

RULES AND GUIDELINES RELATING TO CLUBS
OCTOBER 2024

The purpose of this document is to provide Clubs with an understanding of the Rules and Guidelines relating to how Clubs operate in Venture Out.

Please ensure that all club officers and members, as appropriate, acquire an understanding of these rules and guidelines, your club operates in compliance with these rules and guidelines, and 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 or the Activity Director.

VENTURE OUT SOCIAL CLUB

The Venture Out Social Club was established in 1977. Per the Articles of Incorporation, the Social Club “is organized and shall operate as a non-profit corporation solely and exclusively for the following purpose: To work in conjunction and cooperation with the Activity Director of Venture Out at Mesa in planning and providing all types of recreation for its members, so that its members may co-mingle for their pleasure”.

The Social Club Articles of Incorporation and By-Laws are available for review in the Activity Office or VO website for more detailed information.

Social Club Membership

Active Members of the Social Club are owner(s) of each lot in Venture Out at Mesa, Inc. with full voting privileges and are eligible to hold office on the Social Club Board of Directors. If the ownership of the lot is in the name of one party only, the spouse of the owner, if the owner is married, is also an Active Member, and if the owner is not married, another adult, residing in the lot, is also an Active Member. Ownership of more than one (1) lot does not carry multiple membership rights.

Associate members are renters and guests of unit owners who are occupying the owner’s unit. Associate members may join and use Club facilities but do not have Social Club voting privileges or eligibility to hold office as a Social Board Director. Associate members may be allowed voting rights within the Club if stated within the Club’s By-Laws.

Social Club Management

The management of the Social Club is vested in a Board of Directors of no more than nine (9) members. The Directors are elected to a three (3) year-term by Social Club Active Members.

Social Board Responsibility

The Social Board responsibilities include, but are not limited to:

1. Oversee Recreational and Club activities through management and utilization of revenues from Social, Recreational and Educational activities.
2. Assign Social Club Director to each Club as Club Liaison in order to establish two-way communication between the Social Board and the Club.
3. Prepare and administer an annual budget for the Social Club.
4. Maintain insurance policies.

CLUB RULES AND GUIDELINES

Formation of a New Club

Social Club members may organize and request recognition as a new Club from the Social Board by doing the following:

1. Meet with Social Board President or designee and Activity Director to express interest in formation of a new club.
2. Organize residents with like interest.
3. Elect or appoint Club officers.
4. Develop Club By-Laws.
5. Develop an initial income and expense budget.
6. Meet with Activity Director for feedback and to schedule a presentation to Social Board.
7. Present a Club business plan to the Social Board.
8. Social Board discusses the request in Work Session and provides feedback, approval or rejection of the request.
9. The recommendation to approve or reject the new Club business plan will be made as a motion at a future Social Board meeting.
10. If approved, a Club liaison will be appointed to assist the club in further organization.

Club Responsibilities:

All sanctioned Clubs agree to the following:

1. Elect or appoint Club officers.
2. Develop, revise and maintain current Club By-Laws (review every 5 years).
3. Set annual membership dues to ensure financial viability of the club (reflected in the meeting minutes), including establishment of dues for short-term renters or guests (weekly or monthly).
4. Ensure current VO badges shall be worn visibly at all times while using any of the recreational facilities, common facilities and when doing business at the Activity Office. No one may receive service or purchase resident tickets at the Activity Office without a badge. A more complete description of name badge requirements in VO can be found in the Condo Board Rules and Regulations.

5. Equipment, machinery and tools assigned to a recognized Club will be used only by, or for the use of, that Club's members.
6. Develop and implement an annual Club budget, to include:
 - a. Membership dues (reviewed annually and approved by the Club membership and reflected in the Club meeting minutes);
 - b. Social Club fundraisers (each Social Club fundraiser has the goal of a net profit of 30% or greater. The profit from fundraisers help the smaller Clubs cover the expenses of budgeted requests and support recreational activities that are open to the entire park);
 - c. Club expenses (paid by either the Club membership dues or the Social Club, including equipment needs);
 - d. Maintain a current Furniture, Fixture, and Equipment (FFE) asset list.
7. Abide by Fiscal and Budgetary rules for spending.
8. Advertise Club functions and fundraising activities through VO Outline.
9. Have available and display First Aid kit(s) in an easy to see and reachable location. First Aid kit(s) are to be checked routinely and replenished by the Club. Any accident which occurs must be reported immediately to a Club officer and to the Administration Office.
10. Submit a Transmittal Application to request any alteration or change to any common areas, buildings or structures, including membership vote and approval for the change noted in the Club meeting minutes. More information on the Transmittal process is found in the Transmittal tab.

