

HOLIDAY VILLAGE EAST COMMUNITY SERVICES ASSOCIATION

Exhibit H

Clubhouse Facilities: Rules and Use

I. Purpose:

The Holiday Village East Clubhouse facilities and sponsored activities are provided solely for the convenience and enjoyment of all resident owners, lessees and their guests, as permitted by these regulations. **(See Declaration of Covenants and Restrictions, Article III Common Area for clarification.)**

A. BOARD OF TRUSTEES MUST APPROVE ALL ACTIVITIES/TRIPS

II. Use:

A. HVECSA Governance: Meetings of Association governing bodies:

1. Board of Trustees
2. Architectural Review Board
3. Standing Committees
4. Special Committees
5. Conference room use limited to above listed governing bodies

B. Sponsored Activities: Functions approved by HVECSA Board of Trustees and arranged by Clubhouse Subcommittees.

1. Indoor Committee
2. Outdoor Committee
3. Social Committee
4. Trip Committee

C. Committee Organization and Operations:

1. Roundtable

a. Purpose: To coordinate and approve functions and activities by the Clubhouse Subcommittees and report the actions in writing to the Board of Trustees.

b. Composition:

- (1.) Chairperson, appointed annually by Trustees, who may not be the spouse of a Trustee.
- (2.) Four (4) Subcommittee Chairpersons.
- (3.) Treasurer and Secretary of the Roundtable, appointed annually by Chairperson, have no voting rights.

c. Meeting date: Second Monday of the month.

d. BOARD OF TRUSTEES MUST APPROVE ALL ACTIVITIES/TRIPS.

e. Cancellation of any activity requires approval of the Subcommittee, with notification to Roundtable and Board of Trustees.

f. The Chairperson and/or Treasurer will provide the Board of Trustees and the Finance Committee with a monthly financial accounting of each function or activity approved by the Roundtable and authorized by the Board of Trustees. The individual report will be summarized and proofed to the monthly checking account statement that accounts for the funds associated with these functions or activities.

2. **Subcommittees: Indoor, Outdoor, Social and Trip.**
 - a. **Chairperson: Elected annually in November by Committee membership.**
 - b. **Chairperson appoints secretary and, if needed, Vice Chairperson.**
 - c. **Chairperson reports to Roundtable Chairperson.**
 - d. **Meetings: Monthly, prior to Roundtable meeting.**
 - e. **Membership: Volunteers may join at any time.**
 - f. **No funds will be disbursed without proper documentation supplied to the Subcommittee Chairperson, who will then submit a check request voucher to the manager for payments.**
 - g. **All funds collected must be turned over to the Subcommittee Chairperson, Roundtable Chair as soon as possible. Subcommittee Chairperson is responsible for submitting copies of deposit slips to Roundtable Chair.**
 - h. **Within one week following completion of any activity, the Subcommittee Chairperson will make a final accounting to the Roundtable Chairperson.**
 - i. **Failure to perform his or her duties will result in a hearing before the Roundtable and/or the Board of Trustees. Further failure to perform his or her duties will result in a sub-chair's removal by the Roundtable and/or the Board of Trustees.**
3. **Rules and Regulations Committee**
 - a. **Composition: Chairperson of Roundtable and Chairpersons of Subcommittees and other resident volunteers.**
 - b. **Purpose: To review and recommend changes in Clubhouse rules to the Board of Trustees.**
 - c. **Meetings: As required at the discretion of the Roundtable Chairperson and/or Board of Trustees.**
4. **Multiple Offices: No person shall chair more than one (1) Subcommittee simultaneously.**

D. Responsibility:

1. **Leader or Chairperson of any meeting or activity is responsible for:**
 - a. **Reporting to management damages sustained as a result of the activity.**
 - b. **Restoring facility to an orderly condition for use by other groups.**
 - c. **Contacting management to secure a custodian for activities extending beyond regular departure time of custodian.**
2. **Chairpersons shall obtain a Certificate of Insurance from any paid instructor or vendor providing a service to the Association, to be kept on file in the management office. Where a paid instructor or vendor does not possess insurance, management will be notified for inclusion under the Association Worker's Compensation Program.**
3. **Chairpersons will require each instructor or vendor providing a service and receiving income from the Association in excess of \$599 annually, to obtain, complete and file with management, a "contract for services" form.**

