

**CLOVER SPRINGS
COMMUNITY ASSOCIATION, INC.**

**RULES
AND
REGULATIONS**

Revised November 2016

**Adopted by the Board of Directors
March 24, 2017**

**CLOVER SPRINGS COMMUNITY ASSOCIATION, INC
RULES AND REGULATIONS**

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**CLOVER SPRINGS COMMUNITY ASSOCIATION, INC
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I. INTRODUCTION

Clover Springs is an active adult community. The owners of residences within the community have formed a community Association to provide for the governance of this community.

The community welcomes you to Clover Springs. These Rules and Regulations are for the benefit of you and your guests so you may enjoy your community facilities and programs to the fullest. The Rules and Regulations also provide for a reasonable level of protection of Association assets to assure their availability for future use.

The Association does not want to over regulate, but, at the same time, it is expected that all Clover Springs' residents will be respectful of community rules and of other members of the community. Please familiarize yourself with the Rules and ensure your guests are likewise familiar.

A. CONDUCT OF RESIDENTS AND GUESTS

All residents are expected to abide by these Rules and Regulations, to conduct themselves in a courteous manner, and to respect the rights and privileges of others.

With respect to safety, proper decorum, and sanitation, the facility staff's judgment will prevail in all instances. Arguing, being abusive, or otherwise challenging a staff member's authority will not be tolerated. Any unresolved issue should be brought to the Manager's attention.

Sponsoring residents assume behavioral and financial responsibility for their guests. Residents charged with rules violations or misconduct themselves or by their guests may be subject to disciplinary action by the Board of Directors.

B. GENERAL INFORMATION

Purpose and Legal Status

The Clover Springs Community Association, Inc. is a California nonprofit mutual benefit corporation formed to operate and maintain the community's common facilities and to develop and advance activities which promote an active adult lifestyle for residents of Clover Springs.

The Association, as an incorporated entity, is a private property owner in its own right, and it speaks through its governing documents and the policies established by its Board of Directors.

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Members have specified privileges in the use and enjoyment of common area properties, but subject at all times to the Association's right to reasonably regulate and control its facilities and property. The Association is primarily responsible for enforcement of the governing documents; the establishment of reasonable policies, rules and procedures regulating use of all common area properties; administering and enforcing the Design Guidelines; and for managing, maintaining, operating and controlling all areas of common responsibility.

Governing Board

The Association is governed by a Board of Directors (the "Board") that is empowered to exercise all duties necessary and appropriate for the administration of the Association's affairs, and perform all responsibilities and exercise all rights of the Association as stipulated in the governing documents and as provided by law. The Board currently consists of five (5) members.

Association Manager

This individual oversees, coordinates, and facilitates the Association's day-to-day operation and is responsible for the compliance of the Rules and Regulations.

Guests

Guests of residents are welcome in the community, although guest participation may be restricted for certain events or activities. If a resident accompanies his or her guest(s), there is no charge for using Association facilities. Unaccompanied guests must have a guest pass which may be purchased by the resident sponsor at the Association office. (See Appendix A for fees.) It is the Association's policy not to allow non-residents unlimited use of the recreation facilities. Unaccompanied guests will be expected to show their guest pass prior to using any Association facility.

Children (under the age of 14)

When children are visiting, they are welcome to use Association facilities at times when resident programs are not scheduled or during light resident use periods. Hours for children's use are adjusted to meet resident demands (i.e., subject to change), and the schedules are prominently posted. Adult supervision is required at all times by either the resident sponsor or a guest with a guest pass. A Hold Harmless Agreement must also be completed prior to using Association facilities.

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II. FACILITIES USAGE

A. GENERAL

Community Association Facilities

- A recreation center.
- Multi-purpose room, a billiards and a ping pong table, computer area, and administrative offices.
- An arts and crafts facility, including ceramics, glass and art equipment.
- Fitness center consisting of an enclosed exercise room, an outdoor pool, and spa.
- Other outdoor facilities including tennis, pickle ball, bocce courts, horseshoe pits, and walking trails.

No Smoking Policy

The Clover Springs Lodge and the surrounding recreation area is a “no smoking” area. Ashtrays are provided outside for smoking material disposal.

Alcoholic Beverages

Residents are asked to exercise good judgment when consuming alcohol. Consumption of alcoholic beverages outside of Fire Creek Lodge is limited to the patio area. Alcoholic beverage consumption in Fire Creek Lodge is limited to Association sponsored events only. Approval by the Association and appropriate paperwork are required if the Multi-purpose room and/or Patio are used for a private party where alcohol will be served. Alcoholic beverages may not be sold on any portion of the recreation facility or common areas.