Club Officer Responsibilities:

Elected or appointed Club Officers agree to the following duties:

1. Become familiar with the Rules and Guidelines Relating to Clubs and the Condominium Association Rules and Regulations to ensure that their Clubs operate within these rules.
2. Schedule and conduct membership meeting(s) to discuss Club business following Robert's Rules of Order protocol.
3. Scribe all membership meeting minutes and posted in the Club or emailed to members if there is no physical Club location. Provide a copy of the club meeting minutes to the Social Board liaison.
4. Review Club by-laws, update if indicated and secure membership approval for any Club by-law changes. Submit Club by-law changes with Club meeting minutes to reflect membership approval to the Club Social Board liaison. The Social Board liaison will present Club by-law changes to the Social Board for approval.
5. Post club hours of operation and email a copy to the Activity Director.
6. Implement a club orientation for all members, including, but not limited to, gathering member's liability disclaimer signature, club rules (must include prohibitive use of shop equipment when only one person is present), competency training checkoff on use of equipment, accident and injury prevention, and signage stating "Use equipment at your own risk".
7. Establish and implement a Club monitor program, if appropriate, to provide guidance, expertise and to ensure club rules are being followed, including appropriate use of

equipment/club materials during club open hours, as well as, decrease theft. Monitors will assist with club membership registration and locker rentals, as appropriate.

8. Notify Security of current membership list for electronic badge access to the Club during Club hours, where applicable.
9. Maintain and submit an accurate, up-to-date accounting of all Club assets and inventory to Activity Office Accountant March 1..

Club Membership and Participation

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, Market Place, league play and tournaments are exempt from wearing a VO issued name tag or purchasing a required guest pass.

Section 3- Club Membership

- 3.1 All sanctioned Social Club clubs are open to park residents.
 - 3.1.1 Owners in residence are Active Members.
 - 3.1.2 Renters in residence are Associate Members.
 - 3.1.3 Club membership is limited to Venture Out owners and renters in residence.
 - 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 as required of regular members.

Section 4 – VO Common Facilities Usage

- 4.1 Members in a club using Venture Out facilities shall be an owner or renter in residence.
- 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 in league games during the season, whether held on Venture Out common areas or outside of Venture Out community, are restricted to residents and renters in residence when such league games are representing Venture Out. Exceptions can be made on a case-by-case basis with prior approval from the Social Board.
- 5.2 Any Club wishing to participate in Summer League Play (May 1 through September 30) must submit a request to the Activity Director no later than April 1st. If approved, the Club is required to follow the rules as outlined in the Summer League Policy.

If the Summer League Policy is approved the following requirements must be met:

- 1. At least two members of the Club must be listed as Summer League Play Coordinators.
- 2. At least one coordinator must be present at the athletic courts when Summer League Play occurs.
- 3. Coordinators will be responsible for the following:
 - a. Communicate to the Activity Director the days and time of play by non-Venture Out guests.
 - i. Summer League Play is limited to no more than 3 days a week and no longer than 3.5 hours a day.
 - b. Have each Venture Out guest sign and date a Hold Harmless waiver and a policy agreement the first day of play and turn the forms into Activity Director before May 7th or immediately, if signed after May 7th.
 - c. Provide each Venture Out guest with a yellow name badge which must be worn when using the athletic court facilities. Badges will have the name of the Venture Out guest, the club name issuing the badge and the effective date of May 1st to September 30th.

- d. Track participation of the number of residents and Venture Out guests playing on a daily summer league play log.
 - e. Post the coordinator(s) name and telephone number on the bulletin board each day of play.
 - f. Collect a \$10 summer usage fee for all Venture Out guests.
 - g. Provide the Activity Director with the hold-harmless waiver and the \$10 summer usage fee for all Venture Out guests who are playing in the Summer League.
4. Venture Out guests entering the park must show their badges to Security in order to come into the park and play.

