

TO: ALL CLUBS AND ACTIVITIES

FROM: SOCIAL BOARD

RE: RULES AND GUIDELINES RELATING TO CLUBS

DATE: SEPTEMBER 2019

This memo contains a general description of the Social Club and its purposes. It also contains a compilation of rules and guidelines which relate to clubs and activities.

Please ensure that:

- 1) club officers and members acquire an understanding of these rules,
- 2) your club operates in compliance,
- 3) copies are maintained in the files of the Executive Board of your club. Any questions regarding these rules may be directed to your Social Board liaison.

GENERAL DESCRIPTION OF SOCIAL CLUB

The Venture Out Social Club was established in 1977 to provide the organization, equipment, and staff support needed to promote, facilitate, participate in and supervise the operation of social, recreational, educational and hobby craft activities in Venture Out. All owners and spouses of owners of condominium units are Active members of the Social Club, each with full voting privileges. Renters and significant other living with the owner of condominium units and guests of unit owners who are occupying the owner's unit are associate members who may use club facilities. Associate members do not have Social Club voting rights but may be allowed voting rights in certain clubs. The Social Club is governed by a Board of Directors ("The Social Board") elected by its members. The Social Board receives and manages funds generated by organized social, recreational, educational and hobby craft activities, together with commissions and other amounts paid by instructors or vendors using the facilities of Venture Out. Clubs are encouraged and expected to plan and conduct fundraising events annually.

CLUB RULES AND GUIDELINES

FORMATION OF A NEW CLUB

If a resident(s) wishes to form an official club, the individual/group must organize, elect or appoint officers, develop by-laws and establish an initial budget as to expenses and income. Income would be a proposed (fundraisers) to be implemented if the request to form a club is approved by the Social Board. Once these guidelines have been met, the individual/group shall meet with the Activity Director finalize details as needed. The individual/group will then present their business plan to the Social Board for approval and implementation. The AD will schedule this presentation as an agenda item on a regularly scheduled meeting of the Social Board. Following the presentation, the Board of Directors will discuss the request at a Work Session and approve or reject at a regularly Social Board meeting.

MEMBERSHIP/PARTICIPATION

Social Club members with sufficient interest, support and a readiness to abide by the rules and guidelines set forth may organize and request recognition as a club by the Social Board. The Social Board may or may not approve request for club status. If recognized, a liaison will be appointed to help with the club's organization and facilitate communication with the Social Board.

The Social Board Director assigned as liaison to each club affiliated with the Social Club should serve as the primary contact and link with the Social Board. However, club officers and members are always invited to attend Social Board meetings and may present items of interest as desired.

All club officers should become familiar with the basic documents of the Condominium and the Social Club and be sure that their club operates within these rules.

Club officers should give thought to taking steps necessary to keep accidents, injuries and claims against the leadership and governing Boards at a minimum. The use of disclaimer statements, "At Your Own Risk" signs and use of appropriate safeguards may aid in this effort.

All land, buildings, and structures used by any club belong to the Condominium and no change or alteration shall be made to them without written approval of the Condominium Board. Procedures for construction and or additions to common area facilities must commence with a transmittal form secured from the Activity Office and submitted to the Activity Director.

Condominium rules require that badges shall be worn visibly at all times while using common elements and/or recreational facilities. No one may receive service or purchase resident tickets at the Activity Office without a badge.

CLUB RESPONSIBILITIES

Each club shall authorize one member to submit news items for the Venture Out-Lines by Monday noon 2 weeks prior to the upcoming Friday publication. The newsletter is printed every other Friday. Out-Lines submission forms are available from the Activity Office. Reporters will keep news items and/or articles as brief as possible -- 100 words or less. 100 word Articles may also be submitted by email at outlines@ventureoutvresort.com.

Clubs with power tools and equipment must establish usage rules which prohibit use of shop equipment when only one person is present.

Officers in each club must maintain an accurate and up-to-date accounting of all furnishings and equipment. Inventory forms are given to club treasurers during a Club Presidents' & Treasurers' meeting each year. All additions or other changes should be noted as they occur on the club inventory, and updated inventory forms must be submitted to the Activity Office by April 1 for the depreciation schedule.

Clubs may determine hours of use as part of the rules and guidelines relating to their specific

shops and recreational facilities. In some cases, facilities must be shared with others, and final authority lies with the Social and/or Condo Boards. Membership dues or fees may be prescribed as one condition for use or participation and cost of such/fees are set by the club. Clubs are encouraged to establish monthly or short-term memberships for individuals who are in the park for short-time visits.