- E. Damage to Facility:**
1. Damage or destruction by an owner or any of his guests, tenants, licensees, agents or member of his family shall be the owner's responsibility. The cost of repair and replacement shall become a special assessment upon the lot or property of said owner.
 2. Residents shall not be responsible for accidental damages fully covered by insurance. A resident assessed for damage subsequently paid by insurance shall be reimbursed an equal sum by the HVECSA.
- F. General Use Rules:**
1. Admission to the Clubhouse requires presentation of current resident HVECSA photo I.D. if requested by Management.
 2. Maximum occupancy is 644 attendees for the Clubhouse, Ballroom 286, Lobby 144.
 3. Use of facilities for meetings of Committees shall be controlled and scheduled by management, Roundtable Chair and Roundtable Secretary.
 4. Management will schedule use of rooms for meetings of Trustees, Committees and special functions.
 5. No activities permitted in Clubhouse during a Master Board Meeting, Candidates Night or annual election of Trustees.
 6. Kitchen facility use permitted for all sanctioned committee activities of by Board of Trustees approval.
 7. Parking:
 - a. Residents and guests may park in the Clubhouse parking area if using Clubhouse facilities.
 - b. Trip parking is restricted to tennis court area.
 - c. No Parking areas must be observed.
 8. Use of unscheduled card tables shall be on a first come, first served basis.
 9. Dress Code:
 - a. All persons using the Clubhouse shall be property attired.
 - b. Barefoot and shirtless people may not enter the Clubhouse.
 - c. Swimming attire:
 - (1) Wet bathing suits may not be worn in the Clubhouse.
 - (2) Cover-ups must be worn at all times in the Clubhouse.
 10. Decorations:
 - a. Table decorations are permitted.
 - b. No decorations of any kind may be affixed to the walls or ceiling.
 11. Music:
 - a. Reasonable volume at all times.
 - b. No amplified sound after 1:00 AM
 12. Craft Room Use:
 - a. May be used for overflow when there is no scheduled activities
- G. Children Visiting Clubhouse: (Under Eighteen (18) years old)**
1. Permitted to tour Clubhouse accompanied and supervised by a resident.
 2. Permitted to enter Clubhouse with a resident who is visiting to conduct limited business management or an association committee, i.e. drop

something off or purchase tickets. Resident must provide immediate supervision of child at all times.

3. Children may not:

- a. "Sit in" or participate in any activity.
- b. Use any equipment.
- c. Enter Arts and Craft room.

4. Children are permitted at the Hanukkah Lighting, or as approved by the HVECSA Board of Trustees.

H. Prohibitions:

1. No intoxicating beverages may be sold in the Clubhouse facility. B.Y.O.B. is permitted when specifically authorized for an approved facility.

2. Intoxicated persons may not enter Clubhouse facilities.

3. Residents may not charge fees for an instructional activity they conduct in Clubhouse facilities.

4. Solicitation or sales by outside vendors or organizations is not permitted without Board of Trustees permission.

5. Clubhouse is a non smoking building-no smoking within 25 feet of building (this includes all amenities).

6. No pets permitted in building and related facilities except as a medical and/or physical disability requires.

7. Clubhouse facilities may not be rented for any purpose.

I. Denial of Use:

Disorderly conduct or violation of Association Rules and regulations may result in expulsion from the facility and/or suspension of the right to use facilities or participate in activities for a period not to exceed sixty (60) days after notice and hearing. This will be enforced by Management.

(Declaration of Covenants and Restriction, Article III, Common Area, Section 3, Extent of Member's Easement and Bylaws, Article VII, Powers and Duties of Trustees, Section 2, Duties B)

a. First offense. Immediate expulsion from premises.

b. Second offense. Suspension of members right to use facility for period not less than seven days.

c. Third offense. Indefinite suspension pending special hearing before the HVECSA Board of Trustees. Decision of Board will be final.

Disciplinary action for disorderly conduct will be reported to the Board of Trustees in writing immediately following the event.

Any owner in default of payment of assessments for more than thirty (30) days after notice may have use privileges suspended until such default has been remedied. (Declaration of Covenants and Restrictions, Article III, Common Area, Section 3, Extent of Members Easement.)

