

Terrace Brook Homeowner Association, Inc.

c/o ACMI

12603 Louetta Road, Suite 101

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Phone: 281-251-2292

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March 28, 2011

Re: 2011 Terrace Brook Homeowner Association Pool Operations

Dear Homeowner,

Pool operations for the 2011 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 2011, the pool will open Saturday April 30th and close Sunday October 30th. It may be used from 9:30 a.m. to 9:30 p.m. during this period.

The pool will have a shade structure by the time it opens which will be a new addition. Anyone who witnesses any vandalism at the pool is asked to call the Constable's office at 281-401-6205, and to notify ACMI.

Please let ACMI know if you have any questions or to report issues at 281-251-2292 or via e-mail to info@ACMIgmt.com.

Sincerely,

Terrace Brook Board