

Silverlakes Clubhouse Use Policy

Adopted June 24, 2002 - Revised 9/24/2008, 5/15/2013,
4/16/2014, 11/02/2016

Forward

The following Rules and Regulations have been adopted, and will be administered by the Silverlakes HOA Board of Directors, and may be changed at any time by the HOA Board. It is the duty of those using the facilities to know these Rules and Regulations, and to cooperate in the enforcement thereof. The Clubhouse is owned by all the Silverlakes Homeowners. Please do your part to maintain a high level of orderliness and cleanliness.

I. General Rules

- A. Only Homeowners and their authorized guests may use the Common Areas. Tenants cannot rent the clubhouse for private parties; only the Homeowner can rent.
- B. Residents and guests shall conduct themselves in an orderly fashion as ladies and gentlemen.
- C. Proper attire is to be worn at all times.
- D. Parents shall be responsible for the conduct of their children, and are responsible for any damages caused by their children.
- E. Unauthorized persons shall not tamper with or adjust the Clubhouse heating and air conditioning or temperature controls for the pool.
- F. Clubhouse may not be used to conduct commercial business activity.
- G. Animals are not permitted in the clubhouse or pool area except for animals aiding disabled people.
- H. The number of people in the main clubhouse room at any time is limited to 100 by the Fire Department. This limit must be enforced at all times.
- I. The use of confetti in the Clubhouse or on the Clubhouse grounds is prohibited. The use of “inflatables”, such as bounce houses, climbing walls, etc., is prohibited.
- J. Parking at the Clubhouse is meant to be a privilege for Homeowners using the Clubhouse. Overnight parking is permitted, between the hours of 11:00 PM and 7:00 AM, with a written authorization from our Management Services Organization displayed on vehicle’s dashboard. No extended parking is permitted. With the exception of police & service vehicles, no boats, trailers, motor homes, RVs or trucks may be parked without prior Board approval for overnight stay only. All vehicles in non-compliance with these rules may be removed at owner's expense as sign posted.

- K. All instances of misuse of Clubhouse facilities should be promptly reported to our Management Services Organization.
- L. The Clubhouse is a NON-SMOKING facility. No fires, lit candles or fireworks are permitted. Battery operated candles are permitted and recommended.

II. Hours of Operation:

- A. All functions at the clubhouse should not last past 11:00 PM on Sunday through Thursday and Midnight on Friday and Saturday.
- B. Swimming pool is available for use from dawn to dusk seven days per week.
- C. Exercise/Fitness room is available from 5:00 AM to 1:00 AM seven days per week.

III. Specific Rules for the Pool Area:

- A. Access to the Pool is by use of the Proximity Card only. Fence climbing is prohibited.
- B. Absolutely no alcoholic beverages or glass containers/bottles are permitted in the pool or pool area.
- C. Children under the age of 13 using the pool must be under direct supervision by a responsible adult.
- D. Number of people in pool at any one time is limited to 20 people maximum.
- E. All individuals should shower before entering pool.
- F. No running is permitted in pool area.
- G. No jumping or diving into the pool is permitted.
- H. All chairs and tables should be placed back to their original positions before leaving the Pool area.

IV. Specific Rules for Exercise/Fitness Room:

- A. Access to the Fitness Room is by use of the Proximity Card. Propping the door ajar for others to enter is prohibited.
- B. Children under 15 years of age are not permitted in the exercise room.
- C. A responsible adult must directly supervise children less than 18 using the exercise room.
- D. Appropriate workout attire should be worn at all times.

- E. After use, exercise equipment should be wiped down with the supplied handy-wipes.
- F. After use, all weights should be returned to normal storage positions.
- G. Before leaving the fitness room, all motorized exercise equipment, fans and TV should be turned off.

V. **Clubhouse Main Room**

- A. **Regularly Scheduled Events:** HOA and HOA Social Committee sponsored activities open to all residents may use the clubhouse without charge. All such activities are to be scheduled with our Management Services Organization.

- B. **On-Going Group Meetings:** The HOA encourages the use of the club house for on-going groups, such as; girl scouts, brownies, cub scouts, boy scouts, etc. provided the following guidelines are followed. The Social Committee will administer these guidelines for the HOA. Set-up in the manner described below, the group will be exempt from paying the Clubhouse rental fee.
 - 1. Before initial use, the on-going Group Leader must request the use of the clubhouse for on-going meetings for their group, from the Social Committee or the HOA Board. The on-going Group Leader must get a written approval in advance to hold such meetings.
 - 2. One leader from the group must be assigned as the HOA contact person
 - 3. A minimum of fifty percent (50%) of the attendees must consist of Silverlakes residents.
 - 4. A list of the resident names and addresses shall be kept current with the Social Committee.
 - 5. The Group Leader agrees to reschedule a meeting should the HOA require use of the clubhouse on one of the group's reserved days/times.
 - 6. The Social Committee must set up and implement a system of inspection after each use to coincide with the current clubhouse inspection rules & guidelines. The group leader must agree, in writing, to pay for any damage to the clubhouse and its contents.
 - 7. All specific approved group meetings must be scheduled in advance through our Management Services Organization's reservation system. At no time should "ongoing group" meetings interfere with a regular scheduled HOA event.

- C. **Private Parties:**
 - 1. All private parties are to be scheduled, first come-first served, by our Management Services Organization; requests can only be scheduled 120 days in advance of the party. Homeowners must be current in paying their dues and special assessments.
 - 2. Homeowners desirous of reserving the Clubhouse Main Room for private parties/affairs must sign a rental agreement provided by our Management Services Organization. Homeowner making the reservation must be an attendee at the party.
 - 3. Homeowner is responsible for limiting number of attendees to a maximum of 100 people.
 - 4. Rental of the Clubhouse Main Room by Homeowner does not include the use of the lawn areas, fitness room or the office. The swimming pool and pool area may be used but must be shared with Silverlakes residents.

5. Fifteen days before the scheduled rental date, a reservation deposit of \$235 will be required along with a non-refundable fee of \$25.
 - a. \$20 of the \$25 non-refundable fee is for inspection of the Clubhouse following the event. Balance of \$5 is used to offset the cost of utilities incurred by the event.
 - b. If the reservation deposit is not received on time, Homeowner will not be permitted to rent the Clubhouse Main Room on the scheduled rental date.
 - c. Assuming satisfactory results of an inspection by a third party after the event, the \$235.00 deposit will be returned to Homeowner within two weeks by check from the Management Services Organization. Any cost incurred by the HOA to return the facility to its pre-rented condition will be borne by the Homeowner making the reservation.
 - d. All money and/or checks received from Homeowners will be deposited to the HOA bank account (General Fund). The refundable deposit will be reissued once the inspections are complete.
6. The Homeowner reserving the Clubhouse shall be responsible for Clubhouse cleanup, including the restrooms, and the removal of all trash resulting from the event, (i.e. trash shall not be left in or outside the Clubhouse). A specific cleanup checklist is provided at time of rental. A copy of the Checklist is also posted inside the main Clubhouse room.
7. Clubhouse doors must be locked at the end of the event.