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 membership.

Social Club Abuse or Harassment Policy

The Social Club Abuse or Harassment Policy is the same policy as stated in Rules and Regulations of Venture Out at Mesa, Inc. which are Condo Board Rules that govern us all in Section IV (Condo) Board enforcement and Monetary Penalties. 1. Board of Enforcement and Imposition of Monetary Penalties, 1.9 which states:

‘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 Manager and must be verifiable.’

NOTE: Security should be called immediately if there is ever a physical altercation. A physical altercation will result in all parties being suspended from the Club pending investigation.

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

Social Club Procedure

1. The person contacted will contact the Club Liaison to meet/talk with the offended party and the alleged offender and document the complaint in writing within 3 business days. Others who witnessed the event or who may have information regarding the event will also be interviewed and will be asked to write up what they know of the event. Signatures of those providing information are required on the writeups of what they said.

2. The Club Liaison upon hearing what happened may choose after conferring with the Club President to suspend both the offended party and the alleged offender from the Club pending outcome of the investigation if circumstances warrant.
3. The Club Liaison will meet, review the evidence, and devise a plan with the Social Board President or designee and Activity Director.
4. The Club Liaison, Social Board President, or designee, and Activity Director will meet with the Club President (Officers) to review the evidence and discuss final disposition.
5. Consequences may include suspension from Club activities for a length of time to be determined by the severity and frequency of the offense.
6. The Condo Board may choose to become involved and follow their own procedure.

Service Clubs

Handymen:

Should a club need services by the Handymen please contact the Activity Director. If a Transmittal is not required, a written directive by the Activity Director to the Handymen will be issued. Expenses incurred for supplies and materials will be charged back to the club.

Audio-Visual: Include process for needing AV services

Clubs needing AV services MUST submit an AV request 6 weeks in advance. AV is a service club run by a limited number of volunteers and sets their schedule in advance. They do not have the resources to add AV requests to their schedule on short notice. If you are unsure if your fundraiser needs AV service, please contact the Activity Director. AV request forms can be found in the Activity Office.

Club Disbandment

A Club may on occasion wish to disband/no longer exist or be viable. Should this happen the Club officers should seek the advice of the Activity Director. A club preceding with disbandment will be asked to put in writing the rationale as to why they should discontinue to exist as a Social Club via their liaison. The Social Board will consider and determine the outcome of the request. No Social Club funds will be available once the club disbands.

Club, Private and Recreation Events

Fundraising events:

Clubs and the Activity Department are required to raise funds to support the continuation of the Venture Out Social Club. They are approved by the Social Board during the budget process and are scheduled by the Activity Director to ensure that there is no conflict with another event. All park residents, renters and guests may

participate with tickets sold by the Activity Office and/or by individual clubs. It is the club's responsibility to advertise fundraising events in the Out-Lines, via e-mail or social media (Facebook).

All fundraising event funds and related forms are to be deposited with the Recreation Department Accountant immediately following the event or deposited in the overnight deposit if the event is after hours. The Accountant will provide the Club Treasurer and Activity Director with a profit/loss statement after each fundraiser .

The recreation department will assist with set-up and tear down of fundraising events. Decorations from our prop room, balloons, helium, cloth table covers and raffle tickets are available for use at no additional cost. However, special decoration needing to be purchased, large printing requests, and use of paper goods in the kitchen will be billed back as a fundraising expense. Club events that do not include a profit for the Social Club are not fundraisers, for example, milestone celebrations that do not charge a fee to attend.

Fundraising Tournaments:

Clubs may choose to conduct a tournament as a fundraiser. Tournaments involving non-residents may be permitted. The following guidelines are to be followed in this fundraising effort:

1. Tournaments must be listed on the Club's budget and approved by the Social Board.
2. Tournaments must be scheduled with the Activity Director to ensure there are no conflicts with dates.
3. All clubs are required to inform the Venture Out Security Chief of all fundraising tournaments, league play and other hosted events in which individuals from outside the park will participate. This allows time to plan, with Security how the event will be managed. This requirement is both a Condo and Social Board Directive. Call 480-832-0200 or email security@ventureoutvresort.com to start the process.

