



Nepenthe Association

Facilities Use Procedures

This is the Second edition of the Nepenthe Association Facilities Use Policies and Procedures, effective _____ (Enter Date of Board Adoption).

Using the authority granted to it in of the CC&Rs, the Board of Directors may, from time to time, adopt new or revised rules and regulations that change these Policies and Procedures.

All new or revised rules will be incorporated into this document as soon as possible. However, some printed versions of these rules may not contain all the latest changes because printed versions are distributed only periodically to reduce costs.

Anyone who is interested in seeing the latest version of these rules should look on the Community Association's website, shown below, or view the latest version which is kept in a binder in the Clubhouse Library.

[HTTP://WWW.NEPENTHEHOA.COM](http://www.nepenthehoa.com)

Section 1. PURPOSE

1.1 General Information

It is necessary for the owners of common property to come to an agreement, in writing, on how the jointly owned property should be managed and used. These Facilities Use Procedures shall serve as that agreement. The goals of this document are:

- To provide for the harmonious use of the Clubhouse by residents.
- To be instructive about the obligations each Resident has to his/her fellow users of our shared Clubhouse Facilities.
- To provide clear procedures for use of the Clubhouse by residents and non-residents.

1.2 Management of the Clubhouse

The Nepenthe Association owns the clubhouse. The clubhouse is managed under the direction of the Board of Directors. The Board of Directors is primarily a policy-making Board and has hired a property manager to manage the operations involved with the Common Areas including the clubhouse, the sports courts, swimming pools, spas and cabanas. A significant part of managing the clubhouse is managing the events calendar.

1.3 Clubhouse Hours and Staff

Operating hours of the various clubhouse facilities and the names and positions of staff members can be obtained in the community newsletter, the Nepenthe News, on the association website, and from front desk personnel. The clubhouse phone number is 916-929-8380.

Currently the clubhouse is open Monday through Friday, 9:00 am to 6:00 pm and Saturday and Sunday, 9:00 am to 1:00 pm (October through May) and 12:00 pm to 4:00 pm (June through September).

Section 2. PRIORITY OF USE

2.1. Board of Directors Meetings

2.2. Association / Board Related Events

2.3. Residents with an Executed Rental Agreement

2.4. Committee Meetings

2.5. Resident Groups with Signed Facility Use Form

2.6. Approved classes or presentations

2.7 "Drop In" Residents or Guests

Section 3. PROCEDURES

3.1. Board of Directors' Monthly Open Session Meetings

Monthly, the clubhouse is used regularly for Board meetings, both Executive and Open Session, in the service of the association. From time to time, special or emergency meetings may need to be called. Whenever possible, conflict with previously calendared events will be avoided.

3.2. Association / Board Related Events

Throughout each year, there are association and Board related events that take place at the Clubhouse(s). These events are usually informational in nature, open to all and apply to the entire association. In addition, events scheduled may also be pursuant to Nepenthe Association Bylaws. For this purpose, priority shall be given to these events provided they do not conflict with any previously scheduled association related events and the clubhouse is not being used in the above manner (Listed in Section 3.1).

3.3. Resident Rental of Facilities

Any homeowner in good standing, or his or her tenant, may rent the clubhouse for a private, not-for-profit special event subject to the requirements contained in the facility rental agreement. Currently this process can be completed during regular business hours at the clubhouse office. Whenever possible, priority shall be given to these residents with an Executed Rental Agreement provided that the event does not conflict with previously scheduled events and the clubhouse is not being used in any of the above manners (Listed in Section 3.1 – 3.2).

3.4. Committee Meetings

There are a number of committees, both standing and ad hoc that use the clubhouse regularly for meetings in service of the association and/or the Board of Directors. Whenever possible, priority shall be given to these committee meetings provided that the meeting does not conflict with previously scheduled association related events and the clubhouse is not being used in any of the above manners (Listed in Section 3.1 – 3.3). Committees are required to keep management updated as to any changes they wish to request in their meeting time. Additionally, a Facility Use Form must be submitted annually by January 31st.

3.5. Resident groups

There are a number of social groups that use the clubhouse regularly for meetings, games and other gatherings. Whenever possible, priority shall be given to these groups provided that they have completed a Facility Use Proposal Form, and the manager finds that the requested event does not conflict with previously scheduled events and the clubhouse is not being used in any of the above manners (Listed in Section 3.1 – 3.4). Resident groups are required to keep management updated as to any changes they wish to request in their meeting time. Additionally, a Facility Use Form must be submitted annually by January 31st.

3.6. Approved classes or presentations

From time to time a special interest group or vendor may approach management to hold a function or class that may be of interest to the residents of Nepenthe. The requestor will be provided with a Facility Use Proposal Form. Should the manager find that the requested event does not conflict with previously scheduled events, the clubhouse is not being used in any of the above manners (Listed in Section 3.1 – 3.5) and will appeal to a broad range of residents, the event will be placed on the calendar with the understanding that insurance requirements must be met. **Instructors with recurring classes meeting at least weekly will be subject to an annual \$75 usage fee, payable to Nepenthe Association the first of each calendar year.**

3.7. Resident "drop in" use

The clubhouse is for the use and enjoyment of the Residents of Nepenthe. When the clubhouse is not being used in any of the above manners (Listed in Section 3.1 – 3.6), residents are welcome to enjoy the facility and its amenities.

Section 4. ADVERTISING

4.1. Flyers

All approved special events, whether put on by a Resident Group, Committee or outside requestor may provide a flyer with details for their event, to the Nepenthe Office for posting on bulletin boards and in-office distribution.

4.2. Signage

Not every event is a candidate for signage. Priority will be given to event types 3.1 and 3.2 in the preceding section. Requests for the use of signs will be reviewed on a case-by-case basis. Signage should be as aesthetic as possible to reflect Nepenthe's overall upscale appearance.

Management-approved signage can be placed within the development for no longer than one week before the event. Signs must be delivered to the management office in advance of the one week period. Management will place and remove the signs provided that they are turned into the office timely. Management cannot guarantee that signs delivered to the office after the start of the one week period will be put into place.

Signs should be 24"x18" and temporary in nature as tape will be used to attach them to the four sign holders. The signs will be placed at the corner of American River Dr. and Commons Drive, Commons Drive and Swarthmore Drive, the traffic circle at the south end of Commons Drive and the intersection of Vanderbilt Way and Elmhurst Circle. It should be noted that the signs will get wet. Event planners may wish to have their signs laminated if that is a concern. Should signs become unsightly, either due to water damage, running ink or other conditions, they will be removed.

4.3. Nepenthe News – Advertising Article

Not every event can or should be highlighted in the Nepenthe News. Articles may be submitted to management one week prior to the publication date of the newsletter. The Nepenthe News is generally published the Friday following the Open Board Meeting.