Club officers must ensure that hours are posted, keys and monitors are assigned, and other steps are taken to ensure that equipment and shop facilities are secure from theft or misuse.

CHANGES TO A CLUB FACILITY

Should a club desire to make any physical changes to their club facility, a Transmittal Form must be obtained from the Activity Office, completed in its entirety and returned to the Activity Director to begin the approval/denial process. Any changes or additions to a club facility (classified as a Common Area) must be approved by both the Social and Condo Boards.

FUNDRAISING EVENTS / CLUB SOCIALS / SPECIAL EVENTS / PRIVATE PARTIES

1. **Fundraising Events** are all-park events which are advertised in the Venture Out-Lines with tickets sold by the Activity Office and/or by individual clubs. These events are budgeted by the individual clubs, approved by the Social Board, and are scheduled through the Activity Director. **All funds generated are to be deposited in total with the Recreation Accountant and expenses, along with their appropriate documentation, itemized for accurate reconciliation.**
2. **Club Socials**, (e.g., year-end parties and meetings) are classified as private events. These events are booked through the Activity Office and may be advertised in the Venture Out-Lines. Tickets are not sold and money is not collected by the Activity Office for social events but rather by the club. Any funds generated by these events may be deposited into a club's secondary account. Unused funds are to be submitted to the Recreation Accountant at the end of the season. Club Socials are open to club members, spouses and invited guests. The setup, teardown and cleanup of the room or area used are the responsibility of the club. Any requests for ice, decorations, tickets, and/or flyers are treated the same as a private event and are subject to charges.
3. **Special Events** are all-park events planned and scheduled by the Activity Director and are not club-sponsored. These are budgeted events.
4. **Private Parties** (e.g., state/province parties, personal parties, memorials, and block parties) are booked through the Activity Office. They are not advertised in the Venture Out-Lines with the exception of State and Province parties and those approved by the Activity Director. The setup, teardown and cleanup of the room or area used are the responsibility of the party booking the event.

Participation in some clubs is restricted to dues-paying members. Each club may sponsor shows, lunches, dinners, dances, and/or raffles to help cover the costs of Social Club expenses. However, all events must be scheduled with the Activity Director.

ACTIVITY DIRECTOR

Tournaments involving non-residents may be permitted. However, the Activity Director must approve the scheduling of such events when other than club facilities will be used.

The Activity Director is responsible for the scheduling of all rooms and facilities.

Kitchen equipment may be loaned out at the discretion of the Activity Director to established clubs or individuals. All items must be returned clean and usable and if not in working order, please notify the Activity Director. A charge may be made pending the return of major items.

Any club planning to contract with an instructor an entertainer, travel agent or program presenter should inform the Activity Director who will issue a contract. In some cases, a percentage of instructor fees are collected by the Social Club.

HANDYMEN SERVICES

Should a Club need services by the Handymen a written or verbal request must be made to the Activity Director. The AD will determine if the project is one which can be currently handled by the Handymen or if a Transmittal needs to be completed. If no Transmittal is required, a written directive to proceed with the project will be sent to the Handymen by the AD. Any direct requests by club members to the Handymen will not be accepted. Expenses incurred for supplies and materials will be charged back to the club.

CLUB RAFFLE GUIDELINES

Clubs may choose to conduct a 'raffle' as a fundraiser. The following guidelines are designed to assist the club in this fundraising effort.

- Raffles may be conducted for a maximum two week time period unless otherwise approved by the Social Board.
- No more than two raffles may be held during the same time period. (overlapping raffles may however at times occur)
- Clubs may conduct their raffle ticket sales during the two week period allotted to them, during Homecoming, the annual Recreation Open House, anytime in their club facility to club members, during their club's fundraising event (food functions, bus outings, dances, etc.) and during their own Open House.
- Raffle ticket sales may be held during various events with the approval of the Activity Director. Should the event in question be another club's fundraising event, approval **must** be obtained from that Club's President.
- Clubs may set the fee for their raffle tickets.
- Raffle startup funds and raffle tickets may be obtained from the Recreation Accountant at no charge to the club. Clubs are asked to request these items a minimum of one

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week prior to the start-up of their raffle.

