

# COLONIA VERDE HOMEOWNERS ASSOCIATION

## CLUBHOUSE RULES

Considerations influencing the establishment of rules for use of this valuable community property, also encompassing the patio area and the grill area, 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.

- CVHOA Member and/or renter occupant of a paid up CVHOA member's property may utilize the clubhouse facilities for social unreserved gatherings as long as they are within the limitations described under "Private Clubhouse Use" below and they do not interfere with other owners use of the clubhouse at the same time.
- 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 and/or renter occupant of a paid up CVHOA member's property must be limited.
- Certain clubhouse items, such as folding chairs and tables may be borrowed by a CVHOA member and/or renter occupant of a paid up CVHOA member's property as long as they are not needed for a community or scheduled private reservation. There is a form at the office for checking out these items.

## 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 member and/or renter occupant of a paid up CVHOA member's property, 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 Member and/or renter occupant of a paid up CVHOA member's property 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 or renter occupant of a paid up CVHOA member's property 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.

There are two types of reserved usage. A reservation of only one part of the Clubhouse (either the Card Room or Board Room), not including the kitchen area use, with a maximum of 16 occupants. If reserving the card room someone wishing to use the computer should be allowed to do so. The second reserved use is for using the entire clubhouse facility.

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 CVHOA member or renter occupant of a paid up CVHOA member's property 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 CVHOA member or renter occupant of a paid up CVHOA member's property who has not yet used the facility twice in that 12 month period. A private use is for a single day and if a reserved use consists of two

adjoining days it would count as two uses and two use and utility fees would be applied, but only one clean-up deposit. Reserved adjoining days over holiday periods may be allowed only after other owner/occupants have been given an opportunity to rent those adjoining days.

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 CVCC designee, and when the Clubhouse Reservation Checklist has been turned in after the event. The amount charged for the partial clubhouse use will be half that charged for the entire facility.
9. **Use Fee.** A non-refundable use fee shall be paid at the time of the reservation for replacement of clubhouse linens, dishes, flatware and utility fee. The CVHOA member or renter occupant of a paid up CVHOA member's property, whoever reserved the space, (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 4<sup>th</sup> 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 must be terminated by midnight of the day of usage.
16. **Grilling Area.** CVHOA member or renter occupant of a paid up CVHOA member's property shall be free to use the barbecue grill. However, it may be enjoyed by those sponsoring members having a private party at the clubhouse, as well. A set of grill use rules are posted by the grill and should be observed. Note, the only proper heating source will be charcoal only. Please do not put pallets of wood into the grill area.
17. **Clubhouse Access.** CVHOA member or renter occupant of a paid up CVHOA member's property have the opportunity of purchasing a CVHOA Community Key

Card which will grant them access to the pool and clubhouse via the side door by the ping pong table. The cost of this card is \$25.00.

\_\_\_We request that the side door be used when bringing in supplies or catering needs for any party. This way our wooden front doors will not be marred or damaged.

16. **Responsibility for Damages.** The hosting 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 refundable clean-up deposit will be retained by the CVHOA if the clubhouse is left in improper condition and will be determined by the clubhouse chairperson. Only the sponsoring member of the clubhouse party is authorized to use the clubhouse key. The CVHOA Community Key Card shall not be given out for the use of caterers, etc.
17. **Host Responsibilities.** CVHOA member or renter occupant of a paid up CVHOA member's property 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.** A responsible adult (18 years or older) must accompany children under age 14 at all times while in the Clubhouse.
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

## 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 \$100.00 refundable clean-up deposit fee (payable to CVHOA) and \$50 non-refundable use fee (payable to CVCC). Payments will be accepted by check only.
4. Ensure you have a Clubhouse Key Card. If you do not have one already, the cost is \$25, or you can borrow a key the day prior by coming to the CVHOA office.
5. When first entering the clubhouse on the day of the event, complete the Clubhouse Reservation Checklist and complete the first column.

#### **After the Event.**

5. Check that all other persons have left the Clubhouse.
6. Before leaving, check that all doors are closed and locked. Depart from the Card Room side door.
7. The Alarm for the clubhouse sets automatically and will be activated if anyone is in the clubhouse past 12 Midnight. There will be a \$50 penalty if the alarm is activated.
8. If appropriate, please return the loaned key to the CVHOA office as soon as possible.
9. Please complete the second column of the Clubhouse Reservation Checklist and return it to the CVHOA office.