

DELRAY VILLAS RECREATION ASSOCIATION

Rules revision July 2014

Dear Homeowner,

Enclosed please find your copy of the Delray Villas Recreation Association's updated and revised rules.

One of the most important duties of any community association's board of directors is the enforcement of the association's governing documents. By having well written, clear and objective restrictions, it will help to provide a harmonious community and enhance property values.

This letter is to advise you that in the past, some of these rules were not enforced for unexplained reasons. We are now sending you a "clean the slate letter", which is advising you of the rules which have been in place since the last revised date of 4/27/92.

Please note that these rules will now be enforced.

The Delray Villas Recreation Board

DELRAY VILLAS RECREATION ASSOCIATION

RULES ESTABLISHED BY THE BOARD OF DIRECTORS 3-12-90

Revised: July 30, 2014

4-27-92
4-29-97
7-30-01
10-05-01

ENTERTAINMENT TICKET SALE AND ADMITTANCE PROCEDURE - 2-12-90

Revised:

7-30-01
10-05-01

"A" BUILDING SET-UP AND CLOSING PROCEDURE - 3-12-90

Revised

4-29-97
7-30-01
10-05-01

VIKING ROOM SET-UP AND CLOSING PROCEDURE - 3-12-92

Revised:

7-30-01
10-05-01

DELRAY VILLAS RECREATION ASSOCIATION
RULES ESTABLISHED BY THE BOARD OF DIRECTORS - 3-12-90
Revised 4-27-92; 4-29-97; 7-30-01;10-05-01

1. **Rights to use of Facilities:**

1.1 **Members:** All members of the Association have full use of any of the facilities under the rules established by the Board of Directors during hours when the facilities are open, except that a facility may not be available for general use during times when a group had been given approval to use it.

1.2 **House Guests:** House guests of members may use the facilities under the same conditions as members. Children, under sixteen (16) years of age, must be accompanied by a member or an adult whenever using Association's facilities.

1.3 **Guests:** May use any of the facilities when accompanied by a member. Members have priority over guests.

1.4 **Entertainment Committee Functions:** Attendance at such functions for holders of authorized guest tickets are covered by the Entertainment Ticket Sale and Admittance procedure.

1.5 **Priorities for use of Facilities:**

- 1st Recreation Association Annual meetings.
- 2nd Other Recreation Association meetings.
- 3rd Plat Annual meetings
- 4th Plat Monthly meetings.
- 5th Entertainment Committee functions.

2. **Rules for the Use of Facilities:**

2.1 **Activities Prohibited:** The facilities may not be used for gambling. Those groups which are established primarily for the purpose of raising funds for charitable purposes shall be permitted to conduct fund raising activities each calendar year as approved by the Recreation Board of Directors.

2.1.1 The rights of owners to peaceably assemble shall not be denied as approved by the Recreation Board of Directors.

2.2 **Responsibilities:** Individuals or groups using any of the facilities are expected to leave the area in at least as clean and orderly condition as it was found. All equipment is to be replaced in the appropriate racks, any debris removed from tables, table covers (if available) replaced, lights turned out and all required doors locked.

2.3 **Scheduling:** No meeting or other group activity may be held on the premises of the Association unless the Board of Directors has given prior approval for such activity and to the schedule(s) for such activity. The planned attendance as well as the date(s) and time (s) for the activity and for set-up and break-down must be included in the request. The Scheduling Chairperson shall first be contacted for availability of date. A representative of the organization must then present the request for approval at a meeting of the Board of Directors. Should no Board Meeting be scheduled between the time of the request and the desired meeting date, The Scheduling Chairperson has the authority to approve such requests. The Scheduling Chairperson must be notified if any meeting or activity is cancelled.

2.4 **Meetings:** The Board may approve a series of regular meetings for authorized groups for a period not to exceed six (6) months. Such approval shall be renewed each September. Special meetings or activities must be separately approved.

2.4.1 **Recreation Association Meetings:** Regular and special meetings of the Association and meetings of the Board of Directors of the Association shall have precedence over all other activities.

2.4.2 **Plat Meetings:** Each Plat shall be authorized to hold one general meeting in the auditorium and one Board meeting in one of the meeting rooms each month. Rules regarding scheduling and meeting activities elsewhere specified shall be followed.

