

# VERDE SANTA FE COMMUNITY CLUBHOUSE

## RULES & GUIDELINES

Version 3.3

## 1. INTRODUCTION

The following Rules and Guidelines are established to preserve the exclusive use of the Clubhouse for the well-being, convenience and enjoyment of all Members and their guests. The Clubhouse is a shared environment. Please be respectful of other Members, Guests, Visitors and Staff.

This is a "living document" that will be amended as the Clubhouse Committee determines that changes or new Rules and Guidelines are necessary.

## 2. TERMS

- Access Credential – a card, key fob, device, etc. that is unique to a person and grants secure access to the Clubhouse.
- Benefited Lot – a lot bounded to the Clubhouse Tract Declaration.
- Non-Benefited Lot – a lot in Phase 1, Turnberry or the Villas that is not currently bound to the Clubhouse Tract Declaration.
- Owner – The person who owns a Benefited Lot and has voting rights.
- Member – any person legally residing in a home on a Benefited Lot that is an owner or has Clubhouse usage rights transferred to them. There are three types of Members:
  - Adult Member – Any person age 18 and over. Issued an Access Credential if approved by the Owner
  - Teen Member – the dependent of a Member who is between the ages of 15 and 18. They are allowed access to the Clubhouse without an Adult Member during staffed hours. They have access to use the Clubhouse during unstaffed hours of operation with an Adult Member. Issued an Access Credential if approved by the Owner.
  - Child Member – the dependent of a Member who is under the age of 15. A Child Member must be accompanied by an Adult Member. No Access Credential issued.
- Limited Guest – a person who lives in a home on a Non-Benefited Lot that is Owner occupied. This benefit cannot be transferred to a tenant.
- House Guest – a person who is staying rent free with the Owner of a Benefited Lot, for a limited amount of time.
- Visitor – a person who wants to briefly enter the Clubhouse to tour the facility, conduct business with the Clubhouse Manager or attend a meeting.
- Guest – any person who is not a Member, Limited Guest, House Guest or Visitor.

## 3. LEGAL FOUNDATION

The Governing Documents for the Clubhouse are as follows:

- “Declaration of Covenants, Conditions, Restrictions and Easements for Verde Santa Fe” dated February 20, 1997. Also referred to as the *Master Declaration*.
- “Tract Declaration, Declaration of Annexation, Declaration of Parcel Assessment Area”, recorded with Yavapai County Recorder's Office on April 3, 2006. Also referred to as the *Clubhouse Tract Declaration*.

The Clubhouse was completed and turned over to the Clubhouse Committee on April 1, 2006. The Clubhouse Owners are comprised of all the lots bound to the *Clubhouse Tract Declaration*. These are all lots in Dorado, La Privada and Montara. Many lots in Phase 1, Turnberry and Villas have paid to become bounded lots in the Clubhouse Tract Declaration. These bound lots are known as Benefited Lots. Owners of Non-Benefited Lots in Phase 1, Turnberry and Villas are able to buy in to the Clubhouse at any time. The Clubhouse is comprised of the buildings, pool, parking lots and land in the Clubhouse Tract.

The Clubhouse deed conveys title of the Clubhouse Tract to the Master Association. However, the *Clubhouse Tract Declaration* established operational responsibility and control over the Clubhouse Tract in a *Committee of Owners of the Benefited Lots*, rather than in the Board of Directors of the Master Association. Financial responsibility for the Clubhouse is on the owners of Benefited Lots, rather than on all Members of the Master Association. The *Clubhouse Tract Declaration* also established the Clubhouse Committee as the body that represents the Members. It is responsible for, but not limited to, the affairs of the Clubhouse and the facilities located thereon, including, but not limited to financial affairs, charges for use, rules for use, (including guest policies), maintenance and repair, and hours of operation. The Clubhouse Committee is composed of 5 Members that are elected on a rotating annual basis.

#### 4. CLUBHOUSE INFORMATION

##### 4.1. Clubhouse Hours

The Clubhouse building will be open from 5 AM to 10 PM daily. The Clubhouse will be staffed from 9 AM to 9 PM daily March to November if the pool is heated. On other dates, the Clubhouse will be staffed from 9 AM to 5 PM. Additional staffed hours will be added as needed to assist with activities, events, or meetings. The Clubhouse is not staffed on New Year's Day, Easter, Thanksgiving, and Christmas Day. Everyone must exit the Clubhouse building prior to 10PM. Failure to do so will result in the intrusion alarm being triggered and a Member violation.