- Current ticket sale monies are to be turned into the Recreation Accountant on a daily basis. Weekend funds are placed in the drop box located outside the front entrance to the Activity Office.
- Should raffle items need to be purchased, the cost for such items must be included in the club's annual budget and approved by the Social Board.
- Raffle dates are scheduled by the Activity Director.
- The raffle draw date and location of draw is scheduled by the Activity Director.

HEALTH DEPARTMENT FOOD GUIDELINES

For those clubs who provide food at events other than a "sanctioned and scheduled fundraiser" and the food is NOT prepared in the Venture Out Community Center kitchen, a sign stating, "The food being served today was not prepared in a Maricopa County Environmental Services approved kitchen" must be posted. Copies of this sign are included in the annual Club Fall Start Up kit and may also be obtained from the Activity Office.

Food items need to be served with food handler gloves and/or toothpicks where applicable and perishable food items need to be covered as to not be exposed to the elements (a plastic dome cover, baggies, etc.)

No perishable food items can be left in the clubs' refrigerator overnight. Routine inspections by the Venture Out Kitchen Manager/Chef will be made to ensure that these guidelines are being enforced. Not complying can result in the loss of Venture Out's Catering license.

When working in the Venture Out Community Center kitchen or at a location for any food-related fundraiser, a Food Handler's card is required. Cards may be obtained by attending a food Handler's class taught by the Venture Out Kitchen Manager/Chef. Classes are offered at various times throughout the season with dates and times posted in the Fall Start Up kits and in the Out-Lines.

DECORATIONS FOR FUNDRAISERS

Various table decorations such as candles, silk flowers, glass mirrors and centerpieces are available for club fundraisers. They may be checked out from the Activity Office if needed. Double sided tape, mounting squares, sticky tack, fishing line, Velcro, scissors, staples and hot glue guns are also available. It is the club's responsibility to properly clean and pack items prior to their return to the Prop Room or the Activity Office.

Balloons, ribbon and helium are available for club fundraisers at no charge and are requested through the Activity Office. Should helium be needed over the weekend arrangements must be made with the Activity Director.

Larger decorations such as murals, wall hangings, portable stage curtains and props may be

checked out from the Activity Office for club fundraisers. They must be returned clean, free of tape or glue and if applicable, boxed properly.

Sound equipment for all club fundraisers is provided with the assistance of the Audio Services Club. Arrangements need to be made directly through the Activity Director.

Should a club desire the use of linen table cloths for a fundraiser it is that club's responsibility to launder the linens immediately following the function. If an event is held on a week night table cloths must be laundered and returned to the Activity Office by noon the following day. If the event is held on a weekend, lines are to be returned to the Activity Office by noon Monday.

Cleaning Instructions for White Linen Table Cloths

Spot clean prior to washing with products such as OxiClean, Resolve, Zout or Shout. Wash in hot water with laundry detergent and bleach. Remove immediately from dryer to prevent wrinkles, fold and place on the hanger provided. Do not overfill your dry or the lines will wrinkle.

Cleaning Instructions for Burgundy Linen Table Cloths

Follow the instructions for cleaning white linen table cloths but DO NOT use bleach.

FIRST AID KITS

If a club has a physical facility it is required a First Aid kit be available and displayed in an easy to reach location. The stocking of this First Aid kit is the responsibility of the club and NOT the Condominium Association. Funding may be acquired through Club dues.

FLAGS

Should a club display the American, Canadian and Arizona flags, it is the club's responsibility to maintain the flags appearance. Purchasing of such flags comes out of Club dues or their budgeted supplies account. At the end of the season, it is also the club's responsibility to remove the flags from flag poles and store for the summer months and then rehang in the Fall.

INSTRUCTORS/VENDORS

All contracts for instruction and vendor services must be drafted and signed by the Activity Director. It is standard policy that a commission be directed to the Social Club for services rendered. 15% is required by out of park vendors/instructors while 10% is required by residents/renters. Exceptions and other forms of commission may be discussed and approved by the Activity Director.

RAFFLE DISPLAY CASE GUIDELINES

The locked cases located on the East side of the Baja Bistro are designated specifically for the display of club sponsored raffle items and other special event displays as determined by the Activity Director

Keys for these display cases are issued from the Activity Office on the first day of the club's designated raffle schedule. Should a club desire to display their raffle items at times other than the scheduled date approval is to be obtained from the Activity Director.

