



## Homeowners Association (HOA) Club and Group Policy

### Purpose

The purpose of this policy is to ensure that all clubs and groups within our HOA community are organized, inclusive, and adhere to the community's guidelines. These policies are established to maintain order, facilitate communication, and ensure the clubhouse and other community facilities are used appropriately and equitably.

### Policy Guidelines

#### 1. Community-Wide

- All clubs and groups must be open to all residents of the community.
- All meetings for clubs and groups must be open to all residents of the community.
- The association will not approve any political Clubs/Groups.
  - Any form of religious group must be nonspecific and open to all residents of religious background.
- All Clubs/Groups are subject to review and approval by the board and management company.

#### 2. Club/Group Registration

- Each club/group must complete and submit a "Club/Group Registration Form" to the HOA management company. This form includes information such as:
  - The name and purpose of the club/group.
  - The name and contact information of the club/group leader(s).
  - The specific recurring time and date of meetings (e.g., "Every second Wednesday of the month at 7 PM").
  - Important details the club/group would like to share with the community via the recurring post.

#### 3. Scheduling and Use of Facilities

- Clubs/groups must provide the management company with their specific recurring meeting times via the Club/Group Registration Form.
- Any changes to the meeting schedule or venue must be communicated to the HOA management company at least two weeks in advance to allow for proper adjustments and notifications to other residents.
- Clubs/group preference dates will come second to the community event calendar.
- Meetings shall occur during off-peak times: Monday – Thursday 9 AM – 10 PM
  - If your Club/Group is seeking a meeting/gathering outside of the approved meetings (such as a holiday gathering), please submit a formal reservation request form for your group and notify the management company. This



must be done 3 months in advance and may occur during peak times so long as the room is available and not blocked off.

4. Adherence to Clubhouse Rules, Community Rules, Amenity Rules
  - All clubs and groups must adhere to the posted rules of the clubhouse and any other community facilities they use.
  - All clubs and groups must agree to the clubhouse's rental terms and will receive a file to keep on hand providing all clubhouse rental instructions, clean-up information, etc. The association will not be responsible for clean up after these meetings.
5. Responsibility and Accountability
  - Club/group leaders must agree to be the responsible resident leaders for their respective club/group meetings. This includes ensuring compliance with all HOA policies and rules during meetings and activities.
  - All Club/group leader property accounts must be up to date with the association, meaning free of violations and current on all dues. Any Club/group form submitted with a leader who's property account is not up to date with the association will be denied.
  - Club/group leaders are responsible for communicating any changes in meeting schedules, leadership, or other pertinent information to the HOA management company at least two weeks in advance.
  - Club/group leaders will be the association's point of contact, and must communicate with the management company directly. If your club/group has multiple leaders please choose *one person* to be the management company communication leader.
6. Consequences of Non-Compliance
  - Failure to adhere to these policies may result in the suspension or revocation of the club/group's permission to use HOA facilities. Repeat or serious violations may lead to further action as deemed appropriate by the HOA board.

For any questions or further information regarding these policies, please contact the HOA management company at [info@kithmanagement.com](mailto:info@kithmanagement.com)