Indoor Activities Committee Rules and Regulations

A. Responsibilities:

1. The Chairperson shall coordinate with management to schedule activities and/or meetings. It is helpful to have a duplicate set of calendars.
2. Seek instructors for activities, events and programs with approval of Chairperson.
3. Set up schedule of activities, events and programs.
4. Advise management of layout and equipment required for an event at least 4-5 days before event.
5. Designate a person or persons to coordinate their given activity and who will be responsible for the use of equipment.
6. New and ongoing activities offered according to the demands and interests of the residents.
7. All Committee Chairs will coordinate with each other for activity scheduling.
8. Any member missing three (3) consecutive meetings will be automatically dropped from the Committee, unless notification is given in advance to the Chairperson.

B. Indoor Activities Committee Guidelines:

1. Notification of all activities shall be by flyer or posted on the Clubhouse bulletin boards, or both.
2. The Chairperson of the Indoor Activities Committee will approve and initial all flyers prior to distribution or posting. Flyers will be posted inside the Clubhouse.
3. All flyers must have the following statement "Sponsored by the Indoor Activities Committee H.V.E."
4. Selected activities may be opened to non-residents or guests of residents. These selected events must be approved by the Committee, Roundtable and the Board of Trustees. Non-resident's names will not be taken before the date is made available to them.
5. Single residents can sign up one (1) guest resident or non-resident to attend an activity.
6. First sign up must be scheduled for an evening. This provides working people equal opportunity.
7. When there is "Reserved Seating" you can purchase tickets only for those who are sitting at your table.
8. No resident's or non-resident's name will be taken before the date is open to them. Persons selling tickets the first night may reserve their seating just before sale starts.
9. All expenses to be incurred by any person working or running an activity are to be discussed with and approved first by the Indoor Activities Committee Chairperson.

10. Copies of all expenses are to be given to the Indoor Activities Chairperson. The expenses are to be detailed with receipts.
11. All funds collected must be turned over to the Chairperson and deposited by Chairperson or Roundtable Chair within one week. Chairperson is responsible for submitting copies of deposit slips to Roundtable Chair.
12. A non-refundable deposit is necessary for all activities requiring an outside instructor's fee. If a class or activity is canceled due to lack of participation, all monies will be refunded.
13. When running a paid activity, no refund can be made unless ticket can be resold.
14. Only seminars with a not-for-profit motive will be allowed.
15. Use of unscheduled card tables shall be on a first come basis.

C. **Bulletin Boards:**

1. Bulletin board maintenance is the responsibility of the Indoor Committee Chairperson.
2. Foyer bulletin board (for residents use only) must have no larger than an 8 1/2 x 11 paper. Paper must be dated and left on for not more than 30 days.
3. Clubhouse activities by all sub-committees and notices/flyers of all committees of H.V.E. only will be permitted.
4. Date all flyers in lower corner when posting.
5. Easel to be used only if approved by Roundtable Chairperson.

D. **Instructional Activities:**

1. There shall be no fee charged by any resident for any instructional activities.

E. **Political Activities:**

1. The Indoor Activities Committee shall not plan or propose any activity which involves political candidates or political matters.

Trip Committee Rules and Regulations

- A. Responsibilities:**
- 1. The Chairperson shall coordinate with Calendar Coordinator/Roundtable Secretary on scheduling activities and/or meetings.**
 - 2. Set up schedule of trips.**
 - 3. Designate a person or persons to coordinate given trip.**
 - 4. New and ongoing trips offered according to the demands and interest of residents.**
 - 5. All committee chairs will coordinate with each other for activity scheduling.**
 - 6. Any member missing three (3) consecutive meetings will be automatically dropped from the committee unless notification is given in advance to the Chairperson.**
- B. Trip Committee Guidelines:**
- 1. Reservations accepted from residents on a first come first serve basis will be employed for sign-ups scheduled for 10 AM Saturday morning. All other ticket sale schedules may use first come first serve only if there are enough seats to accommodate all. In the event of an excess of travelers at the initial sign-up, a drawing system will be reverted to for the sale of tickets. The determination for a drawing requirement will be made by the trip chairperson at the initiation of ticket sales. Those not selected will receive a voucher good for one year that will give the bearer first call on any HVE scheduled trip. Vouchers will be recorded and maintained by the Trip Committee Chair and may only be used by the individual in whose name the voucher was issued. Casino trips where three (3) coaches are made available are exempt from the drawing requirement.**
 - 2. No reservations are to be taken for any trip prior to the sign-up date on flyer.**
 - 3. The Chairperson of the Trip Committee will approve and initial all flyers prior to distribution or posting. Flyers will be posted on inside bulletin boards at the Clubhouse. Additional copies will be placed in the Clubhouse and flyer file folders.**
 - 4. The following disclaimer must appear on each flyer:**
 - a. "HVECSA and any agent it may use in arranging any trip or tour act only as the agent for the travelers and therefore are not responsible in whole or in part for any loss, damage, injury or financial loss whatsoever to persons or property, however caused, during or in connection with any trip or tour."**
 - b. "This disclaimer also applies to non-resident participants."**
 - 5. All flyers must have the following statement: "This trip is sponsored by the Trip Committee H.V.E."**
 - 6. First sign-up must be scheduled for an evening or 10:00 AM Saturday.**
 - 7. No residents or non-residents name will be taken before the date is open to them. Persons selling tickets the first night may reserve their seating just before sale starts.**

