

THE VILLAGES AT LYNX CREEK RECREATION COMMITTEE RULES

Revised **October 7, 2023**

The philosophy of The Villages at Lynx Creek to promote and support group activities for the residents. In order to ensure that all clubs and activities are treated equitably and that all owner members of these clubs and organizations are treated fairly. Recreation Committee officers establish these Rules. To better understand the terminology used, the following definitions are provided:

RECREATION COMMITTEE:

Consists of all owners of property in the Villages at Lynx Creek who wish to attend the monthly meetings and assist in scheduling of programs and activities. Renters can participate, attend meetings, vote, and hold office in the Recreation Committee provided they have a year's lease. This motion was passed at the HOA meeting on 7/21/22. The Recreation Committee is responsible to disburse minimal cash funds as deemed necessary for activities, maintain accounting of the fund generated by the various activities and approve requests to start new clubs or activities.

This Group will accept nominations for officers at the **August** Recreation Committee meeting **so that the newly elected HOA Board will have time to review the candidates and pick a Chairman at their August meeting** and will elect the following officers at the **September** Recreation Committee meeting **Chairman, Vice Chairman, Secretary, Treasurer and Member** at Large to oversee the Clubs and Activities as defined below. In addition, the elected officers may meet to make decisions regarding expenditures when time is of the essence to render such a decision. In the event there is a vacancy in the officers, the remaining officers may appoint a replacement. **The Chairman of the Committee shall be appointed annually by the HOA Board of Directors at the first meeting of the new Board if the Committee has submitted eligible candidates. (The Committee will submit up to 3 candidates for the office of Chairman of the Committee at the Annual Meeting if the new Board is elected and the Board will consider these candidates at that time. If none of these candidates are eligible or acceptable, the Board will defer back to the Committee for new Candidates. This process will be repeated until the Board appoints a Chairman from the candidates submitted**

Note: All clubs, activities or scheduled events must be presented and approved by the Recreation Committee who will then schedule those events. The Office staff will be informed and record the events on the official activity calendar. (Exception: Use of the Social Hall and other facilities, for Owner-Sponsored or Private-Personal Events, will be presented to the Office Manager. Upon approval by Management and/or the HOA Board of Directors, the Office staff will schedule the event per The Villages at Lynx Creek policies & Procedures Manual.)

'RESIDENT'

Includes property owners and renters unless otherwise noted.

'ACTIVITY'

A group of residents from the Villages, who meet to perform a certain function, but do not have written rules or officers and have minimal cash needs.

'CLUB'

A group of residents, from the Villages, which forms for a common purpose, has meetings and/or

events, generates funds by charging dues or by selling their products and/or services and has written rules and officers. A Club will be responsible to establish their own bank account, manage their own funds and tax reporting.

'CLUB/ACTIVITY MEMBERSHIP'

If a Resident (s) chooses to form a new Club or Activity Group, they are required to make this request at a Recreation Committee meeting for approval. A copy of the Recreation Committee Rules and Crier Guidelines will be given to the Residents at that time.

- a) Membership is open to The Villages residents ONLY.
- b) All clubs will give The Villages office a list of officers and their contact numbers.
- c) All activities will be approved by the Recreation Committee and given to The Villages office with contact name and phone number
- d) Clubs will ensure there is some training or education made available for those wanting to join the activities so all feel welcome.
- e) Clubs will ensure that the overall goal of any club activity is for the enjoyment and fun of all who participate.

'CLUB OR ACTIVITY GROUP GUEST'

Each household may invite two non-residents as their guest to participate in club/activity group activities only. This is strictly at the discretion of each club/activity group. The Villages age restrictions apply. (Exceptions may apply). Guests may not hold office but will have voting privileges as it pertains to the club activities. Guests are restricted to the specific club/activity group activity and its location. Clubs/activity groups are responsible for their Guests. Guests will not be issued gate keys nor will they be loaned (**no exceptions**). Posters, etc. placed outside of the Villages, soliciting guests for Villages clubs/activity groups, are not permitted (Exceptions may apply with approval of the HOA Board.) The person who invites guests must be in attendance.

