Rules and Regulations for use of our Common Facilities, including the Clubhouse, Town Hall, North Community Building, South Community Building, Craft Room, Exercise Room, Poolroom, Putting Green, Collin Hall, Tennis Court, and Pool and Spa.

AUTHORITY:

1. Article 7, Authority of the Umbrella Board, Section 8.1 7.2 Adoption of Rules and Regulations of the Umbrella Declaration provides in applicable part that, “The Umbrella Board… is empowered to adopt, amend, and revoke…detailed administrative rules and regulations necessary or convenient…to promote the comfortable use and enjoyment of the Entire Property by Owners, and

2. Pursuant to Article 4, Section 4.2 Restrictions on Use of Common Elements and Facilities, Subject to other applicable provisions of this Umbrella Declaration, each owner shall have the right to use the Umbrella Property and improvements thereon for their intended use provided that the use and enjoyment thereof shall be controlled and governed by the Umbrella Board and the rules and regulations established by the Umbrella Board in connection therewith from time to time.

PURPOSE:

In order to provide for the safe and enjoyable use of Providence Point’s Common Facilities, the board deems it necessary and desirable to establish rules and regulations for the use of these facilities.

Our Common Facilities were established and are operated solely for the benefit of the residents, and not for outside interests. These facilities are not operated to generate outside income.

RESOLUTION:

The board therefore resolves that the revised rules and regulations contained in this Policy Resolution and its attachments are to be followed by all residents and their guests in the use of the facilities therein.

ADOPTION:

October 22, 2013 at a regular meeting of the Umbrella Board.

Darryl Marshall
President, Umbrella Board
1. All community facilities must be reserved through PMO: either the activities office or the Administrative Assistant. The Activities Office may, if requested by a resident, petition the Umbrella Board to suspend any rule for one occurrence of an event, or for a series of events.

2. Providence Point activities, Resident Events Committee, Welcome Committee and Communiversity classes have first priority for the use of all meeting rooms and facilities.

3. All guests using the Clubhouse (including the swimming pool), North and South Community Buildings, the tennis court, the putting green, Collin Hall, Our Place, or the poolroom, must be accompanied by a resident at all times. The exercise room equipment is for the use of residents only.

4. The Clubhouse, Collin Hall, Our Place, and North and South Community buildings are available between the hours of 6:00 a.m. and 10:30 p.m. All buildings must be vacated no later than 10:30 p.m. Events must be concluded in time for cleanup, restoration, and trash removal to be completed prior to 10:30 p.m.

5. A representative of the Property Management Office / Activities Office will conduct a pre-event walk-through with the resident reserving the facility (the Renter) prior to the event (Facility Inspection Report). This will provide the opportunity to ask questions, determine any special requests, and note any visible damage or lack of cleanliness.

6. A representative of the Property Management Office / Activities Office will check the appearance, cleanliness, and inventory after the event. After the report has been filed, and if the condition of the facility is satisfactory, the Activities Office will call the Renter, who may then collect the damage deposit.

7. In the event the condition of the facility following an event is not satisfactory, the renter will be given an explanation and an opportunity to discuss the report with a representative of the Property Management Office / Activities Office. A copy of the Inspector’s Checklist is enclosed.

8. The Property Management Office / Activities Office will be available to answer questions Monday through Friday, 8:00 a.m. to 5:00 p.m. If an event is scheduled for a weekend, Renters must make sure all questions have been addressed well before the event. It is the responsibility of the Renter to let the Activities Office know if they need additional assistance with any equipment. (i.e. barbecue, TV/VCR, fireplace, dishwasher, stove, sound system, etc.).

9. The Renter must make sure they have all the equipment needed well in advance of an event. (i.e. coffee pot, tablecloths, overhead projector, etc.)

10. The Clubhouse, Town Hall, and community buildings are air conditioned; therefore, the doors are to remain closed at all times.

11. There is no smoking allowed in the buildings.

12. Parking around the Clubhouse, Town Hall and the community buildings must not obstruct residents’ driveways. Participating residents must provide supervision of parking for a large event.
13. Homeowners, Homeowners Association and management are not responsible for lost or stolen property. Users of the facilities are cautioned that they do so at their own risk.

14. No pets are allowed in any common facility buildings unless they are service animals.

15. No furniture, equipment, or appliance offered to the Umbrella Association as a loan will be accepted.

16. Furniture, equipment, or appliance offered to the Umbrella Association as a gift or donation will be accepted providing that:
   16.1. the community manager considers the item to be useful and in good condition.
   16.2. it is given or donated without recourse. The donor may be asked to sign a release.

