

## Canon Del Sol Homeowners Association [HOA] Clubhouse Rules

May 4, 2020

Note: These rules supersede the Clubhouse Rules section on page 13 of the green book. These rules do not affect the sections titled “Clubhouse Reservations” nor “Common Area Barbeque Operations.” Those sections remain intact.

### USAGE

Usage of the Clubhouse falls under three general categories:

1. Open use for Members and their invited guests, unreserved.
2. Association-wide event, reserved. [all Members and their invited guests are included]
3. Private use by a Member, reserved.

In all general categories, the following applies:

- a. The Clubhouse is available for the use and convenience of the HOA Members.
- b. No commercial or profit making activities nor activities open to the public may be conducted at the Clubhouse, however planned events that are open to all Members are permitted to collect a small fee to offset the cost of the event. [i.e., class materials, instructors, performers]
- c. A responsible adult Member must be present at all times during use.
- d. No smoking, vaping or illegal activities are permitted inside the Clubhouse.
- e. Noise must be kept to an appropriate level
- f. No wet swimsuits or muddy shoes are permitted inside the Clubhouse.
- g. No animals are permitted inside the Clubhouse.
- h. Members are responsible to turn off all lights, close all windows, and ensure no one is left inside before closing and locking all doors after use.
- i. Member shall be responsible to the Association for any damage including but not limited to furniture, rugs, fixtures, equipment, walls, lighting, floors and other personal property due to the negligence or misconduct of the Member or of the Member’s family members, relatives, guests or invitees.
- j. Members shall treat the Clubhouse and its furnishings with extreme care and cleanliness, as it is a valuable asset enjoyed by all.
- k. Any misuse of the Clubhouse is subject to the Penalty Fine Schedule as noted in the CDS HOA Rules and Regulations Handbook (page 17 in the green book).
- l. Complaints or suggestions specific to the Clubhouse use may be submitted via the Maintenance Form (available at the clubhouse and online).

## OPEN USE

Open Use of the Clubhouse will include individuals and groups that are willing to comply with Clubhouse policy and share use of the facility in a cooperative and neighborly manner. No reservations required, however Open Use is subject to the availability of the Clubhouse.

## ASSOCIATION-WIDE EVENTS

Association-wide events require reservations and Member notifications. This will include the Annual Meeting, Board Meetings, Occasional Parties, and other events as scheduled. Association business will take priority over other use of the Clubhouse.

## PRIVATE USE BY A MEMBER

Private Use by a Member and their invited guests require reservations and are subject to the availability of the Clubhouse.

## RESERVATIONS

- a. Clubhouse reservations will be handled through an HOA representative designated by the Board. Contact information and a Clubhouse reservation schedule will be posted online and at the Clubhouse bulletin board.
- b. Reservations require a minimum 48 hour notice and may be made during Anderson & Company business hours by calling [831] 722-4048.
- c. The Member making a Clubhouse reservation is expected to be present during the function and will be required to provide a non-refundable fee, make a refundable cleaning deposit and enter into a rental agreement prior to the function.

## ACCESS

Access to the Clubhouse is available to Association members and accompanying family, friends and invitees between the hours of 9am to 10pm daily unless the Clubhouse has been otherwise reserved. Tenants are not provided access except as invitees of a Member.

## AMMENITIES

Folding tables and chairs are available in the Clubhouse storage room and are to be returned in a clean and damage-free condition after use. Pool table and Ping Pong table equipment are available, as well as books, games and puzzles. Kitchen facilities are available.

No items may be removed from the Clubhouse, including game equipment, supplies, kitchen items and furniture.

## CLEANING

1. Reporting – after each use, Member is responsible for scanning the facility and reporting maintenance issues or concerns, as required. Maintenance forms are available in the Clubhouse and can be submitted under the office door.
2. Event Décor and Signage – Member-added temporary décor and signage is acceptable, with the following restrictions:
  - a. No tape, nails or push pins may be applied to the walls, ceiling beams or ceiling. Necessary signage may be taped to window surfaces or displayed in Member-provided sign holders [such as tabletop sign holders or stand-alone floor displays].
  - b. Balloons are discouraged. No helium balloons or mylar balloons are permitted within the Clubhouse or in conjunction with a Clubhouse event.
  - c. All Member-added décor shall be removed immediately after event unless other arrangements have been made.
3. Trash – Member is responsible to remove all trash from inside the Clubhouse after use. Trash cans are available for use within the Clubhouse, but must be emptied into the large, outdoor trashcans at the end of the Clubhouse use. If outdoor trashcans are used, include this information in your maintenance report, so that barrels can be put out for weekly County trash pickup.
4. Floors and surfaces – A vacuum, broom and mop are available to clean the floors and carpet after use. All cleaning supplies are located in the hall closet and hall cabinets and must be returned to their respective storage location.
5. Tables, chairs, furniture – Wipe down tables and chairs prior to re-folding and storing. If spills occur on any upholstered surfaces, “sponge” the area with a clean dry cloth or paper towels. If Member is unable to treat spill satisfactorily, please notify property manager.
6. Pool table and Ping Pong table – Never put items on the felted pool table unless it is covered by the old ping pong board. Only billiard balls belong on the pool table felt. The Ping Pong table should be returned to its original location.
7. Kitchen and bar – if used, kitchen and bar surfaces must be wiped down with soap and water. All kitchen items must be cleaned and replaced where found.
8. Bathrooms – Member shall clean/disinfect bathroom, or may opt to pay a fee for required bathroom cleaning, if required outside of regularly scheduled maintenance. Bathroom supplies are maintained by the property manager. Member may include any concerns on the maintenance form.
9. Fireplace – Member must have prior permission to use the fireplace. After use, all ashes must be disposed of safely and properly.