Bingo is not considered to be a club or activity group, therefore is excluded from these specific rules.

'EVENTS'

Events are defined as dinners, dances and/or any other paid activity.

Residents may invite guests to attend these events (**each household may invite two non-residents as their guests to attend these events**). If a resident wants to invite additional guests, they need to obtain permission from the Recreation Committee Officers. **Resident must accompany guests at event and at time of purchasing tickets at the door.**

'PROVISIONS'

- a) A designated time and place will be provided to each club/activity group, provided they schedule their needs with the Recreation Committee and maintain updated and correct information, The Recreation Committee will try to accommodate all requests, but compromise may be needed in some cases.
- b) Club/activity group will be allowed the use of the social hall at no charge, provided that no one is

making a profit from the residents (outside of previously contracted club payments, i.e. food catering, hiring of a band,)

Companies or individuals soliciting future business or contracted for their own advantage must utilize the social hall according to the current pricing guidelines. **Admission must not be charged.**

c) Use of the Social Hall will be limited to a maximum of six (6) hours per event including set up and clean up time. If more than six hours are needed, changes will be made through the Villages Office to check and clear the community Social Hall calendar. If conflicts occur with other scheduled events, the concerned parties must agree on any changes.

d) Each individual club/activity group will be responsible for the set-up and breakdown of furniture in the Social Hall that is needed for their function. The use of volunteers is recommended, as The Villages does not have staff available for this task. This does not apply to the HOA Board of Directors' monthly business meetings

e) **ONLY Clubs (not activity groups)** are entitled to 50 free black & white copies per month. Copies may not be accumulated month to month. The Recreation Committee will be allowed 100 copies per month.

f) A Club or Activity may secure donations, if they so choose, at an activity for which they are sponsoring. *The following stipulations must be adhered to:*

1. Donations will be voluntary, never required. No dollar amount will be mentioned.

If these stipulations are not adhered to, the Recreation Committee Officers will demand the activity cancel the donations request and the activity itself will be canceled if this demand is not met.

'ADVERTISING'

a) Articles for club/activity group events may be submitted to the Village Crier at no charge provided they follow the current newsletter guidelines.

bl Clubs/Activities groups may promote their specific event by submitting material to the office staff. Posters on two designated bulletin boards. All posters must be removed within two days after the event.

Fliers may be posted on designated bulletin boards. All fliers must be removed immediately after completion of the event.

c) Use of **White** Boards under the following rules:

~~The event that is nearest to happening may place a sandwich board in front of the planter in the breezeway one week in advance of the event date. no more than 30 days prior to the date of the event.~~ Future events may take advantage of the wall white board frame showing coming attractions. The **white** board will be removed immediately when the event is complete so the next coming event would be able to use the **white** board **two weeks** in advance of the event date. ~~There will be a maximum of three (3) sandwich~~

~~boards used if the wall frame is full with a total of five (5) white boards. All advertising by sandwich boards will not be allowed unless approved by the Recreation Committee.~~

~~d) A notation on the two dry erase boards. A monthly schedule of events will be posted on the two (2) dry erase boards.~~

e) An article in the Village Crier Newsletter.

f) Any club event that will invite or advertise to non-residents must submit information to the Board Liaison member 60 days in advance of ticket sales. This is required to determine if extra liability insurance is needed and, if so, the event will be responsible for the premium. Tickets will **not** be available to non-members **until** one week in advance of **the** event.

g) Clubs must obtain approval from the Board of Directors via the Liaison prior to placing outside advertising.

h) Clubs are responsible for all costs for any outside advertising and such ads must state - THIS IS A NON- ALCOHOL EVENT".

'INSURANCE'

In **January** of each year a list of all activities or events for the coming year will be **created by The** Recreation Committee. This information will then be forwarded to the Villages' Insurance Company for the proper insurance coverage.