It is understood that clubs may share this display case with other clubs sponsoring raffles during the same time period. The assignment of shelves will be determined according to the amount of space required by each club.

Clubs sponsoring raffles will be provided with a table for ticket sales in front of the display case during special events including the Marketplace and Fleas and Bees Sales. There may be times this space is unavailable due to seating for meals, etc. Should this be the case an alternative table area will be made available.

Display case keys are to be returned to the Activity Office the day of or the next business day following the raffle draw.

ANNUAL SOCIAL CLUB MEETING AND ELECTION

A regular annual meeting of Social Club members and the election of its directors is held the third Tuesday of March in Mesa, Arizona or at such other place within the State of Arizona as determined by the Board of Directors. This Annual Meeting is called to order by the Social Board President at 12:00pm in order to open the voting polls, and then is immediately recessed until 2:00pm. The voting polls are closed at 2:00pm and the President reconvenes the meeting.

Ballots for the election are also available from the Activity Office during normal business hours a minimum of 10 days prior to the Annual Social Club Meeting and Election.

All active Social Club members are allotted a vote and only one vote per person is allowed regardless of how many units are owned. Renters are not permitted to vote.

It is the wish of the Social Board that club activities * be cancelled from 12pm- until the close of the meetings the day of the Annual Social Club Annual Meeting and Elections and the Annual Condominium Association Meeting.

*Exception - Tournaments which involve other parks which are scheduled annually to accommodate all participating clubs.

FISCAL/BUDGET

Club Budgets

Clubs are to adopt the same fiscal year as the Social Club: July 1 to June 30.

It is required that each club submits budget requests for each season. Since there are often more requests for funding than there are resources, the Social Board needs to know the needs, requirements and the moneymaking projects of each club. The proposed budget is to be turned in to the club liaison for approval by the Social Board. Budget submission deadlines are set annually by the Social Board.

FURNITURE FIXTURES AND EQUIPMENT INVENTORY

Definition of Furniture, Fixtures & Equipment Inventory: The schedule of Social Club inventoried items to include furniture, fixtures and equipment, valued at and above \$500.00, that reflects the useful life, remaining useful life and estimated cost of replacement of said items.

When an inventoried piece of furniture fixture or equipment is to be replaced for "safety" issues that item must be removed from the Furniture-Fixtures and Equipment Inventory and be destroyed. At no time may the item be given to another club for their use.

EQUIPMENT RESERVE ACCOUNT

Funds designated for FF&E are set aside in the Equipment Reserve Account exclusively for the REPLACEMENT of club furniture, fixtures and equipment which are valued at and above \$500.00, are listed on the club's inventory and has exhausted its useful life.

Proposed assets of furniture, fixtures and equipment at and over \$500.00 that are not listed on the inventory will be included for purchase in the club's budget as presented during the annual budget process. Funds to purchase these new assets must be approved by the Social Board and will be taken from the General Operating account. Once approved and purchased items are then added to the FF&E Inventory.

Equipment Reserve Account

Funds designated from the Social Board are set aside in the Equipment Reserve Account exclusively for the REPLACEMENT of club equipment that is listed on the clubs equipment inventory and has exhausted its useful life.

New assets that are required, and are not listed on the reserve account, will be requested on the Clubs' budget during the annual budget process. Funds to purchase these new assets must be approved from the Social Board and will be taken from the General Operating account.

Please use the Club Inventory sheets to record what inventory items have been removed (sold) from inventory. Additions of purchased assets will be added by the Accountant.

Example-
Piano \$8,500.00
Useful life 10 years
Piano will depreciate at \$850.00 for 10 years

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Depreciation	850	850	850	850	850	850	850	850	850	850
Balance	7650	6800	5950	5100	4250	3400	2550	1700	850	0

Example from above: Year 2023, if needed, the piano can be replaced.

Exceptions for early replacement of equipment will be determined by the Social Board

Club Purchases

Clubs may make their own purchases. However, it is important that comparison shopping be done to be certain each item purchased is the best item for the price. Items purchased must correspond with line items requested during budget.

An invoice must be furnished to the Social Club Recreation Accountant before payment can be made. Payment may be denied for any purchase made without prior approval by the Social Board.

When a club needs a single item not budgeted (generally tools, equipment or furnishings) costing more than \$250, a request must be made to the Social Board. This request can be presented by the Social Club liaison assigned to that club or by a designated club officer or member. Approval or rejection will be noted in the Social Board minutes and should be conveyed to the club by the liaison board member. Any and all requests for non-budgeted items shall be submitted in writing at least one week prior to a Social Board meeting.