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- 8. When taking reservations from people interested in going on a trip, it is necessary to have every name listed. We should never accept a reservation if we don't have the following full and complete information. Full name, address, phone number, desire meal selection (when necessary). This information is essential to avoid problems with our insurance.**
- 9. Single residents can sign up one (1) guest resident or non-resident to attend a trip with them before it is open to non-residents.**
- 10. Coach pick-up, drop-off and parking for all trips are to be made at the end of Clubhouse parking area adjacent to the tennis courts.**
- 11. When running a paid trip, no refunds can be given unless reservation can be resold.**
- 12. All expenses to be incurred by any person working or running a trip are to be discussed and approved first with the Trip Committee Chairperson.**
- 13. Copies of all expenses are to be given to the Trip Committee Chairperson. The expenses are to be detailed with receipts. The only exception allowed will be for large trips where the outside agency handles all monies (see Money Guidelines #2).**
- 14. All funds collected must be turned over to the Chairperson and deposited by Chairperson or Roundtable Chair within one week. Chairperson is responsible for submitting copies of deposit slips to Roundtable Chair.**
- 15. If any trip has to be canceled or rescheduled, a special meeting or teleconferencing of the committee must be called.**
- 16. Any person can be requested to help on a bus trip if member support is not available.**
- 17. No day trips are to be scheduled closer than 2 weeks apart (Casino trips are no more than 1 per month) extended overnight trips no closer than 12 weeks apart.**
- 18. Trips run by an outside travel agency will be considered HVE sanctioned if there are a minimum of 12 residents participating. The HVE stipend will be in accordance with Item 2 of the Money Guidelines.**
- 19. Any repeated breaking of said rules and regulations will result in dismissal from the committee.**

Trip Committee Procedures

(PER THE ROUNDTABLE AND THE BOARD OF TRUSTEES, ALL COMMITTEE MEMBERS MUST FOLLOW THESE PROCEDURES OR WILL NOT BE PERMITTED TO RUN TRIPS)

- 1. The person recommending a trip must investigate it and bring it before the committee for approval. A Committee member agreeing to do an approved trip must see it through until completion or have a co-chair to take over the trip in question.**
- 2. The Committee must approve all trips before they are contracted and a deposit is sent to the tour company.**
- 3. A detailed outline of the flyer must be made up after the contract is received, as soon as possible prior to the trip and given to the Chairperson to be printed.**
- 4. All invoices must be given to the Chairperson for payment.**
- 5. All reservations must be taken in the Clubhouse.**
- 6. The first sign-up must be in the evening from 6:30 to 8 p.m. or Saturday 10:00 a.m.**
- 7. Before selecting an evening, you must check with the Calendar Coordinator/Roundtable Secretary to be certain that the ballroom is available if it is required.**
- 8. Reservations for more than one bus must (with the exception of Saturday sign-up) be taken in the ballroom.**
- 9. Two people must be available for each bus contracted; one to take reservations and one to do a seating chart. The trip committee may allocate 3 member reservations on the 1st bus and two each for subsequent busses.**
- 10. Name, address and phone number are required on reservation form, along with meal choice if applicable. Reservations are limited to no more than two per household.**
- 11. Copies of the reservation form and seating chart must be given to the Chairperson. Seating chart and reservation forms must be obtained from the Chairperson. No other forms will be acceptable.**
- 12. All checks must be stamped and given to the Chairperson or left in his/her folder, in the office, for deposit. Cash must be given to the Chairperson.**
- 13. Chairperson must be apprised of additional reservations and any other money must be turned in for deposit within one week.**