'EQUIPMENT'

a) Any equipment that will be mounted to Villages property must have approval of the Board of Directors, **paid for by the HOA** and will then become the property of The Villages.

b) All club equipment must be paid for by the clubs using the equipment; exceptions may be made. A maximum of \$200.00 of Recreation Committee monies may be readily available to them to cover the purchase of small items. These purchases would either enhance or replace an item that would benefit all residents of the Villages of Lynx Creek, rather than having to go to the HOA Board for approval. The Recreation Committee agrees to consider each individual transaction on its own merits.

c) Specific equipment owned by various clubs may be loaned at the discretion of the owner-club. Owner-club must check to make sure items are in good working condition at the time of pick up and return.

d) If a Club that maintains equipment should disband, they may sell or donate their equipment. The Recreation Committee would have first opportunity to purchase that equipment.

'ACCOUNTING (Recreation Committee/Clubs)'

a) All events using the kitchen and serving a meal with charge "breakfast, lunch or dinner" will pay **\$1.00** per person to the kitchen fund.

b) If an event is catered a fee of \$25.00 will be paid to the kitchen. A total of three (3) catered events will be allowed per year.

- c) Club Treasurer (or designated appointee in their absence) must handle all deposits and check requests.
- d) Club records must outline acceptable accounting procedures for tracking of all club funds (gross intake, expense with receipts, and net profit/loss per event) and petty cash totals. All records should be maintained for auditing purposes for a minimum of 3 ½ years per Federal mandates for non-profit organizations.

'TICKETS'

Tickets will be sold approximately 3 weeks prior to an event. Tickets will be sold in the office from 10:00 to 1:00 on Mondays and Fridays. No prior sales are allowed. Table reservations will be limited to **one (1) table**. Names and lot numbers are required for each ticket sold. ~~If a non-resident is purchasing tickets, "guest" will be noted.~~ **Residents must purchase tickets for guests (2 guests per household).**

'SOLICITATION POLICY'

- a) Advertising fliers are to be given to the office for posting in the locked bulletin boards.
- b) Door to door sales are not allowed; this includes leaving fliers. (no exceptions).
- c) One outside community service/event flyer may be posted on the "Community Events" bulletin board.
- d) One business card may be posted on the "Services" bulletin board.
- e) One flyer, provided by a resident for their religious affiliation for a fund-raising event i.e. rummage sale/bake sale/dinner etc. may be posted on the bulletin board shared with the "Sunshine Committee".

Supplying of food items for events by solicitors is permissible, however, no sales person is to attend the meeting. They may leave fliers indicating who donated the item with their name and phone number.

The Villages resident who sponsors them is to take care of this item.

'SOLICITATION WITH EDUCATIONAL BENEFIT TO THE RESIDENTS'

- a) The outside organization must have a Village sponsor (homeowner).
- b) The sponsor will present the idea to the Recreation committee.
- c) The program must be approved by the Recreation Committee.
- d) The event will be free of charge and open to all Village residents and their guests.
- e) Clubs/activity groups may promote their specific event by submitting material to the Office Staff.
- (f) The sponsor and Recreation Committee will coordinate with the Office staff for an available date and time on the official activity calendar.
- g) The total time will not exceed 90 minutes per event, including set up and clean up time. However, the Villages Office staff may extend the time, depending on the event to be scheduled.
- (h) The sponsor will be responsible for all parts of the event.

NOTE: The Association will not add any monies to the Recreation Committee or Kitchen Line items or be responsible for any deficit created by the Recreation Committee/Kitchen.

NOTE: Any exceptions to these Recreation Committee Rules must have the approval of the Villages Board of Directors.

'GARAGE - PATIO SALE'

~~Two (2) Villages community Garage-Patio sales are scheduled annually: The Saturday after Memorial Day and the Saturday after Labor Day.~~

One (1) Villages community Garage-Patio sale **is to be** scheduled annually at the discretion of the Villages Recreation Committee.

