

COLONIA VERDE HOMEOWNERS ASSOCIATION

CLUBHOUSE RULES

Considerations influencing the establishment of rules for use of this valuable community property include the following:

- The primary purpose of the clubhouse is to accommodate Colonia Verde events open to all members or meetings concerned with the management of the association.
- Every CVHOA unit owner has an ownership interest in the facility, and contributes to operating and maintenance expenses. Each gathering in the clubhouse contributes to wear and tear, which must eventually be repaired. The financial burden of such repairs on all members, including non-users or infrequent users, should be carefully weighed.
- Residents living nearby should not be unreasonably disturbed by gatherings at the clubhouse.
- CVHOA members at large should not have to pay for cleanup or damage expenses arising from private use of the clubhouse by any residents or their guests.
- Use of the clubhouse shall not interfere with members' right to use of the pool area.
- The clubhouse is not designed to accommodate large crowds.
- Since CVHOA includes 169 member residences (each with the right to claim occasional private usage), use by any one member must be limited.

PRIVATE CLUBHOUSE USE

1. **Permissible Uses.** The clubhouse shall not be used for political, religious, charitable or commercial gatherings, except that art, craft, bridge lessons or sessions, etc., involving a modest fee and open to all CVHOA members, may be permissible if such meetings do not involve excessive wear and tear.
2. **Prohibited Uses.** The clubhouse shall not be used as a meeting place for any outside organization or institution to conduct business, (unless special prior approval is given by the Board of Directors). CVHOA members are expected to honor the spirit of this rule by not sponsoring such meetings under the guise of a social affair.

3. **CVHOA Events.** CVHOA management meetings and community events open to all CVHOA residents shall have scheduling priority over any private usage of the clubhouse.
4. **Advance Notification.** Except for regularly scheduled management meetings and events open to all residents, the clubhouse shall not be reserved for a date more than 90 days in advance. The clubhouse chairperson may extend this time limit with respect to certain private social events.
5. **Application in Person.** A request for private usage of the clubhouse may be made only in person at the clubhouse. A fully paid up CVHOA member must complete and sign the official application. A reservation will not be considered firm until a deposit check has been received and the application has been approved by the clubhouse chairperson or designee.
6. **Use Limitations.** Except for public functions such as elections and civic meetings, private use of the clubhouse shall be limited to bona fide social affairs, at which a sponsoring member shall be present throughout the gathering.
7. **Frequency of Use.** Private fee use of the clubhouse is limited to twice in any twelve (12) month period. Two additional usages may be possible, if the requested dates do not conflict with a request by a member who has not yet used the facility twice in that 12 month period.
8. **Refundable Clean-Up Deposit.** An advance clean-up deposit will be charged at the time a reservation is confirmed. This deposit will be refunded if the clubhouse is left in suitable condition for next day usage, as determined by the clubhouse chairperson or designee.
9. **Utility Fee.** A non-refundable utility fee shall be paid at the time of the reservation.
10. **Use Fee.** A non-refundable use fee shall be paid at the time of the reservation for replacement of clubhouse linens, dishes and flatware. The homeowner (host) is responsible for laundering the linens used and returning them to the clubhouse within twenty-four hours.
11. **Payment by Check Only.** Fees and deposits can be accepted only if paid by check.
12. **Attendee Number Limits.** Attendance at a private party at the clubhouse is limited to seventy-five (75) people.
13. **Exclusion of Pool Access.** Private use of the clubhouse does not include use of the pool or pool area. At no time may the area around the pool be used as a private party area – i.e., with tables set up, a bar, etc. Colonia Verde Association members shall be free to swim and use the pool area at any time while a sponsoring member is having a private party at the clubhouse.

14. **First Come, First Served Policy.** The clubhouse may be used privately on holidays on a “first come, first served” basis, except for the 4th of July.
15. **Sound Controls.** No music or noise should be heard outside the clubhouse walls after 10:00 p.m. Parties in the clubhouse should be terminated by midnight of the day of usage.
16. **Responsibility for Damages.** The sponsoring member of a private clubhouse party is responsible for any damage to the clubhouse or its’ furnishings, and is also responsible for leaving the premises in suitable condition for next day usage. The cleaning deposit will be retained by the CVHOA if the clubhouse is left in improper condition. Only the sponsoring member of the clubhouse party is authorized to use the clubhouse key. The key shall not be given out for the use of caterers, etc.
17. **Host Responsibilities.** CVHOA members hosting or attending a community event should honor the same conditions demanded of the sponsoring member of a private party at the clubhouse.
18. **Chaperoning of Minors.** Clubhouse gatherings attended by minors must be appropriately chaperoned, and the sponsoring member of a private party must be at the clubhouse throughout the event.
19. **Rule Violations.** The CVHOA Board will assess a substantial fine against any member who willfully violates any one of these rules, and as provided in the Covenants, will limit future clubhouse usage by the offending member.
20. **Sign Posting Prohibition.** No posters are to be posted in the clubhouse on behalf of any organization.
21. **Insurance.** Non-members who are permitted to use the Clubhouse shall provide a certificate of insurance to establish appropriate protection for the Colonia Verde Homeowners’ Association.

COLONIA VERDE HOMEOWNER'S ASSOCIATION

APPLICATION FOR PRIVATE USE OF THE CLUBHOUSE

Name _____ Date of Application _____

Name of Colonia Verde Member who will be in attendance _____

Date Requested _____ Activity _____

Starting Hour _____ Ending Hour _____

Number of Guests ____ Will there be any music? ____ Will the party be catered? ____

An eighty-dollar (\$80) advance clean-up fee will be charged at the time the reservation is confirmed. The fee will be refunded if the clubhouse is left in suitable condition for next day usage. This will be determined by the clubhouse chairperson or designated individual. Payment for all fees and deposits shall be by check only.

A ten-dollar (\$10) non-refundable utility fee shall be paid at the time of reservation.

A twenty-dollar (\$20) non-refundable use fee shall be paid at the time of the reservation if clubhouse linens, dishes and flatware will be used. The homeowner is responsible for laundering the linens used and returning them to the clubhouse within twenty-four hours.

I, (We) have been supplied with a copy of the "Rules for Use of Colonia Verde Clubhouse" and have read them. I, (We) will comply fully with all regulations stated therein.

Signature _____ Date _____

Approval _____ Date _____

Key# _____ Date Key Issued _____ Date Key Returned _____

Comments _____

Note: Party hosts must make arrangements for their own set-up and cleaning.

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PRIVATE USE OF THE CLUBHOUSE

RESERVATION AND SECURITY PROCEDURES

Before the Event.

1. Contact CVHOA office during office hours to reserve date and time of use.
2. Read copy of Clubhouse Rules and sign the Application Form acknowledging responsibilities of private user.
3. Pay \$80.00 deposit, \$10.00 utility fee and \$20.00 use fee (if applicable). Payment will be accepted by check only.
4. Pick up Clubhouse key during CVHOA office hours prior to reservation time. Instructions on deactivating the alarm system will be provide with the key.

After the Event.

5. Check that all other persons have left the Clubhouse.
6. Close all doors, and then lock all except front door.
7. Keeping the front door closed, press the pound sign (#) then the number two (2) on the alarm panel on the north wall of the Clubhouse lobby.
8. Leave the Clubhouse through front door without delay, taking the key with you.
9. Close the front door from outside within 60 seconds of setting the alarm.
10. Lock both upper and lower locks of the front door with the key.
DO NOT ATTEMPT TO RE-ENTER.
11. Return the key to the CVHOA office as soon as possible.