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- 14. Required tip monies must be requested from the Chairperson approximately two weeks in advance.**
- 15. Bus seat numbers and restaurant meal (if applicable) must be noted on each ticket.**
- 16. A head count must be taken each time people board the bus.**
- 17. Group leaders must have a copy of the reservations list with them in case of emergency.**
- 18. Passengers must be apprised of time and pick-up location before leaving the bus (Casino departure schedules will be strictly adhered to).**
- 19. Any overnight trips should have medical forms filled out and kept by individual or companion.**
- 20. Credit cards will be accepted when the option is made available by the tour operator.**
- 21. No games of chance (50-50) or gambling will be permitted on any bus trips.**
- 22. ALL TRIPS MUST HAVE BOT APPROVAL.**
- 23. A floor plan arrangement for ticket sale sign-up must be provided three (3) days prior to the designated sale date.**

Social Committee Rules and Regulations

A. Responsibilities:

1. The Social Committee shall plan events based on the Committee determination of what would be of interest to the community. All events must be approved by the Board of Trustees. Chairperson shall execute written contract with entertainers, caterers and food providers. No deposits shall be made without a contract.
2. The Chairperson of the Social Committee shall coordinate with Indoor Chair/Management on scheduling activities and/or meetings.
3. Advise Management of layout, equipment and custodial coverage required for an event at least 4-5 days before event.
4. All Committee Chairs will coordinate with each other for activity scheduling.
5. Any member missing three (3) consecutive meetings will be automatically dropped from the Committee, unless notification is given in advance to the Chairperson.

B. Procedure to be used in running each social affair

1. The Chairperson of the Social Committee will approve and initial all flyers prior to distribution or posting. Flyers will be posted on inside and outside bulletin boards.
2. Flyers going out to residents announcing a social or event must have on the bottom "This activity is sponsored by the Social Committee of H.V.E."
3. Sign-up for any Social Committee function must have first sign-up scheduled for an evening. This provides working people equal opportunity.
4. Ticket sales shall not take place before the advertised date and time. Ticket sales persons may reserve their seat just before the sale starts. In the event that residents gather hours before the stated time of the ticket sales, lists generated by residents establishing order of sales will not be honored. If there is a large crowd numbers will be handed out.
5. Single residents can sign-up one (1) guest resident or non-resident to attend an activity.
6. All social functions, unless otherwise specified by the Social Committee Chairperson, shall have "Reserved Seating."
7. You can only sign up yourself and your spouse, or just yourself, when there is no "Reserved Seating."
8. When there is "Reserved Seating" you can only purchase tickets for those who are sitting at your table. One resident may purchase tickets for a whole or partial table.
9. If we have an activity that takes place at two (2) different seatings, or days, ticket colors will be different.

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10. Selected events may be opened to non-residents or guests of residents. These selected events must be approved by the Committee, Roundtable and the Board of Trustees. Non-resident tickets shall be sold on the second selling date. An exception shall be made with the approval of the Roundtable for New Year's Eve tickets for the convenience of our residents who wish to party at our Clubhouse with their non-resident friends and family. Non-residents attending New Year's Eve without a resident shall be sold tickets on the second selling date.
11. All expenses to be incurred by any person working or running an event are to be discussed and approved first with the Social Committee Chairperson.
12. Copies of all expenses are to be given to the Social Committee Chairperson. The expenses are to be detailed with receipts.
13. All funds collected must be turned over to the Chairperson and deposited by Chairperson or Roundtable Chair within one week. Chairperson is responsible for submitting copies of deposit slips/reports to Roundtable Chair.
14. When running a paid activity no refunds shall be given unless ticket can be resold.

C. Participants in a social activity may bring their own alcoholic beverage. No intoxicating beverages will be sold in the Clubhouse.