##### 4.2. Pool and Spa

The Pool and Spa will be open from 5 AM to 10 PM. The Side Gate is accessible from 5 AM to 10 PM. The pool and spa are usable year-round. The Spa is heated year-round. The pool may be heated as early as March 1, weather dependent, and not heated after November 30, possibly earlier weather and use dependent. Please be respectful of the neighbors. Everyone must exit the Pool/Spa prior to 10 PM. Failure to do so will result in the intrusion alarm being triggered and a Member violation.

##### 4.3. Clubhouse Info

Address: 635 S. Verde Santa Fe Parkway, Cornville, AZ 86325

Phone#: 928-649-2371

Clubhouse email: [staff@vsfclubhouse.org](mailto:staff@vsfclubhouse.org)

Manage/Team Lead email: [manager@vsfclubhouse.org](mailto:manager@vsfclubhouse.org) or [teamlead@vsfclubhouse.org](mailto:teamlead@vsfclubhouse.org) (both email addresses will go to the lead person).

Clubhouse website: <http://vsfneighbors.com> (see Clubhouse tab and then click on VSF)

#### 5. RULES AND GUIDELINES

The Clubhouse Committee has adopted the following rules and guidelines to be followed by all Members, Guests and Visitors. They are intended to achieve the following:

- Maximize enjoyment of all Members while recognizing that this is a shared facility.
- Minimize liability risks which would have a financial impact on owners and the Master Association
- Assure personal accountability of Members' behaviors and actions as well as that of their Guests and children.

Any rule infraction may result in, but not limited to, the following:

- Verbal education of infraction and documentation by Staff
- Written notice of infraction
- Violation Fee (see Fee Schedule)
- Suspension of the right to use the Clubhouse.

## 5.1. Code of Conduct

The Code of Conduct applies to all who use the Clubhouse.

- 5.1.1. Behavior that could result in injury, damage to the Clubhouse, or interference of enjoyment by others is prohibited. This includes the use of loud, profane, indecent or abusive language, harassment, mistreatment of others or the use of personal audio devices without headphones.
- 5.1.2. This is shared space and there should be no expectation of privacy in open spaces. If you need a quiet or private space, please use the Card or Billiard Room.
- 5.1.3. The Clubhouse is a smoke free environment both inside and outside. The use of cigarettes, cigars, tobacco products and e-cigarettes is prohibited.
- 5.1.4. Members, Guests and Visitors of legal age may bring alcoholic beverages to the Clubhouse for personal consumption, however responsible behavior is expected. Underage drinking is strictly prohibited. The Clubhouse has a BYOB (Bring Your Own Booze) license per AZ State law. The law limits alcohol consumption to between 4PM and 2AM. Only 40 oz. of beer, 750 ml of wine, or 4 oz. of distilled spirits per person is allowed.
- 5.1.5. Service animals are welcome in the Clubhouse as provided for in the American Disabilities Act. All other pets or animals are prohibited.
- 5.1.6. Proper dress is expected.
  - 5.1.6.1. Upper and lower body garments or bathing suit cover-ups must be worn while inside the building. No wet bathing suits or clothing is allowed in the building.
  - 5.1.6.2. Appropriate swimming attire is required.
  - 5.1.6.3. Gym attire is required while using the Fitness Room, especially appropriate footwear.
- 5.1.7. Any suggestion, comment, maintenance issue or complaint shall be submitted to the Clubhouse Staff for documentation and follow up action.
- 5.1.8. Damage to Clubhouse property caused by a Member, Guest or children will be the responsibility of the Owner Member.
- 5.1.9. An adult Member or adult Guest is responsible for the care and safety of anyone under 18, excluding Teen Members. This includes, but not limited to, direct line of sight and reach of the person.
- 5.1.10. A Teen Member must be accompanied by an adult Member during unstaffed hours.

- 5.1.11. All Clubhouse items used during a visit must be cleaned and returned to where they were stored.
- 5.1.12. Any area of the Clubhouse used during a visit must be left in the same or better condition in which it was found.
- 5.1.13. The Clubhouse may not be used for the sale of services, commercial, political or religious purposes nor shall any Member profit from charging guests for the use of the Clubhouse, However, the Clubhouse may be used for the sale of products with Clubhouse Committee approval and proof of Transaction Privilege Tax licensure.

