

KING CITY HIGHLANDS HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS RESOLUTION #2020-1

SUBJECT: POLICY CONCERNING USE OF CLUBHOUSE FACILITIES

PURPOSE: To formulate and memorialize the King City Highlands Homeowners Association Board of Directors policy on use of the commons area Clubhouse.

AUTHORITY: The Declaration, Articles of Incorporation, Bylaws and CC&Rs of the Association, Oregon Law, specifically ORS 94 Oregon Planned Community Act, and ORS 65, Oregon Non-Profit Corporation, and Title VIII of the Civil Rights Act of 1968 (The Fair Housing Act) as amended in 1995 (HOPA).

Whereas, Under Section 2 of Article IX of the Declaration, Article V of the Bylaws, and ORS 94.63, Board of Directors has all of the powers and duties necessary for the administration of the affairs of the Association, except such powers and duties as by law, the Declaration or Bylaws have determined may not be delegated to the Board by the owners:

Whereas, ORS 94.630(1)(a) and Article V, Section 2(b) of the Bylaws empower the Board to adopt rules and regulations:

Whereas, Article XII Section I of the Declaration specifies that each Owner and Occupant shall comply with the Declarations, Bylaws, and rules and regulations adopted thereto:

Whereas, Article V, Section 1(a) of the Bylaws specifies the Board shall have the Authority to exercise for the Association all powers, duties and authority vested in or delegated to this Association by law, its Articles of Incorporation or the Declaration and has not reserved to the membership by other provisions of these laws, the Articles of Incorporation or Declaration.

THEREFORE, LET IT BE RESOLVED THAT:

- I. The attached Application For Private Rental of the KC Highlands Clubhouse provides the necessary guidelines for community residents to schedule and rent the common area Clubhouse and states the rental fees and obligations that apply.


IT IS FURTHER RESOLVED THAT:

A copy of this Resolution shall be sent to all owners at their last address.

The undersigned President and BOD Officer certify that this Resolution was approved by the Board of Directors at a Board meeting held on



President
King City Highlands Homeowners
Association, Inc.



Secretary
King City Highlands Homeowners
Association, Inc.

5/27/2020
Date

5.28.2020
Date

**APPLICATION FOR PRIVATE RENTAL OF THE KC HIGHLANDS
CLUBHOUSE**

(RENTAL IS FOR HIGHLANDS PROPERTY OWNERS ONLY)

Highlands Clubhouse is a non-smoking facility, which includes electronic smoking device

NAME: _____ **PH#:** _____
(Property Owner requesting use of the clubhouse)

TYPE OF EVENT: _____
(No Commercial, Political or Private Enterprise events are allowed in KC Highlands Clubhouse.)

REQUESTED DATE: _____ **Between the hours of** _____ **and** _____.

Clubhouse is available for use from 8:30 a.m. – 10 p.m. Please schedule your event so as not to conflict with existing planned activities.

RESERVATION DEPOSIT: \$75.00

A reservation deposit of \$75.00 must be made to reserve a date.

- For events of 75 guests or less the deposit is fully refundable providing the cleaning requirement has been met and no damage has occurred. The sponsoring property owner has the option to use their deposit check toward paying for professional cleaning. Any infractions of the cleaning requirement may result in a partial or full loss of the reservation deposit. If excessive cleaning is required, the sponsor will be held fully responsible for the additional costs.
- For events of 76 guests or more, the \$75.00 deposit will be applied towards a professional cleaning fee.

In all cases, the HOA will select the professional cleaning service.

RENTAL FEE SCHEDULE: The following rental fees apply. Please circle the appropriate number of guests.

25 GUESTS OR LESS	26– 50 GUESTS	51 – 75 GUESTS	76 – 150 GUESTS
\$50.00	\$100.00	\$150.00	\$225.00

Weddings/Receptions: The fee is \$350.00 plus the reservation deposit.

Memorial Services: There is no rental fee for a memorial service. **A \$75.00 deposit is required.**

(Please see separate Memorial Service Application.)

Sponsor's Initials: _____

LIABILITY:

- Sponsoring resident will be held 100% responsible to correct any damage done to the facility or its contents during their event. If any damage occurs, sponsoring resident will be held directly responsible to resolve all issues to the satisfaction of the HOA Board President.
- Facility must be left clean.
- Sponsor understands the maximum number of guests at an event **must not** exceed 150 people.

Sponsor's initials: _____

RULES FOR USE OF THE CLUBHOUSE:

- Sponsor who has signed the usage contract agreement **must be** present during all preparation prior to and during the event. Sponsor **must be** present during any cleanup following the event. Sponsor need not be present during professional cleaning.
- **Event and clean-up must be over by 10:00 p.m. All persons must vacate the premises by 10:00 p.m.**
- Highlands Clubhouse is a **non-smoking facility, which includes electronic smoking devices.**
- **No Smoking** is allowed within 30 feet of doors and windows. All smoking debris must be removed.
- **Beverages:** Red Wine, White Wine, punch, soft drinks, water, coffee, tea, etc. may be served. **No alcohol sales or open bar are permitted.**
- **Front Door:** May not be propped open. A greeter must be provided. Sponsor is responsible for all who enter the building during your event.
- **Front Door FOB: FOB MUST NOT** be used by anyone other than the sponsor. **DO NOT** loan your FOB to anyone.
- **The two exit doors in the Great Room do not automatically lock. Please re-lock upon re-entry.**
- **Candles: NO WICKED CANDLES ARE ALLOWED** (Fire Code). Only battery-operated candles are allowed.
- **Music:** Volume must be monitored in order to not disturb nearby residents. No music is allowed to be played outside of the building.
- **Signage:** No outside signs are allowed without prior approval from the Board, HOA Staff or Committee Member Signature. _____ **approval signature.**
- **Furniture:** Furniture, plants and decorations may not be moved.
- **Lock-up:** Sponsor must ensure all doors are locked and lights are turned off.
- **Paper goods** (such as paper plates, cups, napkins, plastic utensils) which belong to the HOA may not be used for any event.

Sponsor's Initials: _____