D. **Procedure for Reserved Seating:**

1. Enlargement of ballroom map shall be made with the table placements and table numbers. In the event that tables must be removed or added due to the numbers of ticket sales, the configuration of tables may be slightly different.
2. Floor plan to be out at all times or sign-ups for residents to see and pick tables of their choice.
3. Ticket numbers and table numbers are to be put on the tickets at time of purchase.
4. Tickets are to have:
Ticket # _____ and Table # _____ on them.
If you are planning on having a door prize, tickets are to have:
Ticket # _____ and on the other side of the ticket Ticket # and Table #.
This enables you to tear ticket in half and give the persons their half of the ticket with a number on it, to be held for the drawing of the door prize.
5. Persons names are to be written in the circles of the floor pan and on a separate reservation sheet. This helps people who do not have a group to sit with see who is coming and who they could sit with.

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- 6. Only for “Reserved Seating” can you purchase for the people who are sitting at your table. You cannot sign-up for people who are sitting at other tables.**
- 7. Phone numbers are to be taken in case of cancellation. If someone has signed up a group of people just his/her phone number is taken.**
- 8. No resident’s names are to be taken before the sign-up date. No non-residents names are not to be taken before their sign-up date.**
- 9. Tickets are to be collected at the door. There is no need to check off names. However, the sign-up sheet should be kept and brought to the function in case of discrepancies or if someone lost his/her ticket.**
- 10. Socials may be scheduled on Friday nights with the exception of the two Fridays after Bingo. This is due to set up on Thursday night.**

Outdoor Committee Rules and Regulations

- A. Responsibilities:**
1. Set up schedule of activities, events and programs.
 2. The Chairperson shall coordinate with Roundtable Chair, Roundtable Secretary or management on scheduling activities and/or meetings.
 3. Advise Management of layout and equipment required for an event at least 4-5 days before event.
 4. Seek instructors for activities and programs with approval of the Chairperson.
 5. Designate a person or persons to coordinate a given activity and who will be responsible for use of equipment.
 6. New and ongoing activities offered according to the demands and interest of residents.
 7. All Committee Chairs will coordinate with each other for activity scheduling.
 8. Any member missing three (3) consecutive meetings will be automatically dropped from the Committee unless notification is given in advance to the Chairperson.
- B. Guidelines for Special Events:**
1. The Chairperson of the Outdoor Committee will approve and initial all flyers prior to distribution or posting.
 2. Flyers going out to residents announcing an event must have on the bottom "This event is sponsored by the Outdoor Committee H.V.E."
 3. Flyers will be posted on indoor bulletin board.
 4. All expenses to be incurred by any Committee member working on an event are to be discussed and approved first with the Outdoor Committee Chairperson.
 5. Copies of all expenses are to be given to the Outdoor Committee Chairperson. The expenses are to be detailed with receipts.
 6. All funds collected must be turned over to the Chairperson and deposited by Chairperson or Roundtable Chair within one week. Chairperson is responsible for submitting copies of deposit slips to Roundtable Chair.
 7. When running a paid activity no refund can be made unless ticket can be resold.
 8. When there is "Reserved Seating" you can purchase tickets only for those who are sitting at your table.
 9. First sign-up must be scheduled for an evening. This provides working people equal opportunity.
 10. No residents or non-residents name will be taken before the date is open to them. Persons selling tickets the first night may reserve their seating just before sale starts.
 11. Due to limited size of pool area, outdoor socials will be open to residents only unless seating is available.
 12. Single residents can sign-up one (1) guest resident or non-resident to attend an activity.