17. No authorization will be granted to borrow any equipment or other items from Providence Point Homeowners Association Common Facilities for personal use.

18. Common facilities and the rooms therein shall be named and identified by their function or purpose (e.g. Clubhouse, Library, Town Hall, North and South Community Buildings). When owners believe that a person should receive special recognition for significant contributions to the community, other forms of recognition should be considered (refer to Policy Resolution No. 5 and No. 13).

19. Providence Point Homeowners Association is not affiliated with any religious or political organization. The association’s name and its facilities shall not be used for the public promotion of any religious organization, political organization or candidate. Accordingly, Providence Point common facilities will be made available for politically-oriented events only if the event is resident-sponsored and open to all interested residents, without public promotion.

20. Common facilities may be reserved for religious events provided that:
   20.1. They are limited to special worship occasions or to special service or study functions, and do not become an established church residing in a Providence Point facility.
   20.2. No particular religion should receive any preferential treatment of any kind
   20.3. All such services must be conducted primarily by and for Providence Point residents
   20.4. All such services must be conducted in a sedate manner, which may be determined, if necessary, by a majority of the Umbrella Board.
   20.5. Resident wedding receptions and resident memorial services may be permitted in a common facility. Funerals, defined as pre-burial services, usually with the deceased remains present, are not allowed.
   20.6. Common facilities may be used for study sessions of religious texts (e.g. Bible, Koran, Torah, Book of Mormon, etc.).

21. In order to provide equal opportunity for all our more than 1300 residents, no reservation will be accepted for multiple consecutive events (such as weekly, bi-weekly, or monthly), or for events more than 60 days in the future.

22. The common buildings are located in residential neighborhoods. Visitors to the common buildings must act accordingly and take care regarding the noise level of their person and vehicle. Rowdiness will not be tolerated.
23. Violation of common facility rules may result in forfeiture of deposits and/or restrictions in the offender’s use of common facilities.

24. It is the responsibility of the event sponsor to assure that the rules are met.

25. Commercially-oriented events, sponsored or conducted with a purpose of directly or indirectly promoting or inducing sales, are prohibited.

26. Meetings connected with outside charity organizations will be permitted only if sponsored by residents and attended predominately by residents (e.g. Providence Point Kiwanis meetings).

27. Private parties in the common facilities normally will not be scheduled on Thanksgiving, Christmas, New Year’s, or Fourth of July. Exceptions may be granted if one week prior to the holiday no Umbrella or village event has been scheduled.

28. The Umbrella Association may restrict residents who are not in good standing, including those who are delinquent in their assessments, from use of the common elements and facilities.

29. Owners who have leased their units to tenants or who have family member(s) residing in the unit in lieu of the owner, may not use the common elements and facilities as that right is deemed to have been leased to the tenants or given to the family member(s) as part of the unit.

30. Any exception to the common facility usage restrictions must have the prior approval of the community manager.

31. Special events planned by a village committee (e.g. Christmas Party) and private parties will have equal priority and will be served on a “first come, first served” basis.

32. Small groups using part of a facility (i.e. the Clubhouse, North or South Community Buildings) on a regular basis must check with the Activities Office the first of each month to ensure availability of the space.

33. Decorations must not deface walls or fixtures, and must be removed promptly after the event. Tacks, masking tape, cellophane tape, pines, etc., are not permitted. Painters tape may be used.

34. Activity / event sponsors are personally responsible for ensuring compliance with all rules.

35. In an emergency, call 911 or use the emergency pulls. A telephone is located in the Clubhouse game room, in the North and South Community Buildings, and in the mail room next to the Activities Office. Emergency pulls are located in the exercise room, the Clubhouse restrooms, and at the end of the pool near the spa.

36. For any event, a list of non-resident guests must be provided to security.

37. The library will not have scheduled meetings.

38. Children must be supervised, inside and outside any facility at all times.
ATTACHMENT A

FACILITY: ___________________________________________ DATE:
________________________________________

NAME: __________________________________________________
________________________________________ PHONE:

ADDRESS: __________________________________________________ PHONE:
________________________________________

DATE OF EVENT: ___________________________ HOURS: ______________
________________________________________

INSPECTOR: ___________________________________________ PHONE:
________________________________________

TYPE OF EVENT: ___________________________________________ NO. OF GUESTS: ______________
________________________________________

(Provide Non-Resident Guest List to Security)

* NOTE: Hours of 6:00 a.m. to 10:30 p.m. are strictly enforced.