The Activity Director has authorization to approve amounts up to \$500 during the season and \$1,000 when the Social Board is not in session.

Reimbursement checks will be issued on Wednesday's. In order to process payments in a timely fashion all receipts with proper documentation must be submitted by Tuesday.

Club Accounts

Each club is given the option to operate a single checking account in that club's name. This account must be set up with the banking institution approved by the Social Board of Directors using the Social Club's tax identification number and listing the permanent mailing address as that of the Activity Office. The Recreation Accountant will arrange for the setup of each club checking account

Clubs may operate with a cash fund and no checking account. Season-end balance is to be submitted to the Recreation Accountant.

Monthly statements will be sent to the Activity Office for distribution to the clubs. These accounts are subject to random reviews by the Social Board, the Activity Director, and the Recreation Accountant.

Clubs with cash or checking account balances in excess of \$500.00 at season-end will submit the excess to the Recreation Accountant, leaving \$500.00 for start-up in October.

Clubs that request start-up funds in the fall must return unused funds to the Recreation Accountant at the end of the season. If original amount is not turned in, the club must produce receipts totaling amount of expenditures.

At the end of each season clubs are now required to turn in their keys and checkbooks along with any pertinent documentation for the operation of the club to the accountant. All documents will be returned to either the President or Treasurer at the beginning of the following season.

Club Membership Dues

The dollar amount for club membership dues are set by individual clubs and should be reviewed on an annual basis. Club dues may be used to cover internal operating expenses such as supplies, doughnuts, coffee, awards, small tools, non-fundraising club events and minor maintenance. Dues may also be used to purchase equipment under \$200.00. Unused dues are to be submitted to the Recreation Accountant by June 30th of the current season. These funds will be credited as "year-end income" to the club.

Club Reporting

Each club is to conduct a season-end financial review and provide a brief report to its club officers. Receipts and disbursements during the year are to be supported by receipts, bills and appropriate documentation. A copy of the year-end Club Treasurer's report and the club's audit report should be submitted to the Recreation Accountant before leaving in the spring.

To protect the club and the club treasurer, it is recommended that a year-end financial review is performed each year. Club designates appropriate person to do an internal audit and provides brief explanation of activities.

All Clubs are required to submit an Annual profit and loss statement that balances to the dollar value of their Year End funds they are submitting. This has been requested by the Auditors, which gives us a better understanding of income and expenses clubs incur throughout the year.

TOURNAMENT & LEAGUE PLAY SECURITY REQUIREMENTS

It is required by all clubs, each season, to inform the Venture Out Security Chief of all non-fundraising tournaments, league play and other hosted events in which individuals from outside the park will participate. This requirement, which is a directive from the Condo and Social Boards, was instituted for the security of residents and control of facility usage. The Security Chief may be reached during the week in the Administration Office or at 480-832-0200 or security@ventureoutvresort.com

OUT OF PARK PARTICIPANTS

INTRODUCTION

Social interaction and opportunities through clubs and special events make quality of life at Venture Out significant. As residents we have many ways to fulfill our retirement years by exploring new skills and activities in clubs. Volunteering at Venture Out enables a large cadre of individuals to become actively involved in development of the Venture Out lifestyle. We endeavor to have an atmosphere of conviviality.

While considering our involvement in the Venture Out lifestyle, we must also consider the interests, aptitudes and abilities of individuals to participate. As residents enjoy life in the park, they also pass through various phases of interest, ability to participate and health concerns. In past years, some of our long-term residents have contributed extensively to our park. These contributions should not be overlooked.

The Social Board has an obligation to address as many needs of Venture Out residents as possible. Part of that obligation is to encourage participation in park activities and clubs and to minimize barriers.

At times, issues arise that appear to restrict the participation of residents or the development of a club. The goal of the Social Board is to find a means that addresses concerns and at the same time to protect the integrity of Venture Out regulations.

The following guidelines have been developed to consider the membership of clubs and a means of addressing concerns. The goal is to work together to find solutions.

Section 1 – Premise

- 1.1 The participation of Venture Out residents in park activities is essential to the successful environment of Venture Out.
- 1.2 While respecting the autonomy of activity clubs, the regulations and by-laws of the Venture Out Association shall be paramount.

