

**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION  
POLICIES & PROCEDURES**

FILE: C-001-2

UPDATED: June 13, 2017

DATE: February 18, 2008

**SUBJECT:** Procurement of Equipment for Games and Mailbox Holiday Decorations

**COMMITTEE:** Clubhouse – Social Committee

**REFERENCE:** Articles of Incorporation of Woodlake Village HOA, recorded April 20, 1984; Supplementary Declaration of Covenant, Conditions and Restrictions, Article IV, Section 1, recorded December 10, 1984; and Amended By-Laws of Woodlake Village HOA, Article VII, Section 1 (a) recorded May 30, 2000.

**BACKGROUND:** The Articles of Incorporation, Covenants, and Amended By-Laws do not specifically define the process for purchasing game equipment, but they empower the Board of Directors to adopt and publish rules and regulation governing the use of the Common Area and facilities. The purpose of this Policy is to provide guidance for requesting and granting approval for procuring Clubhouse related game supplies and equipment, and Holiday decorations.

**POLICY:**

- Games for the Clubhouse use may be procured when the following conditions are met:
  - (1) Must have at least two tables (8 people) regularly participating.
  - (2) all residents must be allowed to play, and
  - (3) equipment must be available for use by all residents.

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**SUBJECT:** Procurement of Equipment for Games and Mailbox Holiday Decorations

**POLICY:**

- Mailbox Holiday decorations may be procured as needed.

**PROCEDURE:**

- The Social Committee Chairperson will establish the need for supplies, equipment and decorations prior to the annual budget review in November.
- The Board of Directors will establish an annual budget for the sole purpose of procuring these items.
- The coordinator of any activity, who is in need of supplies or equipment or decorations, must contact the Social Committee Chairperson to get authorization to purchase the items.
- Receipts for the purchased items will be submitted to the Woodlake Village Treasurer for reimbursement.

**DEFINITIONS:**

- Supplies and Equipment include, but are not limited to: games supplies, reference books, shuffleboard equipment, water volleyball equipment, pickle ball equipment, scoring cards, etc.
  - Holiday decorations include garland, bows, etc.

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**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION  
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FILE C-002-7

UPDATED: June 13, 2017

DATE: January 24, 2012

**SUBJECT:** Clubhouse – Use and Schedule

**COMMITTEE:** Clubhouse – Social Committee

**REFERENCE:** Supplementary Declaration of Covenants, Conditions and Restrictions, Article IV, Section 1 and 1(a) and Section 2 (a) (b)(c), recorded December 10, 1984; and Amended By-Laws of Woodlake Village HOA, Article VIII, Section 1(a) recorded May 30, 2000. Recreational facilities located on common ground areas situated upon the properties may be utilized by guests of owners, tenants or contracted purchasers subject to such rules and regulations governing said use of the Association as may be established by the Board of Directors... Also, see policy and Procedures G-006 – Guests, Friends and Family (Defined).

**BACKGROUND:**

- The intended use of the clubhouse, as an Association common property, is not clear.
- A distinction between regularly scheduled activities and infrequent group events needs to be defined.
- Procedures for scheduling the use of the Clubhouse for activities and events are needed.

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**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION  
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FILE C- 002-7

UPDATED: June 13, 2017

DATE: January 24, 2012

**SUBJECT:** Clubhouse – Use and Schedule

**POLICY:**

1. A request for use of the Clubhouse for bereavement (family gathering necessitated by a funeral) shall take priority over activities, but not over events. However, the Social Chairperson must be consulted and affected activities contact(s) made resulting in a mutually agreed upon final date and time for the bereavement gathering, and no fee shall be charged.
2. Woodlake Village residents may request use of the Clubhouse for activities and events.
3. Commercial groups/organizations and non-resident activities and events are prohibited.
4. Woodlake Social Committee activities or events may be scheduled in advance at any time and will usually be published on the monthly calendar in The Village Voice.
5. Reservations for private party events will not be accepted more than twelve (12) months prior to the event. Social Committee sponsored events have scheduling priority. Any request for private use of the Clubhouse prior to the publishing of the monthly calendar will be considered. Consideration shall include a consultation with the activity coordinators to determine the feasibility of rescheduling, cancelling or relocating their event. The Board of Directors shall be consulted when a disagreement arises and will make the final decision.