Fundraising Raffles:

Clubs may choose to conduct a raffle as a fundraiser. The following guidelines are to be followed in this fundraising effort:

1. Raffles must be listed on the Club's budget and approved by the Social Board.
2. Raffles must be scheduled with the Activity Director to ensure there are no conflicts with dates.
3. Raffles may be conducted for a maximum two (2) week time period unless otherwise approved by the Social Board.

4. No more than 2 clubs may hold raffles during the same time period. Some raffles may overlap, needing to share the raffle display cases.
5. Clubs may sell raffle tickets during the two-week time period that is allotted to them, during Homecoming, the annual Recreation Open House, in their Club facility to Club members only, during their own Clubs fundraising events and during their own Open House.
6. Raffle ticket sales may be held during various other events with the approval of the Activity Director. If the request is to sell tickets at a different club's event, approval to do so must be obtained from that other Club's President.
7. Clubs will set their own prices for raffle tickets.
8. Raffle start-up funds and raffle tickets themselves may be obtained from the Recreation Accountant and should be requested a minimum of one week prior to the start of the raffle. Start-up funds will be returned to the Recreation Accountant.
9. Ticket sale monies are to be turned into the Recreation Accountant on a daily basis for deposit and weekend funds are to be placed in the drop box located outside the front entrance to the Activity office.
10. Should raffle items need to be purchased, the cost of such items must be included in the club's annual budget and approved by the Social Board.
11. Raffle ticket sale dates, raffle draw date and location of draw are scheduled by the Activity Director.
12. Clubs sponsoring raffles may set up a table for ticket sales in front of the raffle display cases that are located on the East/Post Office side of the Bistro during special events such as Grapevine and the specific Club fundraisers.
13. Raffle Display Case Guidelines: There are locked display cases on the East/Post Office side of the Bistro where Club sponsored raffle items may be displayed. Clubs will be assigned display cases for their raffle items. Other special event items may be displayed as determined by the Activity Director. Keys may be obtained from the Activity Director or designee on the first day of the Clubs raffle. Keys are to be returned to the Activity Office on or before the first business day following the raffle.

Club Socials:

Club Socials are private club events such as year-end parties, happy hours or holiday parties. Club socials are open to club members, spouses of club members, and invited guests. The location of these events, if held outside of the Club walls, is booked through the Activity office to ensure that there is no conflict with another event. The Club is responsible for ticket sales and money collection. Funds generated by these events should be deposited in the club bank account for safekeeping.

The set-up, teardown and clean-up of the event 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.

1. **In-House Tournaments** are private, in club events scheduled for the participation of club members only. In-House Tournaments, including the selling or provision of lunches during the tournament, are booked through the Activity office to ensure that there is no conflict with another event. The club is responsible for registration fee collection. Funds generated by these events should be deposited in the club bank account for safekeeping. At the end of the season, funds in excess of \$500 are to be submitted to the Recreation Accountant or designee. The set-up, teardown and clean-up of the event are the responsibility of the club.
2. **Special Events**, such as Homecoming, Halloween party, street dances, and the Concert Series, are all-park events planned and scheduled by the Activity Director and are not club-sponsored. These are budgeted events for the recreation department . Tickets are purchased or provided free through the Activity office depending on the special event.
3. **Private Parties** may include state/province parties, birthday parties, memorials, and block parties. Private parties are booked through the Activity Office to ensure no conflict with another event. They will only be advertised in the back of the Out-Lines classified section. Advertising exceptions can be approved by the Activity Director with prior notice. Private parties may request use of tables, chairs, barbeque grills, bowls and pitchers, coffee makers, through the Activity office. Ice may be purchased through the Activity office. The setup, teardown, return of any borrowed items and cleanup of the room including, removal of trash or area used, are the responsibility of the party booking the event.

Decorations for Club, Private and Recreation Events

Various table decorations such as linen tablecloths, 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.

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.

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 six weeks in advance by completing and submitting an AV request form. Forms are available in the **Fall Start Up Kit** or Activity Office. If you have questions, reach out to rekdir@ventureoutmesa.com.

Should a club desire the use of linen tablecloths for a fundraiser it is that club's responsibility to launder the linens immediately following the function. If an event is held on a weeknight, 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. Burgundy and white table linens are available for use.

