

THE VILLAGES AT LYNX CREEK RECREATION COMMITTEE RULES

REVISED SEPTEMBER 17, 2019

It is 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. Persons renting property may attend meetings, can vote but cannot hold office. 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 September Recreation Committee Meeting and will elect the following officers at the October Recreation Committee Meeting: Chairman; Vice Chairman; Secretary; Treasurer; and Officer 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.

NOTE: All clubs, activities or scheduled events must be presented and approved by the Recreation Committee who will 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 and 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 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 a contact name and telephone 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'

A club/activity member may invite a non-resident as their guest on a one-to-one basis to participate in club/activity group activities only. This is strictly as 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. Residents are responsible for their guests. Guests will not be issued gate keys, nor will they be loaned out. No exceptions. Posters, flyers, etc., placed outside of The Villages soliciting guests for The 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 on a limited basis. If a resident wants to invite additional guests, they need to obtain permission from the Recreation Committee Officers,,

'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 a band, etc.). Companies or individuals soliciting future business or contracted for their own advantage must utilize the Social Hall according to the current pricing guidelines.
- 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.) **CLUBS ONLY, NOT ACTIVITY GROUPS**, are entitled to 50 free black and 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.
 - 2. 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.
- b.) 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 a Sandwich Board/White Poster 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 for one week in advance of the event date. Future events may take advantage of the wall white board frame showing coming attractions. No more than thirty (30) days prior to the date of the event. The Sandwich Board will be removed immediately when the event is complete so the next coming event would be able to use the Sandwich Board one week in advance of the event date. There will be a maximum of three (3) Sandwich Boards used if the wall frame is full of 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's Liaison member sixty (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 be available to non-residents one (1) 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'

As the beginning of each year a list of all activities or events for the coming year will be given to 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 and will then become the property of The Villages.
- b.) All Club equipment must be paid for by the Clubs using the equipment. Exception may be made at the discretion of the Recreation Community. 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'. The Owner-Club must check to make sure items are in good working condition at the time of pick-up and return.

'ACCOUNTING (RECREATION COMMITTEE/CLUBS)'

- a.) All events using the kitchen and serving a meal with charge (breakfast, lunch or dinner), will pay \$0.75 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 Treasurer's 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, net profit/loss per event) and petty cash totals. All records should be maintained for auditing purposes for a minimum of 3 1/2 years, per Federal mandates for non-profit organizations.

'TICKETS'

Tickets will be sold approximately 2 1/2 weeks prior to an event in the office on Tuesdays and Thursdays 10:00 AM to 2:00 PM. **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.

'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."
- f.) 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 ninety (90) minutes per event, including set-up and cleanup 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 at the discretion of The Villages Recreation Committee.

'RULES OF CONDUCT'

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

- Conduct themselves in a dignified; reserved; courteous; and proper mannered.
- 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.

- 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 September 17, 2019

Approved by The Villages at Lynx Creek Board of Directors on

9/27/19

Ed Matteson, President



David Cortez, Vice President



Doreen Storz, Treasurer



Chuck Merritt, Secretary



Revised 9/17/2019