

# CLUBHOUSE RULES

The Clubhouse is available for use by residents of Woodland Hills of Southgate Council of Co- Owners, Inc. in accordance with these rules and regulations, which may be adopted from time to time by the Council of Co- Owners. Only residents of the units are permitted to use the Clubhouse and must be in attendance during the entire rental. Renters must obtain written permission from the owner of the unit in order to rent the Clubhouse.

The right to use the facilities by a resident and his guest shall automatically be suspended during any period when any unpaid assessment monies remain unpaid for 60 days. The Council, acting through the managing agent, may suspend the right to use such facility by a resident or any member of his family for any infraction of the published rules and regulations pertaining to said 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 residents and their guests and is under the management of Council.
2. All residents will be responsible for the conduct of their families and invited guests at all times. All residents are responsible for any damage to the recreational area caused by negligence or mistreatment by the resident or their invited guests.
3. Residents desiring social functions utilizing the party room must reserve said facility. Reservations will be accepted on a first come basis. Make reservations through the clubhouse coordinator. Reservations for the party room DO NOT include the use of the pool/or pool area or tennis courts. GUEST ARE RESTRICTED TO THE PORCH AREA ONLY.

## **[A]Procedures for reserving the Clubhouse for a Nonexclusive use such as funeral”:**

- 1] Contact the Clubhouse Coordinator for a key
- 2] The Clubhouse will close at 11.00 p.m. for non – exclusive use
- 3] Clean up after use.

[B] Procedure for reserving the clubhouse for your exclusive use:

- 1] Make reservations through the clubhouse coordinator.
  - 2] Reservation must be made at least seven [7] days in advance and no reservation may be accepted more than six [6] months in advance. A unit may reserve the clubhouse a maximum of two [2] times during the calendar year. If a third time is needed you may inquire on availability. **THE ONLY EXCEPTION TO THIS RULE IS THE SOCIAL & RECREATION COMMITTEE. THEY MAY RESERVE DATES ANYTIME DURING THE YEAR.**
  - 3] A non – refundable fee of \$85.00 and a deposit of \$150.00 must be paid when making the reservation. The deposit is refundable after the clubhouse coordinator makes an inspection.
  - 4] Complete and sign the application when receiving the key to the front door. The key must be returned to the clubhouse coordinator the following day unless prior arrangements have been made.
  - 5] The clubhouse must be cleaned and ready for reuse by 10.00 a.m. the following day of the rental.
  - 6] All garbage must be removed and taken to the closest dumpster.
  - 7] All parties must end by 1.00 a.m. and the clubhouse vacated. No one is permitted to stay overnight. The deposit will be forfeited if anyone is found staying all night.
4. Kitchen Facilities – The kitchen facilities are provided for the convenience of all residents. After utilization, a resident is required to perform the necessary cleanup activities which may include sweeping, mopping, cleaning the stove, oven, refrigerator, etc. No utensils should be left in the kitchen area.
  5. All residents are expected to consider each other in scheduling the use of the Clubhouse. No residents will be granted permission to reserve the Clubhouse on a permanent basis, except for Woodland Hills Community functions.
  6. No pets are permitted in the clubhouse or pool area any time.
  7. No glassware is permitted outside of the clubhouse.
  8. All access doors must remain clear.
  9. No resident or invited guest shall commit any acts are illegal, immoral or disrespectful to others.

10. No resident shall be permitted to use the building for any profit making motives without the consent of Council.
11. No Grills or deep fryers.
12. No resident shall be permitted to use the building for any profit making motives without the consent of the Council.
13. No resident shall attempt to adjust or change the heating or cooling system controls.
14. No resident or guest shall be permitted in the furnished area of the clubhouse when wearing a wet bathing suit.
15. It is requested that the resident last using the clubhouse at the end of the day make a special effort to see that all doors and entrances are securely locked. Lights must be turned off.
16. The Council of Woodland Hills of Southgate reserves the right to amend these rules as needed.
17. Failure to comply with any of the above listed rules may result in the forfeiture of the security deposit.

**WOODLAND HILLS OF SOUTHGATE COUNCIL OF CO – OWNERS, 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.**

Revised-11/2022