## 5.2. Membership

- 5.2.1. The Owner of a Benefited Lot must register all legal residents they wish to grant access to the Clubhouse. Each resident over 15 will be issued an appropriate Access Credential after providing a photo id, being photographed, and completing the Member Enrollment process.
- 5.2.2. An Owner has the right to transfer usage rights to a tenant by completing the Transfer of Membership process including the processing fee (see Fee Schedule). Incomplete forms are assessed a penalty (see Fee Schedule), prior to processing the transfer. No processing fee applies to lease renewals. By transferring usage rights to a tenant all registered Members usage rights are suspended.
- 5.2.3. An Access Credential is valid for the Member to whom it is issued. It may not be loaned, transferred, reproduced or re-assigned by the Member. Violations can result in a suspension of rights to use the Clubhouse for up to 30 days.
- 5.2.4. Anyone issued an Access Credential must keep their Access Credential in their possession at all times while using the Clubhouse.
- 5.2.5. All Members must sign in and out of the Clubhouse with their Access Credential at the front desk or the pool reader.
- 5.2.6. Replacement Access Credentials will incur a fee (see Fee Schedule).
- 5.2.7. Access Credentials will be disabled in the following situations:
  - 5.2.7.1. Violations
  - 5.2.7.2. Nonpayment of assessments
  - 5.2.7.3. Nonuse in a one-year time period
  - 5.2.7.4. Transfer of Membership expires

## 5.3. Guest and Visitor Policy

- 5.3.1. Guests are welcome as long as they do not impact use and enjoyment of the Clubhouse by Members. Guests are the responsibility of the Member. Any violations by a Guest will be charged to the Member and the Guest.
- 5.3.2. Guests must be accompanied at all times by a Member.
- 5.3.3. A Guest visit is valid for the entire day of the visit.
- 5.3.4. Each Benefited Lot is entitled to bring up to 30 guests, excluding Limited Guest, per calendar year for free. There is a maximum of 10 guests, excluding Limited Guests, per visit.
- 5.3.5. Should a Member wish to bring more than 10 guests during a visit, a Private Event Form is required.

- 5.3.6. If a Benefited Lot exceeds 30 guest visits in a calendar year, each additional guest visit will incur a fee (see Fee Schedule). Change of ownership of a Benefited Lot will reset the count of guests.
- 5.3.7. The Member is responsible for ensuring Guest(s) sign in and out at the front desk and pay any fee, if required, upon using the Clubhouse.
- 5.3.8. All Guests must register upon initial use of the Clubhouse during staffed hours.
  - 5.3.8.1. Registration will include Name, Address and the Member(s) that bring the Guest.
  - 5.3.8.2. Proof of identity for anyone 15 and over is required. Anyone under 15 will be linked to an adult Guest as a unique Guest.
- 5.3.9. House Guest
  - 5.3.9.1. A House Guest must be registered in advance of usage by an Owner.
  - 5.3.9.2. Each House Guest will be issued a Guest Access Credential with a deposit and a signed Rules and Guidelines Form (see Fee Schedule). The deposit will be returned when the Access Credential is returned. Access Credentials will be granted on a week by week basis. The renewal must be requested by the Owner.
  - 5.3.9.3. House Guest must sign in and out of the Clubhouse. A House Guest can use the Clubhouse without a Member being present.
  - 5.3.9.4. A House Guest may bring their own child(ren) under the age of 18, as a Guest, during staffed hours. They must sign the child(ren) in as a Guest. However, a House Guest may not bring other Guests.
- 5.3.10. Limited Guest
  - 5.3.10.1. Upon purchase of a Non-benefited lot, the owner and residents of the lot will be granted 5 free visits (Trial Period) to the Clubhouse during the first year (12 months) of ownership. They have complete use of the Clubhouse during the Trial Period. This benefit is not transferable to a tenant since this is meant to encourage Owners to become Member of the Clubhouse.
  - 5.3.10.2. Limited Guests are not allowed to bring Guests.
  - 5.3.10.3. After the Trial Period, the Limited Guest may be a guest of a Member at a cost per visit (see Fee Schedule).
- 5.3.11. Visitor
  - 5.3.11.1. A Visitor is allowed during staffed hours.
  - 5.3.11.2. All Visitors must sign in and out with the Clubhouse Staff.
  - 5.3.11.3. A Visitor can tour the facility with a staff member or attend an open meeting.
  - 5.3.11.4. A visit is not counted as a guest visit against a Member.