Cleaning Instructions for White Linen Tablecloths

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 the 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 Tablecloths

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

Alcohol –

Alcohol (beer, wine or spirits) may not be purchased with club dues and/or distributed during any club event. Alcohol may not be donated by a club member(s) and/or distributed during any club event. Bring Your Own Bottle (BYOB) is allowed.

In special cases, a club may request a special liquor license through the Activity Director six weeks in advance of the date needed.

INSTRUCTOR, VENDOR FEES AND CONTRACTS

Any club planning to contract with an instructor, an entertainer, travel agent or program presenter MUST inform the Activity Director who will issue a contract.

Clubs may request educational instructors for increasing the expertise or skill of their club members. Instructors and Vendor services, such as selling clothing, sporting equipment, etc, will need to be scheduled with the Activity Director at least three weeks in advance of the event. The requirements for requesting an educational instructor or scheduling outside vendors is as follows:

1. Out of park instructors and vendor services require a contract drafted and signed by the Activity Director.
2. Residents, as owner and renters living within the park, providing educational instruction within the club will not be required to sign a contract. However, the club will need to complete an educational instructor contact form to be kept on file.
3. No fees will be required by the Social Club for educational instructors offered through clubs to their members.
4. Vendor is defined as an individual (resident or non-resident) or company who offers products or services for sale within the park. Vendor fees to the Social Club as determined by the Activity Director are:
 - a. Flat fee for table or room reservations.
 - b. Ten (10%) percent commission for resident instructor services.
 - c. Fifteen (15%) percent commission for non-resident services.
 - d. Exceptions and other forms of commission to the Social Club may be discussed and approved by the Activity Director prior to signing of the contract.
5. An individual or company requesting to use Venture Out common areas to sell products at events open to non-residents will need to provide a TPT license to be kept on file with the Activity Director.

ACTIVITY DIRECTOR

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

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.)

Non 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.

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 places within the State of Arizona as determined by the Board of Directors. The Social Club By-Laws describe the function of the Annual meeting and the election process. A copy of the Social Club's by-laws are included in the start-up kit and on the VO website. See the March Out-Line for updated Annual Meeting information. It is mandatory for club events to be suspended during the Social and Condo Board's AGM. The closure dates and times will be provided when scheduling with the Activity Office.

Ballots for the election are available 10 days prior to the Annual Social Club Meeting and Election. Paper ballots are available from the Activity Office during normal business hours and electronic ballots are emailed.

All Active Members are allotted a vote. Only one vote per person is allowed regardless of how many units are owned. Associate Members are not permitted to vote.

FISCAL/BUDGET

The fiscal year for all clubs is July 1 – June 30.

Each club is required to submit a budget request for each season. Budget submission deadlines are set annually by the Social Board.

Since there are often more requests for funding than there are resources, it is important for the Social Board to know the needs, requirements and the fundraising projects of each club. Lists of all club Assets (> \$500) and Inventory items (< \$500) should be done before the budgets to give the Social Board a better idea of what equipment your club may need in the upcoming season.

A club Asset List is located in the Fall Start Up Kit and needs to be kept up to date by each club. The Recreation Accountant will need to be made aware of any changes to the Asset List.

Budget instruction and forms will be discussed in the January Club Officers Meeting.

The proposed budget is to be turned into the club liaison for approval by the Social Board.

A list including the number of club members and names need to be submitted along with club budgets.

For all clubs, the fundraising goal is a net profit of 30% or greater. These funds help the smaller clubs cover the amount of non-budgeted requests and support recreational facilities and activities that are open to the entire park.

Club Dues

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, educational instruction for members, year-end parties and minor maintenance. Club dues may **NOT** be used to purchase alcohol.

Dues may also be used to purchase equipment under \$499, including tax and shipping fees, please refer to the Club Purchases/Reimbursements section below for more information.

Unused dues are to be submitted to the Recreation Accountant by June 1 of the current season. These funds will be credited as “Year End Funds” to the club on your annual profit and loss statement.

Club Purchases/Reimbursements

For purchases of \$499 or less, including tax and shipping fees, Social Board approval is **NOT** needed **IF** the club will be using their dues to make the purchase.

For purchases of \$500 or above, the items must be on your approved budget and Social Board approval is required **BEFORE** purchasing. Total budgeted cost needs to include tax and shipping fees.