Dress Code

Appropriate casual attire is required in all areas owned by the Association. Athletic apparel, including proper footwear, is required in all indoor and outdoor sports areas. Cover-ups for bathing suits are required in all areas of the indoor facility.

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Assumption of Risk

All participation in Association programs and its facilities is voluntary and may involve the assumption of some personal risk. Program participation by a resident or his or her guest is taken as tacit acknowledgement of that risk. A Hold Harmless Agreement, available at the Association office, must be completed by residents and their guests prior to using Association facilities. Residents and their guests are expected not to misuse equipment or facilities. Failure to comply may result in the loss of privileges.

Suspension of Privileges

The Association Board of Directors has the authority to suspend any and all privileges.

Fees for Special Activities

Separate fees may be required for activities, services, and facility usage. The Association Manager shall waive fees for use of the Lodge and/or equipment when memorial services are scheduled for Association residents.

Operational Responsibility

Operational responsibility for all Association facilities rests with the Association Manager and staff, including overseeing related policies, rules, and regulations.

B. SWIMMING POOL / SPA AREAS

1. All guests, either unaccompanied with a guest pass, or with a resident sponsor, must register at the Association office. In addition, guests and residents must sign the log at the pool/spa entrance prior to using the facilities.
2. Showers are available for rinsing off before and after using the pool/spa.
3. Swimsuits are required when using the pool and spa. Cut-offs or other forms of street clothes are not acceptable attire in the pool and spa.

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4. Diapers on children or adults are not permitted in the pool or spa at any time. Children under **3** are not allowed in the pool. They are permitted in the deck areas of the pool/spa under adult supervision by either the resident sponsor or a guest with a pass as long as they do not disturb other residents or guests. Children ages **3-13** may only swim during posted children's hours with adult supervision at all times. Children under **14** are not allowed in the spa. Children **14-16** may use the spa during posted children's hours with adult supervision.
5. Pool toys are allowed in the pool during children's hours only.
6. Lifeguards are not provided and facilities are designated as "Swim at Your Own Risk." Life buoys and "shepherd's crooks" are available at poolside for emergency use.
7. Diving in the pool is prohibited.
8. Running or boisterous behavior by adults or children is not permitted. Some discretion in determining what is boisterous or otherwise unacceptable behavior must be used. Residents are asked to be reasonable when assessing children's behavior during hours when children are permitted to be in the area. As children are asked to be respectful of the residents, in turn, it is asked that the residents be respectful to the children.
9. If lightning is observed in the local area, as a precautionary measure, the Association Manager, or his or her designee, will close the pool and spa and require that all individuals leave the pool/spa and adjacent deck areas until acceptable conditions return.
10. The pool lane marker is used as a safety measure to separate lap swimmers from other pool users, to properly guide the lap swimmer, and preclude injury from interference from outside lanes. Disturbing the lane marker is not permitted. This includes hanging or sitting on the lane marker.
11. Electronic devices may only be used with individual earphones. When using a cell phone, please step away from the pool/spa area in consideration of others.
12. No food, glass containers, or alcohol consumption are permitted.
13. Individuals with medical conditions should consult with a physician before using the spa. Those who have recently consumed alcoholic beverages should avoid using the spa.
14. Pool/spa hours vary according to seasonal demands (i.e., are subject to change). Specific times are prominently posted and publicized.

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C. FITNESS ROOM

1. All guests, either unaccompanied with a guest pass, or with a resident sponsor, must register at the Association Office. In addition, residents and guests must sign the log in the Fitness Room.
2. Prior to engaging in any exercise regimen, medical clearance should be obtained, and residents should attend an orientation with a Community Association staff member or, at a minimum, familiarize themselves with instruction signs appearing on individual pieces of equipment.
3. The equipment in the Fitness Room is designed for strength and cardiovascular training. It is important to recognize and observe instructions concerning proper usage.
4. Children under the age of **16** are not allowed to use the Fitness Room.
5. Guests, either accompanied by a resident or with a guest pass, may use the room pending space availability.
6. Use of cardiovascular equipment such as treadmills and bicycles is limited to 30 minutes per person unless no one is waiting to use the equipment.
7. All equipment should be wiped down with a sanitized towel following use.
8. All free weights and mats should be returned to their designated places.
9. Appropriate athletic apparel, including athletic shoes, is required. Upper body garments must be worn at all times.
10. No food or drink is allowed in the Fitness Room except for water in plastic bottles or provided cups.
11. Personal electronic equipment is permitted, but is to be used only with individual earphones. When using a cell phone, please step out of the Fitness Room in consideration of others.
12. Television is available for viewing during use of the exercise equipment. Residents and guests should be considerate of others when turning on the TV, changing the program being viewed, or adjusting the volume.