** NOTE: The maximum number of guests in the Clubhouse Social Room is 152. Collin Hall maximum capacity is 125. Our Place maximum capacity is 75.

I am a resident of Providence Point and will be in attendance for the duration of the event.

I have read the Rules and Regulations (copy attached) as adopted by the Umbrella Association, and will assure that these rules and regulations will be followed during my event. I have received a copy of the rental packet and will adhere to the guidelines stated therein.

I recognize that I am responsible for the conduct of the attendees. I will insist that music and noise, inside and outside the building, is kept at a reasonable level. I understand that noise complaints may result in forfeiture of the damage deposit, and my future use of the common facilities may be restricted.

I understand that the facility cannot be occupied before 6:00 a.m. I also understand that clean up and removals must be accomplished in time to vacate the premises no later than 10:30 p.m. Failure to vacate by 10:30 p.m. may result in forfeiture of the damage deposit.

I agree to be financially responsible for any damages (other than normal wear and tear) and any additional cleanup fees, if such are necessary, as a result of my event. I understand that I am to inspect the premises with a representative of the Property Management Office / Activities Office prior to my event, and note any visible existing damage, or lack of proper cleanliness, on the Facility Inspection Report. (See Clubhouse Inspector’s Checklist.)

Any resident reserving a facility for a private party will pay a non-refundable and a refundable damage/cleaning fee.

   Clubhouse, Collin Hall, North and South Community Buildings:
   $50.00 non-refundable fee and refundable $100.00 damage/cleaning deposit.

   Our Place Restaurant
   $125.00 non-refundable fee and refundable $100.00 damage/cleaning deposit.

The Property Management Office is responsible for determining after-use damage and approval for refund.

Signature: ________________________________
FACILITY INSPECTION REPORT FOR ATTACHMENT A

Facility Name: __________________________________________
Event: __________________________________________

PRE-EVENT INSPECTION  Date: ___________

Discrepancies Noted (Before Event):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Inspector Signature: _____________________  Applicant Signature: _____________________

POST-EVENT INSPECTION  Date: ___________

Discrepancies Noted (After Event):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Inspector Signature: _____________________  Applicant Signature: _____________________

DEPOSIT & REFUND:

Deposit: $__________  Received by: __________________________  Date: _______________

Additional Damage Compensation Required: $______________  Date: _______________

Deposit Refund: $__________  Refunded by: __________________________

Received by: __________________________  Date: _______________
INSPECTOR’S CHECKLIST FOR COMMON FACILITIES RENTALS
FOR ATTACHMENT A

All areas (including restrooms) must be left clean and neat.

1. The room(s) must be cleaned and vacuumed/mopped

2. Furniture and furnishings returned to original positions unless otherwise changed by the Activities Office

3. All table tops wiped

4. Kitchen clean and neat

5. Range and oven cleaned

6. All food and beverages removed from refrigerator/room

7. Dishes, utensils, etc., replaced in cupboards where available

8. Caterer’s items removed immediately following the event

9. All trash and garbage put in trash bins.

10. Patio swept, grill and tables cleaned, umbrellas folded where available

NOTES:

__________________________________________________________________________

__________________________________________  Inspector
Pool & Spa Rules and Regulations

Schedule
1. The pool is open for residents and adult guests from 6:00 a.m. to 10:00 p.m. daily.
2. There are specified hours for scheduled classes when the pool is not available for general use. Check the current schedule of classes posted on the bulletin board as you enter the dressing rooms or ask at the Activities Office.
3. Children are welcome daily from 3:00 p.m. to 5:00 p.m. and from 10:00 a.m. to 12:00 noon on Saturdays, Sundays and holidays.

Other
1. Users of the pool and spa do so at their own risk. There is no lifeguard on duty. For obvious reasons, it is recommended that people never be alone in the pool or spa.
2. The facilities are for the use of residents and their guests. All guests must be accompanied by a resident at all times.
3. Showering is required before entering the pool or spa (county health requirement).
4. The pool and spa may not be reserved for private parties.
5. No food or drink, except water in a plastic container, is permitted in the dressing rooms, pool, or spa.
6. Bathing attire is restricted to the pool area.
7. No diving, running, jumping, or horseplay is allowed.
8. Children who are not toilet trained are not allowed in the pool. Swim Diapers are not acceptable.
9. Only approved exercise equipment – i.e. noodles, kickboards, and aquatic weights – are allowed. Life jackets are acceptable.
10. Children are restricted from playing on or about the swim lift chair.
11. Persons with open wounds or bandages are not permitted in the pool or spa.
12. The shelves and coat hooks (and not the benches) are to be used to store belongings while in the pool.
13. Children under the age of 6 may not use the spa.
14. Persons with health problems should consult a physician before using the spa.
15. Women who are, or may be, pregnant should consult a physician before using the spa.
16. All persons are advised to limit their stay in the spa to 15 minutes at any one time.
Limited equipment requires that all residents share in the use of all equipment. When other residents are waiting to use specific equipment, usage is limited as follows:

