

LAKE OF THE PINES ASSOCIATION POLICIES & PROCEDURES



Clubs

Definition: A LOP club is comprised of members of Lake of the Pines with like or common interests. The club may provide for the benefit, enjoyment or education of its members. All LOP clubs must, in some way, contribute to the Lake of the Pines community. Types of contributions may be of financial, cultural, labor/work related or other nature. A LOP club may have other legitimate affiliations, provided they meet all LOP club qualifications.

Criteria for Qualifications:

1. A LOP club must be a non-profit organization.
2. At least 75 percent of the membership of a LOP club must be members of the Lake of the Pines Association and the club must have at least ten active members.
3. The presiding officer of a LOP club must be a member of the Lake of the Pines Association; as must be at least 75 percent of the total members of the board.
4. Every LOP Club must submit (or have on file) an application for approval. This application shall state the specific purpose for which the club is being (or has been) formed and identify the benefits the club will provide the association and its members. Expansion of club activities beyond the club application will require specific approval by Management.

Applications for the formation of new clubs will be reviewed by Management. Management will advise the Board of Directors of its determination.

Management will review current clubs for continued qualification under this policy on an annual basis.

If a club is denied LOP club status, it may continue to meet in Lake of the Pines Association facilities by paying the nonmember facility fee. When the club shows evidence that it has met the LOP club qualifications, it may request reinstatement by submitting a request.

5. If any funds raised by a club's fund raising event, held in an association facility, are not intended as donations to the Lake of the Pines Association, that club must pay a minimum of 10 percent of the funds raised or the standard nonmember facility use fee, whichever is more.
6. The scheduling of all fund raising events must be coordinated by management. If an association membership wide event is planned, in order to maximize the benefit to the association, there must be a sufficient period of time between that event and any other

fund raising event sponsored by any other LOP club. Management will have the final authority to resolve any dispute in scheduling.

Privileges of LOP Clubs:

1. Clubs are entitled to the use of association facilities at no charge unless their use of the facility is at a time that the association otherwise would have the facility open for member use. Any fee will be based on loss of revenue as the result of the use by a club.
2. Following proper procedure, all LOP clubs have the right of access to the LOP News, Pines Times, Channel 7, marquee, and master calendar at no charge.
3. LOP clubs are entitled to charge food & beverage events, provided the following procedure has been followed:
 - a. A guest count shall be furnished prior to the event to the Food & Beverage Event Coordinator by the LOP club's authorized representative. The due date and time for furnishing this guest count shall be estimated by the Food & Beverage Event Coordinator and will be influenced by the menu.
 - b. The authorized representative of the club hosting the event shall approve and sign for all charges prior to or at the end of the event.
 - c. The invoice of charges will be based on the final guest count agreed upon between the club and the Food & Beverage Event Coordinator. Should a greater number of guests be served, the appropriate additional charges will be included in the invoice.
 - d. Payment to be made within ten days of invoice date.

Responsibilities of LOP Clubs:

Association property used by an LOP group or club must be maintained and left in a clean and orderly condition. The club will be billed for any damage that may occur and for the cost of additional clean up over what is standard. Consistent failure on the part of the club to adhere to this responsibility may result in suspension of facility use privileges. Each club will create a code of conduct in support of Lake of the Pines' CC&Rs, Article VIII.

Clubs are required to report all injuries or damage to Public Safety and to document names and contact information for any witnesses.

Revised: February 17, 2016 - R-16-034; Effective March 15, 2016

Administrative Change: October 19, 2016 - R-16-129

Administrative Change: June 14, 2017 - R-17-040