon submittal of a written request – the fee for reissuing a card is \$10.00.

Owners who have not paid their assessments and/or have outstanding deed restriction violations will not be eligible for pool use.

Pool rules are outlined in a third attachment and must be followed at all times while using the facility. The pool will not have lifeguards --- members and their guests will use the facility at their own risk. **A SIGNED RELEASE OF LIABILITY FORM WILL BE REQUIRED FROM EACH MEMBER PRIOR TO ISSUE OF A CARD KEY.**

In 2010, the pool will open Saturday May 15th and close Sunday September 19th. It may be used from 9:30 a.m. to 9:30 p.m. during this period.

Please let ACMI know if you have any questions or to report issues at 281-251-2292 or 1-866-380-2292.

Sincerely,

Terrace Brook Board