Section 2 – Key Points

- 2.1 Venture Out residents and guests are expected to wear VO issued name tags while participating in club activities.
- 2.2 Exceptions
 - 2.2.1 Non-resident attendees at VO functions such as dances, bingo, classes market Place and tournaments are exempt from requiring passes.

Section 3- Club Membership

- 3.1 All activity clubs are open to park residents and therefore the Social Club
 - 3.1.1 – Owners in residence are members
 - 3.1.2 – Renters are associate members
 - 3.1.3 – Club membership is limited to Venture Out owners in residence and renters.
 - 3.1.4 – Clubs may levy a charge or short term fee for individuals who are residing in the park for a short term stay – e.g. guests of residents, “pull thru” renters, or short term renters. These Individuals must meet specific training/orientation if required of regular members.

Section 4 – Members

- 4.1 Members in a club using Venture Out facilities shall be an owner in residence or renter.
- 4.2 Clubs that function outside the premises of Venture Out may include non-owners or non-renters (i.e. nonresident).
 - 4.2.1 Due to the regulations and insurance coverage of Venture Out, these individuals are not entitled to membership benefits.

Section 5 – League Play Representation

- 5.1 Participants on league games, in or out of Venture Out, may be only residents in residence and renters when such league games are representing Venture Out.

Section 6 – Appeal

- 6.1 Any club may submit an appeal to the Social Board of Directors on issues of

membership, or other issues relating to the membership.

Section 7 – Club Disbandment

7.1 Periodically, activity clubs may have insufficient members to be viable or some other condition may arise for the Social Board to consider disbanding the club.

7.2 When such a situation arises, the club will be requested to submit to the Social Board of Directors, a rationale for continuation addressing the issue of concern (e.g. membership).

7.3 Unless approved by the Social Board, the club will lose its entitlement as a recognized club. This may or may not affect the use of park facilities.

7.4 Approval for continuation as a recognized club may have a time limit on the extension of an entitlement.

SOCIAL CLUB HARASSMENT POLICY

Due to occasional harassing situations between individuals and/or clubs, the Social Board has elected to identify recommendations for resolving such issues. This conforms with a direct quote from the Venture Out's Condominium Rules and Regulations.

“Residents are prohibited from engaging in verbal or physical conduct that constitutes abuse or harassment of other residents, Association employees, and/or resident volunteers acting for the benefit of the Association, including verbal or physical conduct that creates an intimidating or hostile work environment for Association employees and/or resident volunteers acting for the benefit of the Association. All complaints shall be reported to the General Manager and must be verifiable.”

Social Club Procedures

1. The offended party may initially contact any of the following for direction and assistance:
 - Club President
 - Activity Director
 - Social Board President
 - Club Liaison
 - General Manager

2. Harasser and harassed should meet with the Executive Board of the affected club to determine seriousness of the offense. Any consequences will be at that board's discretion. Club officers may elect to consult with the Activity Director and/or General Manager for guidance as to how to proceed prior to meeting with the parties involved.

3. Potential Consequences

- 1st offense: Membership may be suspended from all club activities for the rest of the season or for all of the next season according to when harassment occurs.
 - 2nd offense: (does not have to be in the same season): Membership may be revoked for 2 years
4. Regardless of the seriousness of the action or the number of times such actions occur, the Activity Director and the General Manager should be notified immediately. They, in turn, may elect to involve the Social Board Executive Committee and/or the Social Board liaison.

MISCELLANEOUS

Equipment, machinery, tools, furniture and supplies in club areas or activity centers belong to the Social Club (even if purchased from club funds) and no alteration, sale, or disposal shall be made without approval of the Activity Director or Social Board. Sale of items must be posted in two editions of the Out-Lines.

Equipment, machinery and tools assigned to a recognized Club will be used only by, or for the use of, that Club's members.

Any accidents which occur must be reported immediately to a club officer and to the Administration Office.

By decree of the Condominium Board, all shops and club facilities will be closed from June 1 to September 1, annually. Clubs are to complete a Venture Out Facility Closing & Opening Authorization form each year, indicating opening & closure dates for their physical facilities and names of those individuals authorized to open and close. Forms are provided by the Clubs Liaison mid-season.

Clubs may assess members a user fee beyond membership dues.

NOTE: This document dated SEPTEMBER 2019 supersedes and replaces previous memos from the Social Board dealing with club rules and guidelines. Please remove previous copies from your files and destroy them.

