



GLENOAK HILLS COMMUNITY ASSOCIATION FACILITIES USAGE POLICY

I. GENERAL RULES

The following rules apply to all of the Recreation Facilities, to include but may not be limited to, the clubhouse, tennis courts, tot lots, parks, equestrian arena and the entire common area in and surrounding said facilities.

- A. Owners transfer all their rights to the use of the facilities when their units are rented, leased, or occupied by a non-owner and owners have relinquished the recreation facility keys to the aforementioned.
- B. The Common area key(s) that is assigned to each Lot is the property of the association. If after due notice and hearing the Board of Directors agrees to suspend an owners right to use the facilities, keys must be relinquished to the managing agent within fifteen (15) days of the scheduled hearing, otherwise they shall be confiscated should an owner, family members, guests, or tenants use any of the facilities.
- C. Guests must be accompanied by a resident at all times when using the recreation facilities. Number of guests per unit is not to exceed six (6) at one time. Parties greater than twenty (20) persons are not allowed. Residents will be subject to the violation enforcement and fine policy if guest limits exceed twenty (20) persons. Please refer to the Clubhouse Policies and Rules before reserving recreation facilities for an event.
- D. Keys may not be duplicated or loaned to friends.
- E. Entrance to the recreation facilities shall be through the gates or doors only. Climbing over the fencing or gates is prohibited.
- F. The common areas within the recreation facilities are designed solely for family use. Therefore, organized sports and/or team practice of any sort is strictly prohibited.
- G. Any training, fitness instruction or leading a group class, at recreation facilities or on Association common area is prohibited.
- H. Smoking and/or vaping is prohibited within twenty-five (25) feet of any building and/or common area amenity.

II. CLUBHOUSE POLICIES & RULES

The Clubhouse and its associated common area facilities are reserved for use and enjoyment of GlenOak Hills Community Association Homeowners and tenants. For your protection and that of the community, any intentional unauthorized use of the facilities, including but not limited to violation of hours posted, as identified in this section, is considered to be **TRESPASSING** and shall be dealt with to the full extent of the law.

Reservation/saving specific clubhouse facilities equipment and/or furniture is strictly prohibited unless coordinated with association management as a private party (if available) and is subject to all noticed rules. Placement of personal items left on equipment or furniture is allowed only while the owner is present. The association is not responsible for lost or stolen items left attended or non-attended.

A. GENERAL CLUBHOUSE USAGE RULES

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3. Clubhouse Hours are from 9:00 a.m. to 11:00 p.m. except for New Year's Eve.
4. Overnight usage of the clubhouse is prohibited.
5. It is the responsibility of the Homeowner to know the GlenOak Hills Facilities Usage Policy and to inform the tenants and guests of these rules.
6. Children under the age of 14 should not be in the clubhouse without direct supervision.
7. Please report unsafe conditions to association management immediately.
8. No animals are allowed in the Clubhouse. Service/Therapy Animal owners can file for an exception to the Board of Directors.

B. CLUBHOUSE RENTAL POLICY & RULES

1. Clubhouse Hours are from 9:00 a.m. to 11:00 p.m. except for New Year's Eve.
2. Maximum capacity of the clubhouse is 149 (113 for the meeting room and 36 for the lobby)
3. Responsible party **MUST** be a Member of GlenOak Hills Community Association or an authorized tenant.
4. Authorization for tenants must be received before a reservation can be made. As part of the authorization, the Lease Agreement and the completed Tenant Authorization form are needed. This information must be provided directly from the homeowner to Management.
5. Responsible party **MUST** be in attendance for the entire event.
6. Responsible party **MUST** supervise all activities, setup, teardown, cleanup, and return keys and checklist to management upon completion of event.
7. Clubhouse keys obtained by management may not be duplicated under any circumstances.
8. There are to be no nails, staples, tacks, etc. on any clubhouse walls, posts, or beams.
9. NO BLOW-UP JUMPS are allowed on the premises.
10. Outdoor games must be placed on grass in the playground area, not on clubhouse grass.
11. NO ATV'S or other off-road vehicles are allowed in GlenOak Hills.

12. NO SMOKING IS ALLOWED IN THE CLUBHOUSE
13. No events open to the general public are allowed.
14. No commercial, profit making, or fundraising events are allowed.
15. Any additional cleanup/repair required will be billed to the responsible party.
16. All furniture must be returned in proper placement as pictured in the Lobby Map.
17. The pool table shall not be moved under any circumstances.
18. All doors must be locked after an event
19. No animals are allowed in the Clubhouse. Service/Therapy Animal owners can file for an exception to the Board of Directors.
20. The Clubhouse and surrounding common areas must be left clean, any markings removed, all trash shall be removed, and the clubhouse clean-up checklist must be followed and provided to management following an event.
21. Nothing shall be placed on wood floor surfaces without protective feet or barrier.
22. The floor shall be cleaned with nothing other than the Association provided Bona Kemi cleaner (located in the utility closet).
23. Between Thanksgiving and New Years Day, the clubhouse may be adorned with association holiday decorations. Decorations may not be moved, removed, or disturbed.
24. Parking for an event is only authorized in the clubhouse parking lot, the park area parking lot, and the tennis court parking area. All other street parking is either private parking or subject to County of Riverside ordinances and may be subject to towing at the expense of the vehicle owner.
25. The following information is required before holding a party at the recreation facilities.
 - a. A completed Use of Facilities Agreement must be obtained through the Management Company when more than six (6) guests are expected.
 - b. All paperwork and required items must be submitted to the management company at least two (2) weeks prior to the requested usage date.
 - c. All paperwork must be completely filled out and signed before being accepted by management and reviewable.
26. There is a \$250.00 key and common area security deposit required.
27. There is a \$25.00 non-refundable inspection fee required.
28. Events must be cancelled at least 24 hours prior to the event without being subject to the \$25.00 non-refundable inspection fee.
29. Requested events not meeting the requirements listed in this policy will need approval from the Board of Directors and submitted to management prior to the next regularly scheduled monthly Board of Directors meeting.

