

CLUBHOUSE RULES and REGULATIONS

- **Smoking is not permitted inside the Clubhouse.**
- **Animals and/or pets are not permitted inside the Clubhouse.**
- **Alcoholic beverages are not permitted inside the Clubhouse or on the premises.**

A. GENERAL RULES AND REGULATIONS

1. The clubhouse facilities are for the use of homeowners and their guests only.
2. Any homeowner may delegate their right of enjoyment of the clubhouse facilities to their tenants who reside on the property by completing a *Tenant Release* form. Such member shall notify the Secretary of the association in writing of the name of any such tenant. The rights and privileges of such tenant are subject to suspension to the same extent as those of the member.
3. During any period in which a member is in default in the payment of monthly dues or special assessment levied by the association, the right to use will be suspended by the Board of Directors until dues or assessment are paid.
4. For violation by the homeowner(s) or their guests of any rules and regulations established by the Board governing the use of the clubhouse facilities, the right to use of a member will be suspended for a period to be determined by the Board.
5. No illegal substance(s) are allowed at any time in the clubhouse (including grounds.)
6. The homeowner (or tenant as provided in rule A.2) must be present for the entire time the clubhouse facilities are in use. A homeowner/tenant or parent must accompany minor children while in the clubhouse.
7. The clubhouse facilities must be vacated by 10:00 p.m.
8. The clubhouse cannot be used for money raising purposes by an individual or organization other than the association.
9. No political, religious, commercial or outside organization is permitted use of the clubhouse facilities, even though a homeowner/tenant is a member of the organization.
10. The absolute maximum number of people allowed in the clubhouse is 30.
11. Outdoor barbecues are allowed, however use is restricted to the concrete area in front (east side) of the club house only. (Not on the inside fenced pool area or wooden deck.)
12. All doors must be kept closed when the air conditioner or heat is on.
13. The homeowner/tenant is responsible for the conduct of his/her guests and proper behavior to prevent damage and excessive noise.
14. Any resident of Knolls Village may stop in during a party if there is any indication that rules and regulations are being violated. Proper authorities (Sheriff) will be notified immediately.

SPECIAL RULES FOR PARTIES BY/FOR MINORS:

1. One adult must be present at all times for every five (5) minors. The homeowner/tenant must be included, as provided in Rule A.6.
2. In addition to Rule A.5, **no alcoholic beverages of any kind** are allowed at any time in the club house (including grounds.)
3. The club house facilities must be vacated by 10:00 pm.

B. PROCEDURE TO RESERVE CLUB HOUSE FACILITIES

1. Phone KVTA at (303) 796-0540 and leave a message addressed to the club house committee or call the committee chairperson directly. Committee members are listed in the *Back Gate* newsletter.
2. For tenant usage, the Association must have notification in writing from homeowner of delegation of right of common properties and facilities (see Rule A.2.)
3. Reservations may be made up to a maximum of six (6) months in advance. Reservations are not confirmed until a security deposit and a signed Clubhouse Reservation Agreement have been received.
4. A **security deposit of \$200 is required** payable to Knolls Village Townhouse Association.
 1. The security deposit may be retained by the Association as part payment of any expense for cleaning, damage and/or loss to the Association's property. If the deposit is not sufficient to cover the fair value of such cleaning and property, the homeowner/tenant will be responsible to reimburse the Association for any additional expense as determined by the Board of Directors.
5. The access key is released to the homeowner/tenant on the day of use when the following occurs:
 1. Clubhouse reservation agreement is received and signed.
 2. Security deposit is received.
6. The security deposit is refunded when the following occurs:
 1. The key has been returned within 2 hours after daytime party, or by 12:00 noon the day following an evening party.
 2. The clubhouse facilities are inspected for damage or loss by a member of the clubhouse committee and found in acceptable condition.
 3. The clubhouse reservation agreement is signed by a Clubhouse Committee member acknowledging whether any damage or loss to the Association's property or personal injury has occurred.
7. The homeowner/tenant is responsible for clean-up of clubhouse facilities (including grounds) immediately after their use.

C. CLEAN-UP OF CLUBHOUSE FACILITIES

1. Users must supply their own towels, dishcloths, dishes, silverware, napkins, cups, etc.
2. Remove all trash (inside and outside) to personal residence for disposal. **DO NOT** leave trash at clubhouse.
3. Clean all clubhouse areas: tables, bathroom, kitchen, sinks, appliances, mop floors, etc.
4. Vacuum carpeting.
5. Return furniture to original location.
6. Set thermostat at 60 degrees (winter heat) or turn off summer air conditioning units and leave remote controls at the clubhouse.
7. Leave refrigerator turned ON with door closed.
8. Turn OFF stove burners and oven.
9. Turn OFF all inside lights.
10. Lock all doors and windows. (See Rule C.6. regarding return of key.)

Please consider your neighbors who volunteer their time to make this facility available by leaving the Clubhouse like you found it. Thank you.