- Maximum time on Life Fitness Treadmill 20 Minutes
- Maximum time on Recumbent Bike 20 Minutes
- Maximum time on Home Gym 5 Minutes
- Maximum time on Rowing Machine 20 Minutes
- Maximum time on Life Cycle Bike 20 Minutes
- Maximum time on Life Fitness Cross Trainer 20 Minutes

Please comply with the times listed above and all residents will have an opportunity for a good workout.

**Use of equipment is at the users own risk.**
ATTACHMENT D

TENNIS COURT RULES AND REGULATIONS

A sign-up book to reserve the tennis court is in the mailbox attached to the court fence. A key for the court is in the nearby lockbox. The lockbox combination is available to all residents at the Activities Office (392-1222) or at the guardhouse (392-2592). In addition, a key may be obtained at the guardhouse, signed out, and returned. The court must be locked at the completion of play.

1. The court may be reserved for club sponsored play. A schedule will be available at the Activities Office and at the guardhouse.

2. Court may be reserved at other times by residents; no more than one week in advance, for one hour of singles or one and one-half hours of doubles play.

3. Scheduled tournaments and classes have first priority for use of the court.

4. If the court is not reserved, play will be on a “first-come” basis. If others are waiting to play, play shall be limited to one hour.

5. Guests must be accompanied by a resident.

6. Wearing of court shoes with light-colored, non-marking soles is required.

7. Shirts shall be worn at all times.

8. Food is not permitted on the court, but containers of water or juices are permitted at the benches.

9. No dogs, skateboards, skates, or cycles are permitted on the court surface.
ATTACHMENT E
PUTTING GREEN RULES AND REGULATIONS

The Putting Green should be used with the same care that would be used at any public or private golf club.

1. A resident must be present at the green when any guest is using the green. Children must be supervised.

2. Golf shoes or flat-soled shoes, only, are to be worn on the green.

3. No chipping, running, or jumping on the green.

4. Immediately repair any ball or spike marks.

5. Replace flags in cups after use. Use care not to damage the holes.
ATTACHMENT F
CRAFT ROOM RULES AND REGULATIONS

1. The North Community Building Craft Room is available from 3:00 p.m. to 10:30 p.m. for individual use by crafters and artisans. The room is also available at any time that no other activities are scheduled.

2. All group scheduling will be done through the Activities Office.

3. Tables must be covered, as necessary, with paper or plastic sheeting to protect table surfaces.

4. Drop cloths are to be furnished and used, as necessary, by individual craftsmen and artists.

5. Artists and crafters must clean up after themselves. Cleaning equipment is provided in the storeroom closet.

6. Power tools such as sanders, saws, planers, routers, etc. or tools that create dust or loud noise are not allowed.

7. Projects that create obnoxious or irritating fumes are not allowed.
ATTACHMENT G
POOLROOM RULES AND REGULATIONS

1. The door key is located in the lockbox adjacent to the door. The lockbox combination is available to all residents at the Activities Office (392-1222) or by calling Security (392-2592).

2. The door is to be kept locked when the poolroom is not in use during non-business hours of the Activities Office or on holidays.

3. Guests must be accompanied by a resident while playing. No children under the age of 12 shall play.

4. Players are individually liable for table damage from spilled drinks, cover tears, and body weight on the table.

5. Tables are not to be moved.

6. There will be group play open to all residents from 9:00 a.m. to 12:00 noon each Wednesday, Thursday, and Saturday on a “first-come” rotational basis. Beginners and neophytes welcome.

7. Players at other times will be asked to limit their game to one hour when others are waiting.

8. This room may be reserved for family pool parties up to three hours in length during non-business hours by arrangement with the Activities Office as least one week in advance.

9. Please hang your coats and cue covers while playing.

10. Replace the table cover, rack the cues, and turn off the lights when you are the last to leave.