#### 5.4. Swimming Pool and Spa Rules

- 5.4.1. Please be respectful of others in the pool. Use of the pool & spa is at the user's own risk. No lifeguards are on duty. No diving, jumping into the pool or running on the pool deck is allowed at any time.
- 5.4.2. Any child under 42" must be accompanied and within arm's reach by a parent or guardian in the pool or spa.
- 5.4.3. Any persons under 15 years of age must have a responsible adult Member or adult Guest present in the pool area.

- 5.4.4. Proper swimming diapers are required for children not toilet trained and incontinent adults.
- 5.4.5. Please use the outdoor shower prior to entering the pool or spa. Please use the outside restrooms.
- 5.4.6. Please dry off prior to entering the Clubhouse and cover up appropriately.
- 5.4.7. Non-glass containers must be used for beverages by the pool. No food is allowed in the pool area.
- 5.4.8. No oversized flotation devices can be used in the pool.
- 5.4.9. Immediately exit the Pool and Spa if lightning or thunder is observed. The Clubhouse Staff is not responsible for monitoring or warning of weather conditions.
- 5.4.10. Any person with an infectious skin disease, open wound, or bandage may use the pool once the condition has healed.

## 5.5. Fitness Room

- 5.5.1. Members and Guests assume all risk of using any equipment in the Fitness Room.
- 5.5.2. People under the age of 15 are permitted in the Fitness Room with an attentive responsible adult Member or Guest.
- 5.5.3. Please limit your time on any piece of equipment to 30 minutes if others are waiting.
- 5.5.4. Please wipe down all equipment after use with the disinfectant provided.
- 5.5.5. Please notify the Staff of any maintenance needs.

## 5.6. Rest of the Clubhouse (Card Room, Kitchen, Great Room, Patio, Billiard Room, Parking Lots, etc.)

- 5.6.1. Persons under the age of 15 must be accompanied by an adult Member or Guest in the Billiard Room.
- 5.6.2. Please remove your items from the Kitchen refrigerator before you leave for the day.
- 5.6.3. The Clubhouse parking lot, including the North lot, is for Clubhouse use only while using the Clubhouse. Other use requires Clubhouse Managers approval.
- 5.6.4. There is no RV or motorhome parking allowed.
- 5.6.5. Use of the Clubhouse dumpster requires Clubhouse Manager approval.

## 5.7. Activities, Events and Meetings

- 5.7.1. Members are encouraged to plan activities, events and meetings which will be open to all Clubhouse Members. A Member must complete a Clubhouse Event Form for approval by the Clubhouse Manager. Events or activities will go on the calendar and the Clubhouse will assist in the promotion of the event or activity.
  - 5.7.1.1. Clubhouse activities and events have priority over meetings relating to VSF HOA meetings.
  - 5.7.1.2. Please use the appropriate space for your activity, event or meeting.
- 5.7.2. Private Events
  - 5.7.2.1. Members in Good Standing may rent the Great Room, Kitchen, Card Room, BBQ Area and Patio deck for private events with approval of Clubhouse Manager. A Private Event is any event where the Member wants the right to

exclude other Members from attending or wants to bring more than 10 Guests to the Clubhouse on the same day.

- 5.7.2.2. Attendees may not use the Fitness Room, Billiard Room, Pool or Spa.
- 5.7.2.3. Attendees of a Private event do not count against the Guest Policy.
- 5.7.2.4. The Member needs to complete a Private Event Form which can be found on our website.
- 5.7.2.5. A Member must be present at the event and responsible for all the attendees.
- 5.7.2.6. No decorations, party supplies, food, equipment, etc. may be brought to the Clubhouse prior to the event time or left after the event is over.
- 5.7.2.7. An event cannot span multiple days.



## 6. REVISION HISTORY

<b>Version and Date</b>	<b>Changes</b>
V 1.0 4/1/2006	<ul style="list-style-type: none"><li>• The original document</li></ul>
V 2.0 MM/DD/YYYY	<ul style="list-style-type: none"><li>• This represents all the document changes that were made between 4/1/06 and 5/20/20</li></ul>
V 3.0 5/20/2020	<ul style="list-style-type: none"><li>• Provisionally approved by Clubhouse Committee will go into effect on 7/1/20 if no further changes are needed.</li></ul>
V3.1 6/18/2020	<ul style="list-style-type: none"><li>• Updates based on comments from Members and Committee</li></ul>
V3.2 7/12/20	<ul style="list-style-type: none"><li>• Added 5.3.9.4</li></ul>
V3.3 1/17/24	<ul style="list-style-type: none"><li>• Updated Clubhouse contact info, changed hours, limited guest and fixed some general wording and grammar. Added BYOB policy.</li></ul>