



# SUNSET RIDGE HOMEOWNER ASSOCIATION

## FACILITY RULES AND REGULATIONS

**This document contains the Rules and Regulations for our Association. Please review these rules with your family and retain them for future use and reference. These rules may be supplemented from time to time by the Board of Directors and you will be notified of these changes.**

### **CLUBHOUSE**

#### **A. Eligibility for Use**

The clubhouse is available for use by members in good standing of the Sunset Ridge Homeowner's Association, Inc. It is also available for private parties, banquets, luncheons and meetings if reserved in advance. Use of the clubhouse for commercial purposes is strictly prohibited. This includes posting of flyers / advertisements that are commercial in nature. Postings on the bulletin board for not for profit organizations are acceptable.

#### **Clubhouse entrance rules are as follows:**

Adult home owner and or lessee can escort up to four guests of any age per household.

Adult resident (18 or older who is NOT the legal owner or lessee) may escort up to four guests that are 18 or older.

Guests under the age of 18 must be in the company of an adult home owner or lessee at all times.

#### **B. Capacity**

The maximum number of persons allowed in the clubhouse areas at any one time, in accordance with the Washougal City Ordinances, is as follows:

Office	1
Fitness Room:	16
Reading Room:	15
TV Lounge/Gathering Room:	47
Recreation Room (downstairs):	48
Pool:	18
Pool Deck area:	16

If renting the gathering room and kitchen facility only, the maximum number of persons that may be accommodated is thirty.

### **C. Alcohol**

Alcohol use is prohibited in the clubhouse, pool area and grounds.

### **D. Available Hours**

Normal operating hours for the clubhouse are 4:00 AM to Midnight. The Swimming Pool, Spa, and Patio close at 10:00 PM

### **E. Facility Use Rules**

1. The association assumes no responsibility for personal items left in the clubhouse.
2. Children under 18 years of age may not be left unattended in the clubhouse without an adult homeowner.
3. Smoking is prohibited in the clubhouse or on the grounds.
4. All trash must be picked up and put into trash receptacles.
5. All tables and chairs must be cleaned and furniture returned to its original positions.
6. Kitchen area must be cleaned to include counters, sink, stove, microwave, oven, refrigerator and floor.
7. All groups must supply their own kitchen utensils and cleaning supplies.
8. All decorations must be removed and properly disposed of at the conclusion of an event. Confetti and candles may not be used in or around the clubhouse.
9. No pets are allowed in the clubhouse
10. No foul language, running, fighting, yelling or rowdy behavior will be allowed in the facilities.
11. Flyers, commercial or non-commercial, and other handouts are not to be distributed throughout the clubhouse. There is a public use bulletin board in the lobby area that can be used for notices, announcements, and other non-commercial items. Bulletin board will be cleared of all non-HOA related items on the 1<sup>st</sup> of every month.
12. No wet swimwear is allowed out of the pool area.
13. Music and noise must be kept to reasonable volume levels.
14. All persons using the facility do so at their own risk.
15. Anyone using the clubhouse facilities and its equipment is expected to use it properly and return equipment to its proper place.
16. Congregating and loitering in the clubhouse is prohibited.
17. The Association is not responsible for any loss or theft of personal belongings.
18. The cost of any damage to the Association property will be charged to the family of the individual responsible and a temporary loss of privileges to the clubhouse will be enforced.
19. Tampering with any security features, such as cameras or locks, is not allowed and will be considered a major infraction.

## F. Guests

Guests of residents are permitted to use the facilities provided an adult resident is present and provided the group does not interfere with the enjoyment of the facilities by other residents. Only four guests allowed at any one time per household. Residents who are 18 or older but not the legal homeowner or lessee can escort up to four guests into the clubhouse as long as none of the guests are under 18. Guests under the age of 18 must be in company of adult homeowner / lessee.

## G. Sauna

The sauna is available for the use of residents and guests. Note that improper use can lead to injury or health problems. The Sunset Ridge Homeowner's Association is not responsible for persons using the sauna or for the results of such use. No children under 12 years of age are allowed in the sauna unless accompanied by a responsible adult age 18 or older. Sauna controls must be turned off after use. No soap, shampoo, lotions or any other foreign substances are permitted in the sauna. No persons with band-aids, bandages, open sores, or infectious or communicable diseases shall be allowed to use the sauna. No glass, glass containers or food are allowed in the sauna. Persons using the sauna are responsible for removing litter. No more than two people may use the sauna at any one time.

## H. Exercise Room

The exercise room is available for the use of residents and guests. Note that improper use can lead to injury or health problems. Treat all equipment with respect and with an eye toward personal safety. The Sunset Ridge Homeowner's Association is not responsible for persons using the exercise room. No children under 14 years of age are allowed in the exercise room. The exercise room should be used only for its intended purpose. There is a 20 minute limit on machines if people are waiting.