III. EQUESTRIAN ARENA

The Equestrian Arena is exclusively for the use of Homeowners and tenants. Guests must be accompanied by a resident at all times when using the arena. Number of guests per unit is not to exceed six (6) at one time. Without the express written consent of the Association, members shall not have the right to delegate his or her rights of use and enjoyment of the arena to any person, except residents and their guests.

- A. All persons using the arena do so at their own risk and sole responsibility.

- B. The Association does not assume responsibility for any occurrence, accident, or injury in connection with the use of the arena.
- C. No member shall make any claim against the Association, its servants, agents, or employee, for or on account of any loss or damage to life, limb, or property sustained as a result of or in connection with any such use of the arena. Each member shall hold the Association harmless from any and all liabilities and any action of whatsoever nature by any members, tenants, guests, invitee, or licensees of that member growing out of the use of the arena, except when that loss, injury or damage can be clearly proved to have resulted from the proximately caused by the direct gross negligence of the Association or its agents, servants or employees in the operation, care, or maintenance of the arena.
- D. A fully executed copy of the Equestrian Arena Release form must be submitted and accepted by management prior to any riding in the arena.
- E. The arena is exclusively for equestrian use.
- F. Members shall not be under the influence within the arena.
- G. The arena may only be used during daylight hours.

IV. TENNIS COURTS

- A. Tennis Court hours are from dawn to dusk.
- B. The basis of all court rules is to assure equitable court play and maximum court usage.
- C. Tennis courts are for tennis and pickleball only unless assigned for special events by the association.
- D. Courts must be locked following play.
- E. Proper court etiquette and common courtesy are presumed at all times.
- F. Do not throw or hit racquets against the net or windscreen to avoid tearing them.
- G. Report unsafe conditions to management immediately.
- H. No hanging or sitting on the tennis net.
- I. No food will be permitted on the court.
- J. Beverages must be kept outside the court in non-glass containers.
- K. Proper tennis attire will be worn at all times.
- L. Only tennis shoes (non-black soles) are allowed on the court.

V. VIOLATION OF FACILITIES USAGE POLICY ENFORCEMENT

Should the Board of Directors, after due notice and hearing, find that an owner(s), family members, guests, or tenants thereof were in violation of the above Rules and Regulations, member privileges and use of the facilities may be suspended. In addition to the suspension of privileges, owners may be assessed a fine/penalty for the infraction of the Rules and Regulations.

Should the Board of Directors suspend an owner's use of privileges; the Association will request that the member return the common area entry key(s) to the management agent. Fines will be assessed to the member's account if the entry key is not returned within fifteen (15) days of the scheduled hearing when the ruling was made. Fines will be assessed in accordance with the established Violation Enforcement and Fines Policy of the GlenOak Hills Community Association.

- A. All violations which are reported by individual Homeowners must meet the following criteria:
1. Violation report must be in writing.
 2. Party making complaint (no anonymous complaints) must sign violation report.
 3. Violation report must identify individual in alleged violation either by name or address or time stamped photo. Physical descriptions are not sufficient for identification of individuals. Automobile descriptions and/or license plate numbers are also not sufficient for identification of individual in violation.
- B. After verification, if appropriate, notice shall be sent to the Homeowner advising the nature of the violation and a time limit to rectify the violation. Where appropriate, due to previous violations, severity of the violation or otherwise, the Board may utilize a different approach and timeline for enforcement.
- C. Failure to comply with the request to rectify the violation, or respond to the Board of Directors shall result in a Notice of Hearing. Such notice, requesting appearance on a specified date to be heard by the Board of Directors, shall be at least ten (10) days prior to the hearing.
- D. If at the hearing the Board determines that there is or was a violation, the Board of Directors may take the following actions:
1. Levy a fine/ penalty according to the following fine policy:
 - i. First thirty (30) day period of infraction: \$200.00
 - ii. For the second thirty (30) day period and subsequent thirty (30) day periods thereafter, the fine will assessed: \$200.00. (For example; second thirty (30) day period \$200.00, third thirty (30) day period \$200.00, fourth thirty (30) day period \$200.00, etc.)
 2. Suspend the Homeowner's common area access rights and privileges to utilize the Association's amenities.
 3. Submit the matter to legal counsel for further action.
- E. Hearing: the hearing shall be held before the Board of Directors in Executive Session. Additionally, the following protocol shall be observed:
1. At such hearing the Homeowner so charged shall have the right to present oral and/or written evidence and confront and cross-examine any witnesses in attendance providing testimony.
 2. Hearings will not be rescheduled. Homeowners who do not choose to attend the hearing may submit written evidence for Board consideration.
- Results: The results of the hearing, including any action to be taken, shall be delivered to the Member within fifteen (15) calendar days following the date of the hearing.