'RULES OF CONDUCT'

All Members (including Committee Officers) will comply with the following guideline while attending a Recreation Committee Meeting.

- Conduct themselves in a dignified, reserved, courteous and proper manner.
- a Wait to be recognized by the Chairperson of the meeting if the Member wishes to speak at the meeting. No Member shall speak out of order, nor shall any Member engage in any activity which interrupts or distracts any other Member when another Member has the floor for discussion purposes. The Chairperson shall determine who has the floor to speak and may impose reasonable time limitations.
- Members shall act, speak and communicate in a calm and reasonable manner, in setting forth, elucidating or underscoring any points to be made, or in resolving any issues under discussion or consideration in any meeting.
- 11 Refrain from exhibiting anger or hostility and from directing verbal or written abuse against anyone. There shall be no physical contact or verbal harassment.
- Refrain from making accusations that are needlessly inflammatory against anyone.

Any Member who violates these rules of behavior may be asked to leave.

Revised October 7, 2023

Approved by the Villages at Lynx Creek Board of Directors at the _____ HOA Meeting

Steve Breyer, President _____

Randy Wolfenden, Vice President _____

Bob Loskill, Treasurer _____

Karolyn Zurn, Secretary _____

Edd Cantrell, Director-at-Large _____

¹
Revised _____

RESOLUTION OF
THE BOARD OF DIRECTORS

THE VILLAGES AT LYNX CREEK OWNERS'
ASSOCIATION

WHEREAS, the Board of Directors of the Villages at Lynx Creek has recognized a need to implement a policy of imposing monetary penalties against members who violate (or whose tenants, guests or invitees violate) the governing documents of the Villages at Lynx Creek Owners Association (hereinafter referred to as "The Villages"):

AND WHEREAS the Board of Directors desires to give notice to the Members of the implementation of the monetary penalty policy;

NOW THEREFORE BE IT that the Board of Directors, in compliance with Arizona Revised Statute 33-1803, hereby adopts the following monetary policy:

A member of the Villages who is found to be in violation of the Declaration of Covenants, Conditions and Restrictions (hereinafter referred to as the CC&R's) or any other provision of the Restrictive Documents of the Villages will be notified in writing of the nature of the violation. Such notice will be sent by mail or hand delivered and then mailed. The notice of violation shall provide that within a period of time (to be determined by the Board of Directors) the violation must be corrected. If such violation is not cured within the determined time frame, a second notice will be sent notifying that the violation has not been cured and that a subsequent fine has been imposed. The second letter shall also advise the member of the right of the member to appeal a decision and to allow the member to present a defense and to offer any mitigating circumstances concerning the alleged violation.

If the Board of Directors hears a member's reasons for the violation and decides not to impose a monetary penalty, the member will be relieved of any obligation to pay a monetary penalty.

If the member does not attend the meeting at which any appeal is to be heard, the monetary penalty shall be imposed the day of the meeting.

Any fine levied pursuant to this resolution shall be considered an assessment against the member's lot and shall be collected by the Villages in the same manner as all other such assessments as provided in the CC&R's.

Adoption of this resolution will not preclude any other enforcement remedy the Villages may possess at law or in equity with respect to any violation of relevant documents of the Villages.

All legal, collections and/or other expenses incurred by the Villages will be the obligation of the member.

The fine schedule may be any amount and may be imposed per incident, per day or as determined appropriate by the Board of Directors. A schedule will be adopted by the Board of Directors and published listing appropriate penalties. Such list shall not preclude the inclusion of violations not listed nor the amounts of such penalties.

BE IT RESOLVED THAT this resolution be sent to all lot owners and given to all persons buying property in the Villages.

(if needed)

PROPERTY ADDRESS

PROPERTY ADDRESS

Ann Walker

Ann

Walker,
Secretary

Larry Martin
Larry Martin, President

Leonard Field
Leonard Field, Vice-President