## I. Pool

1. Proper swim attire is required. Swimsuits only. No cutoffs and / or t-shirts in the pool. Swimmers must supply their own towels and swim wear.
2. All swimmers shall rinse thoroughly before entering the pool.
3. Anyone with skin abrasions, bandages, infections, colds or signs of intoxication are not allowed in the pool.
4. Persons under 18 years of age **must** be accompanied in the area by a responsible resident adult at all times. Non-swimmers must be accompanied by adult swimmers at all times. **Please note that there is a sign in the pool room stating that children under 14 are not to swim without adult supervision. This is a mandate from the State of Washington but the Clubhouse rules regarding minors apply to the swimming pool as well.**

5. No abusive or profane language, rough play, running, pushing or horse play will be permitted on the pool grounds. Any conduct that infringes upon the safety or comfort of guest is prohibited.
6. No glass containers, food, intoxicants or pets are permitted in the pool area.
7. No gum or tobacco products are allowed in the pool area.
8. No lifeguards are ever on duty. All members and guests using the pool, the pool area and related facilities do so at their own risk, as the Association cannot be responsible for personal injury, loss or property damage.
9. The Association is not responsible for any loss or theft of personal belongings.
10. The cost of any damage to Association property will be charged to the family of the individual responsible.
11. Swim diapers are required for all infants and children that normally wear diapers.
12. Diving is not allowed at any time.
13. Additional rules and regulations may be implemented without notice at the discretion of the Sunset Ridge Homeowners Association.
14. All exterior doors are to remain closed at ALL times to insure the air conditioning and heating system work properly.
15. Life saving equipment, such as the Flotation Ring, is not to be used for any other purpose.
16. State law requires that the pool room doors and windows shall remain closed to prevent unauthorized access. Propping open ANY of the doors in the pool room is not allowed at any time.

#### **J. Pool table, air hockey and ping-pong table**

1. Use of the pool table, air hockey, and ping-pong table is limited to persons age 12 and over unless accompanied by a responsible adult/parent.
2. Use is limited to 30 minutes when other players are waiting.
3. No sitting on the pool table or pocket areas.
4. Anyone damaging the equipment will be responsible for replacement costs of the item(s) damaged and a temporary loss of privileges to the clubhouse will be enforced.

### **Clubhouse Infractions and Consequences**

#### **Minor Infractions:**

After hours usage of clubhouse  
 Unauthorized distribution and/or usage of clubhouse keycard  
 Littering inside or outside of clubhouse  
 Loitering inside or outside of clubhouse  
 Smoking inside or on grounds of clubhouse  
 Violation of other rules in clubhouse rules and regulations

1<sup>st</sup> Infraction: Warning Letter and/or Verbal Warning (will be documented)

2<sup>nd</sup> Infraction: 30 day suspension of clubhouse privileges + \$50.00 Fine

3<sup>rd</sup> Infraction: 60 day suspension of clubhouse privileges + \$50.00 Fine

### **Major Infractions:**

Intentional damage to clubhouse equipment and/or property

Theft

Any age alcohol consumption inside or on clubhouse grounds

Illegal drug use

Activities of a sexual nature

Vandalism

Handicap parking without permit

Tampering with ANY Security Features

1<sup>st</sup> Infraction: 30 day suspension of clubhouse privileges, reimbursement of any damage to equipment or property, plus a report to the Washougal Police Department when warranted.

2<sup>nd</sup> Infraction: 60 day suspension of clubhouse privileges, reimbursement of any damage to equipment or property, plus a report to the Washougal Police Department when warranted, and a \$75.00 administrative fine for paperwork and labor.

3<sup>rd</sup> Infraction: 60 day suspension of clubhouse privileges, reimbursement of any damage to equipment or property, plus a report to the Washougal Police Department when warranted, and a \$150.00 administrative fine for paperwork and labor.

***The Board of Directors of the Sunset Ridge Homeowners' Association reserves the right to amend the rules and penalties to the benefit of the Association.***

### **K. Clubhouse Reservations**

**Only the Gathering Room/Kitchen area may be reserved for private use.** The maximum number of persons that space may accommodate is 30. All other areas of the clubhouse are available for the use of any homeowner during the regular clubhouse open hours.

The following rules apply to the rental of the Gathering Room:

1. Reservations for the Gathering Room are made on a first-come, first-served basis.
2. Reservations require a refundable fee of \$25.00 to hold the reservation. This deposit will be applied to the rental fee. (See **Rental Fees** below for details.).
3. Reservations must be made no less than 7 days prior to the event and no more than 90 days in advance. To facilitate scheduling you are advised to make reservations as far in advance as possible. (**Note:** These times restrictions and fees do not apply to the Sunset Ridge Homeowners Association Board of Directors and their committees.)

4. The clubhouse is not available for reservations on the following holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.
5. Reservations are not available for commercial activities such as Tupperware parties, jumble sales, etc.

**L. Procedures for making a clubhouse reservation:**

1. Reservations are made through the Clubhouse Manager at the clubhouse. Rental agreement forms can be found outside the office door behind the ACC Request forms. If there are no forms available contact the clubhouse manager. The telephone number is 335-0682 and email address is [sunridgeclub@hotmail.com](mailto:sunridgeclub@hotmail.com). The legal owner(s) and/or head of household must make the reservations. Dependents may not make reservations. The homeowner making the reservation is the responsible party and must be present at all times during the reserved period.
2. A Facility Use agreement, obtained from the Clubhouse Manager, must be signed and returned to the Manager within seven days of reservation date.
3. All reservations will be posted in the clubhouse as soon as the deposit and signed Facility Use agreement are received.

**M. Rental Fees:**

1. The fee to rent the Gathering Room and Kitchen facility is \$25 for a 4-hour period. The resident renter is responsible for closing and locking the sliding glass door and windows when leaving. The fee is an additional \$25.00 for a second 4 hour period. The maximum rental is for 8 hours.
2. The full rental fee and the security deposit are due no later than 7 days prior to the reserved date.

**N. Cancellation**

Cancellations may be made up until the event date for a full refund.