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D. TENNIS / PICKLE BALL COURTS

1. Courts will be open daily from 7:00 a.m. to 10:00 p.m. and are subject to weather and maintenance requirements.
2. All players play at their own risk. If there is any debris or water on the courts do not begin play until the debris or water is cleaned up.
3. Appropriate tennis apparel, including tennis shoes, is required with upper body clothing worn at all times.
4. Guests must be accompanied by their resident sponsor or have a guest pass.
5. Tennis and Pickleball are regularly scheduled activities. Courts may be reserved during non-scheduled times by signing the Log in the Association Office. Duration of play is limited to two hours unless no one is waiting for a court.
6. Glass containers are prohibited.
7. Personal electronic equipment is permitted, but is to be used only with individual earphones. When using a cell phone, please step away from the area in consideration of others.

E. BOCCE COURTS AND HORSESHOE PITS

1. Play is authorized during the day or at night if lighting is adequate.
2. Bocce balls and horseshoes are available in the locked equipment shed near the courts. Lock combination may be obtained from the Association Office.
3. Soft sole, closed-toe shoes are recommended.
4. Guests must be accompanied by a resident sponsor or have a guest pass.
5. Personal electronic equipment is permitted, but is to be used only with individual earphones. When using a cell phone, please step away from the area in consideration of others.

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F. PING PONG TABLE

1. Ping Pong table is available during Lodge hours Thursday through Sunday on a first come, first served basis.
2. Paddles and balls are available from the Front Desk in the Association Office.
3. Soft sole, closed-toe shoes are recommended.
4. Guests must be accompanied by a resident sponsor or have a guest pass.
5. Personal electronic equipment is permitted, but is to be used only with individual earphones. When using a cell phone, please step away from the area in consideration of others.

G. BILLIARD TABLE

1. Billiards is a regularly scheduled activity on Sunday morning. The table is available on a first come, first served basis after scheduled play.
2. When finished playing, return the cue sticks to the racks and the balls to the table pockets.
3. Guests must be accompanied by a resident sponsor or have a guest pass.
4. Personal electronic equipment is permitted, but is to be used only with individual earphones. When using a cell phone, please step away from the area in consideration of others.

H. CRAFT AND MULTI-PURPOSE ROOMS

1. There are rooms designated for special use or multi-purpose use. These rooms are scheduled for use by the Association and are the property of the Association and are not the property of any specific group.
2. The Craft Room has the appropriate equipment for ceramics, glass, arts, and crafts.
3. The Multi-purpose room is available for use as required. It must be reserved through the Association and can be configured to support various groups and needs.

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4. There are fees for private use of rooms at Fire Creek Lodge. The Board of Directors sets these fees and priorities for usage. Information on fees may be obtained from the Association Office.
5. Refunds may be given for classes or activities that are cancelled. However, no refunds will be given to a member cancelling a reservation after the RSVP date unless the reservation can be re-sold. If the Association cancels an activity or event, a refund will be given.
6. Personal electronic equipment is permitted, but is to be used only with individual earphones. When using a cell phone, please step away from the area(s) in consideration of others.

I. PRINTED MATERIALS

Association flyers and materials will be displayed at Fire Creek Lodge. Flyers and posters for outside events are allowed if approved by the Association Manager.

III. GARAGE SALES / ESTATE SALES

Garage Sales are not permitted except those sponsored by the Association and scheduled through the Events Committee generally twice a year; in the spring and fall as advertised in the *Grapevine*.

The Board has established guidelines for the conduct of Estate Sales in Clover Springs to address occasional special circumstances. Information may be obtained from the Association Office.

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Appendix A: Fee Schedule

Guest Passes

\$5.00 per day per person

\$20.00 for five (5) days per person

\$30.00 for seven (7) days per person

Note: No fee for guest(s) if accompanied by a homeowner

Computer Use

\$0.50 per half hour

\$0.05 per page to print

Photocopies

\$0.10 per page for 8 ½ x 11

\$0.25 per page for larger copies

\$1.00 per page for color copies

Fax

\$0.50 per page for incoming faxes

\$1.00 per page for outgoing faxes — within the 707 area code

\$1.50 per page for outgoing faxes — outside the 707 area code

Note: We do not fax outside the USA