If the item cost is over the original budgeted amount at the time of purchase, including tax and shipping fees, Social Board approval for the overage is needed before purchasing.

Expenditures are reimbursed only with the proper reimbursement form and corresponding original receipts. The Club Treasurer approval/signature are required on the Reimbursement form that is turned into the Recreation Accountant.

Reimbursement forms are available from the Recreation Accountant or Activity Director.

Club Accounts

Each club is given the option to operate a checking account through a banking institution approved by the Social Board or maintain a cash fund through the Club Treasurer.

Checking Account

To create a checking account through the Social Board banking institution, the club is required to identify principal signers on the account. Non-US citizens are unable to be signers on the

bank account. Please keep this in mind when electing a Treasurer. The Recreation Accountant can assist you in the process.

A motion approved by Club members is required to add new authorized signers to your checking account. One of the principal signers on the account, as well as, the new authorized signer(s) will need to go into the bank and provide a current photo identification, such as, Driver's License or passport, and their social security number.

If existing authorized signers need to be removed, this can be done at the same time by the principal signer. It is not necessary to have the old authorized signers present for the removal.

Let the Recreation Accountant know if you would like to be provided with your monthly bank statement.

You may keep up to \$500.00 in your checking account at the end of the season for start-up funds for the next season.

Checks drawn out of VO Social Club accounts that are less than \$150 may be cashed in the Activity Office during business hours.

Cash Funds

Clubs may operate with a cash fund and no checking account. Season-end cash balance is to be submitted to the Recreation Accountant. Clubs may request start-up funds (maximum \$200) during the budget process and receive the funds in the fall. Start-up funds received must be returned to the Recreation Accountant at the end of the season. If the original amount of start-up funds is not turned in, the club must produce receipts totaling the amount of expenditures.

Definitions:

Inventory – is furniture, fixture or equipment valued at \$499 or below, including tax and shipping fees.

Asset – is furniture, fixture or equipment valued at \$500 and over in total cost.

New Inventory or Asset - is defined as furniture, fixture or equipment first-time purchase and **does not** replace an existing piece. The new inventory or asset will be added to the club inventory list and club asset list when either reimbursed or purchased through the activity office.

Replacement Inventory or Asset – is defined as furniture, fixture or equipment purchased to replace an existing inventory or asset. The replacement inventory or asset will be added to the club inventory list and the club asset list when purchased. The

equipment being replaced **MUST** be disposed of following the proper procedure below. See the Activity Director or Recreation Accountant if you have questions.

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

Assets & Inventory Removal

Equipment, machinery, tools, furniture and supplies in club or common areas belong to the Social Club, even if purchased from club funds. No alteration, sale, or disposal of assets or inventory shall be made without approval of the Activity Director or Social Board. Sale or disposal of item(s) must be advertised in one (1) month edition of the Out-Lines prior to asset or inventory removal from a club.

Assets that are given to another club for their use will not be maintained, repaired, or replaced with Social Club funds.

The disposed equipment will be removed from the asset or inventory list when the replacement is added unless no replacement is added to the asset list within 8wks of asset disposal.

Labeling of Assets

Asset items are required to be labeled with an Asset Label tag for easy identification. Asset label tags are available in the Recreation Accountant's office.

Photos of your inventory, assets and storage units are recommended for documentation for insurance purposes. Please email the photos to recact@ventureoutmesa.com.

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 required that a year-end financial review is performed each year. Club designates an appropriate person, such as a treasurer, an officer from another club or activity office volunteer to do an internal audit and provide a brief explanation of activities.

All Clubs are required to submit an Annual profit and loss statement that balances 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.

You will find your prior year's Profit and Loss accounting report in your club's fall start-up binder.

Keys and Checkbooks at Club Closing

By decree of the Condominium Board, all shops and club facilities will be closed from June 1 to September 1, annually.

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

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.

The Venture Out Facility Closing & Opening Authorization form is included in the Financial/Accounting section of your Fall Start-Up Kit and must be completed by the club's president. Authorized operating hours must be posted outside the club for all VO residents prior to the opening of the club. Club hours will depend on monitors available.