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6. The Board of Directors reserves the right to refuse the use of the Clubhouse for any reason.
7. Those residents who host private party events will be financially responsible for any damage that occurs to the facilities or the common grounds.
8. Any resident or group of residents may use the Clubhouse for any activity free of charge as long as other residents are not locked out or their rights are not infringed upon.
9. At paid events such as dinners and dances, when tickets remain available after the Woodlake resident's deadline to purchase tickets, friends/guests may purchase tickets.
10. Any one household unit may invite no more than four (4) guests at any time for Social Committee events. Additional guests may be approved at the discretion of the Social Committee.

**RULES AND REGULATIONS:** These guidelines are intended to govern the use of the Woodlake Village Common Grounds and Facilities, which include the Clubhouse, swimming pool, tennis court, and shuffleboard courts.

1. The Clubhouse will be available from 7:00AM to 10:00PM daily unless otherwise scheduled for a special activity. Normal closing hours for Clubhouse parties will be 11PM.
2. All functions must have the resident sponsoring host present.

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**SUBJECT: Clubhouse – Use and Schedule**

3. The Clubhouse and pool area may be used simultaneously. However, residents and guests with swimsuit attire are not allowed in the Clubhouse and breakable items are not allowed around the pool area.
4. At no time will there be loud or boisterous noises, which might annoy the neighbors.
5. Cars and bicycles shall be parked in designated areas.
6. The homeowner or the guardian of a minor guest must accompany guest under the age of 18.
7. No pet shall be allowed in the Clubhouse, Pool or Tennis Court, except service animals as listed in paragraph (8) below. Dogs must be leashed at all times on any HOA property and dog waste must be picked up and disposed of properly.
8. Service animals as defined by Federal Law under the American Disabilities Act are allowed.
9. After all activities or events any kitchenware that was used must be washed or placed in the dishwasher using posted instructions.
10. NOTHING may be removed or borrowed from the Clubhouse at any time except books, magazines, puzzles, tapes and videos from the lending library.

**PROCEDURE-SCHEDULING:**

- The Social Committee Chairperson will maintain the calendar for activities, events and private functions. All of these functions must be scheduled through the Social Committee Chairperson and a monthly schedule provided to the HOA Treasurer and to every homeowner through the Village Voice calendar.

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- In order to use the Clubhouse, the "Request for Use of Woodlake Clubhouse" form along with the following fees must be submitted to the Social Committee Chairperson no more than twelve (12) months prior to the event and under normal circumstances no less than 30 days. The charge for clubhouse private event will be:
  - \$100.00 – refundable if no damages. Dishes must be washed and all food removed. Clubhouse to be left in the condition in which it was found.

**DEFINITIONS:**

- **Activity/Activities.** Activity is the routine use of the common ground building, known as the Clubhouse, and its surroundings.
- All activities are for the exclusive use of Woodlake residents and their guests.
- Activities may occur daily and are usually scheduled weekly, bi-weekly or monthly through the Social Committee Chairperson.
- Examples of Clubhouse and pool activities are: Card parties, canasta, mahjong, bridge, poker, bingo, bunco, trivia, whist, art classes, safe driving classes, library use, volleyball, tennis, swimming, exercise, shuffleboard and pickleball.
- Common Grounds: Woodlake Village Common Grounds and Facilities include the Clubhouse, swimming pool, tennis court, shuffle board courts and the associated lawn areas.

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- **Event(s):** Event is defined as an infrequent and/or once-per-year occurrence.
  - All events are for the exclusive use of Woodlake residents and their guests.
  - Reservations for events are made through the Social Committee Chairperson.
  - Examples of events are: Yard sales, craft show, dinner-dance, and private parties such as birthday parties or anniversaries. There will be a fee for events as defined in Procedure 2.
- **Friends and Family:** Are guests of a Woodlake Village resident.
- **Guests may attend activities and events.**
- **Use:** Only residents of Woodlake Village and their guests may utilize the Woodlake Village Common Grounds facilities and are subject to all HOA Rules and Regulations. Residents must be present during the activity or event.

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