

SQUIRE VALLEY HOMEOWNERS ASSOCIATION **CLUBHOUSE POLICIES AND PROCEDURES**

The clubhouse, recreational area and swimming pool are available for the use of members of Squire Valley in accordance with these rules and regulations, which have been adopted by the Association.

The right to use the facilities by an owner and his guests shall automatically be suspended during any period when an assessment against his unit remains unpaid. The Council, acting through the Managing Agent, may suspend the right to use such facilities by an owner or any member of his family for any infraction of the published rules and regulations pertaining to say facilities.

Infraction of any of the following rules should be reported to the Managing Agent who has the authority to take appropriate steps.

1. The clubhouse is for the use of all the members and their guests and is under the management of the Council. Only resident owners whose association fees are paid and current may reserve the clubhouse.
2. All members will be responsible for the conduct of their families and invited guest at all times. All members are responsible for any damage to the recreational area caused by negligence or mistreatment by the member of their invited guests. The community member reserving the clubhouse must be in attendance for the duration of the function.
3. Resident owners desiring social function utilizing the clubhouse must first reserve said facility (See Clubhouse Reservation and Use Form). Reservations will be accepted on a first come basis. Make reservations through the Clubhouse Director (Courtney Thurman, 341-2401, 868 Windsor Green). Reservations for the Clubhouse DO NOT include the use of the pool and/or pool area.
4. The following describes the procedures for the exclusive use of the clubhouse.
 - A. Make reservations utilizing the Clubhouse Reservation and Use Form. Reservations must be made at least seven (7) days in advance and no reservations will be accepted more than sixty (60) days in advance. In the event a member wishes to reserve more than one (1) date within such sixty (60) day period, a separate request form must be received for each date requested.
 - B. A deposit of \$100.00 (check) must be paid when making the reservation and accompany the Clubhouse Reservation and Use Form. The check will not be deposited but will be held until after the scheduled event. Such deposit will be returned within 72 hours after the event if the clubhouse is left in acceptable condition, no damage or loss has occurred, and there have been no infractions of the clubhouse policies and procedures. The deposit is refundable after an inspection is made by the Clubhouse Director or their appointee and the key is returned. Failure to clean the clubhouse satisfactorily will result in forfeiture of all or part of the security deposit. Keys may be obtained from the Clubhouse Director two (2) days or less prior to the scheduled event.
 - C. The clubhouse must be cleaned (in accordance with the Squire Valley Cleaning and Usage Checklist) and made ready by user for reuse no later than 10:30 a.m. the following day after use. Failure to clean the clubhouse satisfactorily will result in forfeiture of all or part of the security deposit. Keys must be mailed or delivered to the Clubhouse Director within two (2) days after the scheduled function.

5. Only resident members of the Association are permitted the exclusive use of the clubhouse.
6. All members are expected to consider each other in scheduling the use of the clubhouse. No members will be granted permission to reserve the clubhouse on a permanent basis for events.
7. Children 16 and under must be accompanied by an adult.
8. No glassware permitted outside the clubhouse.
9. All access doors to remain clear. No parking in the fire lanes. All vehicles must be properly parked in the parking lots provided (not in private drives). Any vehicle improperly parked may be towed at the vehicle owner's expense. It shall be the responsibility of the community member reserving the clubhouse to inform his/her guest where to park.
10. No member or invited guest shall commit any acts that are illegal, immoral, or disrespectful to others.
11. No pets are permitted in the clubhouse at any time.
12. No member shall attempt to adjust or change the heating or cooling system controls from the predetermined temperatures as follows: Temperature settings should be set at 72 degrees in the summer months and 68 degrees in the winter months during private functions. Members using the clubhouse for private functions may want to make these setting several hours prior to such function in order to obtain these temperatures at the time of such function.
13. No member or their guest shall be permitted in the carpeted/furnished area of the clubhouse when wearing wet bathing suit attire.
14. Members last using the clubhouse shall make special effort to see that all doors and entranceways are securely locked at the end of the day. Lights must be turned off. Light switch for pool is inside hall closet on the right side of the door.
15. Squire Valley Homeowners' Association, Inc. reserves the right to amend these rules and adopt other rules and regulations as needed.
16. Squire Valley Homeowners' Association, Inc., its employees and its agents shall not be responsible for any injuries incurred on the premises, nor for any loss or damage to any personal property.
17. Kitchen facilities are provided for the convenience of all members. After utilization, member is required to perform the necessary clean-up activity. No utensils should be left in the kitchen area.
18. Any request for a band must be approved in advance by the Board of Directors.
19. The clubhouse is available for private functions between the hours of 12:00 p.m. and 2:00 a.m. If earlier access is needed for set up for a noon function or earlier, this can be arranged if there is no function the preceding day or as can be arranged among the parties. All functions must be over by 2:00 a.m. Entrance to the clubhouse for the purpose of preparing for a private function may not begin more than two (2) hours prior to a function, or as agreed.
20. Under no circumstances shall liquor be sold at any function.

21. NO SMOKING POLICY – The Board of Directors at Squire Valley have established a ‘No Smoking’ policy. The Board recognizes that exposure to tobacco smoke represents a serious health hazard for the user of tobacco products as well as others exposed to “second hand” smoke and is a nuisance to some people. Tobacco smoke can cause damage to paint, wallpaper and carpet, and burning tobacco products and matches poses a safety risk to residents and facilities.

Therefore, for the safety and comfort of all homeowners and to protect the property of the Homeowner Association, there will be no smoking of tobacco products of any kind in the clubhouse party room or any other area within the clubhouse. This policy applies to residents and guests.

NOTE:

ANY INFRACTIONS OF THE RULES AND REGULATIONS, OR DISTURBANCES CREATED AS A RESULT OF THE FUNCTION WILL REQUIRE THE UNIT MEMBER TO APPEAR BEFORE THE BOARD OF DIRECTORS FOR APPROVAL OF ANY FUTURE RESERVATIONS. THE BOARD OF DIRECTORS HAS THE RIGHT TO SUSPEND PRIVILEGES OF ANY MEMBER WHO HAS, IN THE OPINION OF THE BOARD, ABUSED THE RULES AND REGULATIONS IN THIS AGREEMENT. AN AUTOMATIC 60-DAY NONUSE PENALTY WILL BE IMPOSED AT THE TIME OF SAID INFRACTION OR DAMAGE, UNTIL THE MATTER CAN BE BROUGHT BEFORE THE BOARD FOR THEIR DECISION.