C. Guidelines for Pool Use.

1. Hours of operation will be posted. Hours are 11 AM-7PM daily.
2. All persons using the pool do so at their own risk. The community assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property.
3. Persons using the pool area agree not to hold the community liable for any actions of whatever nature occurring within the pool area. Also, residents will be responsible for the actions of their guests.
4. All persons shall obey the instructions of the lifeguard. No person shall use the pool unless it is officially open and the lifeguard is on duty.
5. Children unable to demonstrate to the lifeguard their ability to swim are not permitted in the pool.
6. Persons with contagious skin rash, infections or open cuts are not permitted in the pool.
7. Glass containers, breakable objects and sharp edged objects are not permitted in the pool area.
8. Alcoholic beverages are not permitted in the pool area except during sanctioned functions. Intoxicated persons will not be allowed in the pool or on pool property.
9. Food is permitted in the pool area.
10. All refuse must be placed in containers provided for this purpose. Residents and non-residents guests are urged to assist in keeping the pool area clean.
11. No pets are permitted in the pool or on pool property.
12. No running, pushing, dunking, diving, rough play or profane language will be permitted in the pool or on pool property. Standing or sitting on shoulders is not permitted.
13. Spouting of water or similar unhygienic actions are not permitted in the pool or pool area.
14. At any time, a maximum of two (2) guests per household is permitted without charge when accompanied by a resident. Resident must remain with guest at all times. Additional guests will be charged a fee of \$3.00 each. Hours for children under age 12 are 11 a.m. until 1 p.m. There is no charge for children. Children in diapers, swimmies or who are not toilet trained are not permitted in the pool. All children under 12 must leave the pool and pool area by 1 p.m. All children under four feet must be accompanied by an adult in the water.
15. Residents must sign in and present an ID card. All guests must sign in with the lifeguard. ID card need not be shown if resident is recognizable to the lifeguard. Any non-resident found using an ID card will result in the suspension of the residents privileges.
16. There will be no reserving of tables, chairs or lounges at the pool.
17. Swimming pool operation will be in accordance with contract signed by HVECSA and contracted pool service company.

18. No towels or clothing to be hung on fence.
19. Exit and entry through the ballroom doors by anyone using the pool is strictly prohibited.
20. No bicycles will be permitted beyond the entrance of the pool.

D. Guidelines for Outdoor Equipment:

1. Horseshoes, shuffleboard, bocce balls and any outside equipment is to be stored in the equipment room and is available to any resident.
2. Equipment must be returned to that room when finished playing.

E. Tennis Courts Rules and Regulations:

1. The Holiday Village East courts are maintained for the benefit of all residents and it is the obligation of those who use and play on the courts to adhere to the rules.
2. Proper attire and footwear are required at all times.
3. If there are players waiting for a court, the players on the court must relinquish the court after one and one half hours (1 ½) of playing time.
4. All courts will be closed to all others if there is a tennis clinic.
5. At any time a maximum of three (3) guests per household, minimum age sixteen (16) is permitted. Guests must always be accompanied by a resident who must remain with his/her guest.
6. Any resident player may obtain the combination number for the lock on the court gate from the Clubhouse office. There is no fee, however, the combination number must be kept confidential to residents only.

F. Instructional Activities:

1. There shall be no fee charged by any resident for any instructional activity.

MONEY GUIDELINES

TRIPS

- 1. DAY TRIP(S) SHOULD BE PLANNED AND PRICED TO PROVIDE FOR A STIPEND TO HVECSEA NOT TO EXCEED \$100.00. FINANCIAL COMPS AND/OR VOUCHERS ARE TO BE ACCOUNTED FOR IN THIS ACCOUNTING. AN EXPENSE REPORT WILL BE SUBMITTED TO HVE NO MORE THAN ONE WEEK AFTER COMPLETION OF THE TRIP.**
- 2. OVER NIGHT TRIPS WILL INCORPORATE A STIPEND FOR HVECSEA OF 10% OF THE COMP OR VOUCHER, MINIMUM AMOUNT TO BE \$100.00 AND A MAXIMUM NOT TO EXCEED \$300.00. NO EXPENSE REPORTING WILL BE NECESSARY IF THE TRAVEL AGENCY IS HANDLING ALL DEPOSITS AND EXPENDITURES OF THE TRIP.**

SOCIALS

- 1. ALL SOCIALS BASED ON PREVIOUS HISTORY (IF FIRST TIME SOCIAL OR EVENT BASED ON 75 PEOPLE) KEEP COST LOW. MAKE SURE YOU INCLUDE ALL EXPENSES.**
- 2. FLEA MARKET-IT'S OK TO MAKE MONEY.**

INSIDE

- 1. MOVIES ARE FREE**
- 2. BOOK REVIEW-OK TO MAKE MONEY**
- 3. AFFAIRS-SAME AS SOCIALS**

OUTSIDE

- 1. POOL FEES OK**
- 2. AFFAIRS-SAME AS SOCIALS**

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HVE COMMITTEE GROUP GET TOGETHER

COMMITTEES WANTING TO HAVE AN END OF YEAR GET TOGETHER MUST FOLLOW PROCEDURES LISTED BELOW:

- 1. CONTACT THE INDOOR SUB-COMMITTEE CHAIR WITH YOUR REQUEST IN WRITING.**
- 2. KEEP YOUR REQUEST ON THE SAME DAY AND TIME AS YOU ARE SCHEDULED. WE WILL NOT CANCEL OTHER ACTIVITIES.**
- 3. THIS IS FOR YOUR ENJOYMENT AND GROUP ONLY.**
- 4. REMEMBER, IF YOU REQUIRE A SET-UP OR BREAK DOWN, OUR MAINTENANCE PEOPLE CAN'T HANDLE IT ALONE. YOU WILL HAVE TO DO IT YOURSELF OR CHARGE ENOUGH TO COVER THE COST. THIS WILL HAVE TO BE SET UP THROUGH INDOOR SUB-COMMITTEE CHAIR.**
- 5. USE OF KITCHEN:**
 - A. SUPPLIES INCLUDING COFFEE (EXCEPT BEER OR SODA) MAY BE USED FROM THE PANTRY (YOU ARE RESPONSIBLE FOR ALL OTHER COSTS).**
 - B. IF THE OVEN IS USED IT MUST BE CLEANED. UNFORTUNATELY IT IS NOT SELF CLEANING.**
 - C. PANTRY ITEMS MUST BE PUT BACK WHERE YOU FIND THEM.**
 - D. PLASTIC TABLE COVERS ARE AVAILABLE. REMEMBER DISH TOWELS HAVE TO BE TAKEN HOME, WASHED AND RETURNED.**
 - E. IF YOU USE THE LAST OF ANYTHING (ESPECIALLY PARMALAT) NOTIFY THE OFFICE, WHO IN TURN WILL LET US KNOW.**

PLEASE UNDERSTAND THAT THE PANTRY AND SUPPLIES ARE TAKEN CARE OF BY A RESIDENT VOLUNTEER. WE ARE CONSTANTLY WASHING, CLEANING PITCHERS, POTS, ETC. THIS IS NOT A MAINTENANCE RESPONSIBILITY, BUT OURS. FAILURE TO ADHERE TO THIS WILL RESULT IN YOUR KITCHEN PRIVILEGES BEING DENIED.

REMEMBER TO RESTORE THE FACILITY TO AN ORDERLY CONDITION FOR USE BY OTHER GROUPS (AS PER EXHIBIT H).

Revised 6/1/09

SINGLES GROUP PROCEDURES

THE SINGLES GROUP FALLS UNDER THE DIRECTION OF THE INDOOR COMMITTEE AND MUST FOLLOW ALL OF THE HVE RULES AND REGULATIONS OF EXHIBIT H.

THE SINGLES GROUP WILL HAVE THE FOLLOWING ADDITIONS ADDED TO THE NORMAL INSIDE GUIDELINES.

- 1. THEY WILL BE PERMITTED TO HAVE 2 LARGE OVERNIGHT TRIPS PER YEAR. NO LIMIT TO SMALL ONE DAY TRIPS. NO CASINO TRIPS.**
 - A. ALL TRIPS ARE TO BE COORDINATED WITH THE TRIP COMMITTEE FOR ANY CONFLICTS.**
 - B. THERE WILL BE A TRIP PERSON ASSIGNED TO THE SINGLES GROUP TO HELP WITH THE DIRECTIONS AND COORDINATION.**
 - C. ALL TRIPS MUST BE NETWORKED AMONG THE SINGLES FIRST, REMAINING SEATS OPEN TO HVE RESIDENTS.**
 - D. NO TRIP FLYERS WILL BE POSTED ON BULLETIN BOARD OR PUT IN THE FLYER PACKET UNLESS THERE ARE SEATS REMAINING.**
- 2. ALL MEETINGS, DINNERS AND PROGRAMS, ETC. CAN BE POSTED ON THE BULLETIN BOARD AND PUT IN THE FLYER PACKETS. ALL FLYERS ARE GIVEN TO THE INSIDE CHAIR.**
- 3. REMEMBER EVERYTHING MUST BE PRESENTED AS FOLLOWS:**
 - A. PRESENTED TO INSIDE COMMITTEE.**
 - B. BROUGHT TO ROUND TABLE**
 - C. BOARD APPROVAL**