Furniture, Fixtures and Equipment (FFE) Account

Funds designated for FF&E are set aside in the FFE Reserve Fund exclusively for the repair, replacement and maintenance of club furniture, fixtures and equipment which are valued at and above \$500.00 and are listed on the FFE Reserve Fund Asset List.

Proposed new assets of furniture, fixtures and equipment at and over \$500.00 that are not listed on the asset list 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 asset list and the Rec Accountant will provide an asset label tag to be placed on the item.

New Asset or FFE Purchases

Clubs may make their own new asset or FFE purchase as approved on the budget. 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 item requested during the budget.

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

When a club needs a new asset or FFE item not budgeted (generally tools, equipment or furnishings) costing more than \$500, a request must be made to the Social Board. This request should be presented to the Club liaison or the Activity Director. Motion approval or rejection By

the Social Board for purchase of the item will be noted in the Social Board minutes and should be conveyed to the club by the club liaison. 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 \$1000 during the season and \$3,000 when the Social Board is not in session.

Reimbursement checks will be issued from the Recreation Accountant In order to process payments in a timely fashion all receipts with proper documentation must be submitted to the Activity Director with a reimbursement form signed by the Club Treasurer. Reimbursement forms can be obtained from the Activity Director or Recreation Accountant.

SECURITY/PATROL REQUIREMENTS

As clubs begin opening and new club members pay their dues, clubs are required to let security know in writing the club members allowed access to the clubs with badge readers.

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.

Transmittal Process

The Transmittal process is required for any improvements, modifications, additions, or other changes to recreational facilities, meeting rooms, or other Common Elements of Venture Out of Mesa, Inc. This includes, but is not limited to, any electrical and/or structural modifications. Should an inspection of a club find that the club has made electrical modifications without approval, the club will be shut down until the issue is corrected. Electrical transmittal requests will have priority and be managed in a timely manner.

Any lot owner, club, or employee of Venture Out, Inc. may submit a transmittal application to the Transmittal Committee for consideration. Transmittal applications are accepted anytime by the Activity Director and added to the transmittal log given to the transmittal committee. However, transmittals that are not received before the next fiscal year's budget process may not be considered for funding. Transmittal applications are available in the Activity Office or on the Venture Out website and must be signed off by the club president and social board liaison prior to being accepted by the Activity Director.

Transmittal applications will be reviewed by the following considerations and criteria:

1. Suitability in the Venture Out recreational context
2. Possible conflicts with other activities
3. Possible side benefits
4. Disadvantages and possible liabilities
5. Implementation issues including time, cost and labor
6. Safety concerns
7. Best strategy to address the request.
8. Recurring costs

Determination for funding of approved transmittal applications is the responsibility of the Condominium Association and the Social Club Board of Directors. The Recreational Activities Capital Fund (RAC Fund) could be a possible source of funding for projects that meet the following criteria:

1. Be of benefit to the clubs, recreational activities, and the residents of Venture Out.
2. Be identified as for club infrastructure and other recreational activities.
3. Have a value exceeding \$500.

To submit a transmittal:

1. Complete the transmittal application available from the Activity office or the Venture Out website.
2. Provide detailed information, including drawings or photos that clearly define your project ideas. Address any space issues including, if additional space needed.
3. Estimate costs as closely as possible, keeping in mind preparation work or other factors that might be involved in your project, such as electrical needs, water supply, foundation or concrete work, building materials, and other miscellaneous items. The VO Architectural Director, various sub-committees and/or Handymen Club are available to assist in this requirement.
4. Clubs must have support from the Club's Executive Officers and their Social Board Liaison.
5. Lot owners or employees are encouraged to seek guidance from the General Manager or the Activity Director.
6. Transmittals may be submitted to the Activity Director at any time, but it is recommended that they be submitted by **November 15th** for budgetary considerations of the upcoming budget year.
7. Club representatives, lot owners or employees submitting a transmittal application may be asked to attend the Transmittal Committee meeting, Condo Board or Social Board meetings to answer any questions Board members may have prior to approving or denying the transmittal.

8. Transmittal updates will be posted at the Post Office bulletin board.
9. If the Transmittal involves donor funding, complete and submit the Donor Information Sheet Form to the Condominium Board Secretary. Attach a copy of the Donor Information Sheet to the Transmittal application.

NOTE: This document dated 9/2024 KS 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.