2.4.3 **Club or Organization Meetings:** Only clubs or organizations whose membership consists of members of the Association shall be authorized to hold meetings or use the facilities, at the discretion of the Board of Directors.

2.5 **Other Activities:**

2.5.1 **Entertainment:** Any professional entertainment for which payment is required and which is open to all members of the Association shall be presented solely under the auspices of the Board of Directors.

The Recreation Association Board of Directors shall be responsible for providing members of the Association with appropriate shows, dances and theme affairs for each of these holidays according to participation: Mothers' Day, Memorial Day, Fourth of July, Labor Day, New Year's Eve. The Board of Directors shall give prior approval for each of the events. (Rules for ticket availability, ticket sales and other matters concerning the handling of Entertainment functions are covered in a separate section.)

2.5.2 **Plat or Club Affairs:** Each Plat or club is authorized to use the facilities for an affair for members of that Plat or club and their guests for two (2) to four (4) events each year depending upon availability. Whenever entertainment is to be provided, such affair must not be held within two (2) days prior or one (1) day after any Entertainment Committee booking.

2.5.3 **Social Games:** Activities such as bridge, canasta, poker, billiards and so forth may be organized or unorganized. A group, with membership open to all members of the Association may request the Board to approve the use of certain facilities for specific times. During such approved times other members wishing to participate in similar unorganized activities may do so, only if other areas are available.

2.5.4 **Classes or Seminars:** Classes or seminars covering various subjects may be arranged under the auspices of the Entertainment Committee. These classes shall be open to all members of the Association, limited only by space availability.

2.5.4.1 **Classes:**

All classes to be held must have its instructor come before the Board for approval.

3. **Tennis Court:** The tennis courts shall be open to members and their guests subject to rules elsewhere listed. As with the other facilities of the Association, other persons may use the tennis courts no more than once every thirty (30) days as a guest of one or more members.

3.1 **Leased Units:** If a unit is leased, the renter will enjoy all the rights of the owner and the owner/owners forego their rights to use the Recreation Association facilities until lease is terminated.

4. **Pool:** The use of the pool is limited to members and their house guests, subject to rules listed elsewhere.

5. **Shuffleboard and Bocce:** The use of the shuffleboard and bocce courts is limited to members and their house guest.

6. **Food:** No food, including beverages or refreshments of any type, is permitted anywhere on Recreation Association property except as follows:

6.1 Food may be served at Association, Plat or group meetings or affairs held in the "A" Building auditorium or the Viking Room providing the room is set up so that all attendees can be seated at tables.

6.2 Approval may be requested for an Association or Plat pool party at which limited foodservice will be permitted.

6.3 Any group requesting permission to serve food is accepting the responsibility to provide adequate and effective clean-up, including the removal of garbage to the outside dumpster, immediately after such food service. Maintenance personnel currently employed by the Association may not be used for this purpose during their regular working hours.

6.4 Failure to leave the premises and all equipment clean and orderly may result in the imposition of a charge of up to \$100.00 to cover the cost of clean-up by the Association and may result in the refusal of permission for future use.

7. **Smoking:** Smoking is prohibited in any of the Association buildings and only permitted in the designated area poolside.

8. **Limitation on Size of Groups:** The attendance at any meeting or other activity shall be limited to the maximum number of persons allowed by the Fire Department or other regulations for the area in use. In the "A" Building auditorium, the maximum attendance shall be controlled by the method of seating attendees.

9. **Off-Premises Activities:** The Recreation Association will support off-premises activities conducted by or participated in by any authorized groups. An activities calendar for group reference purposes will be maintained, posting of notices at appropriate locations will be authorized and the parking lot will be made available for bus pick-up and return as well as for limited overnight parking. Approval for this support is subject to the following conditions:

9.1 The use of the parking lot is limited to members of the Recreation Association with DV stickers for overnight parking.

10. **Parking Lot:** The use of the parking lot for full day or multi-day activities arranged by any Recreation Center group is subject to the following rules:

10.1 Bus pick-ups must have prior approval of the Board of Directors.

10.2 Prior approval for overnight and/or extended parking must be requested from the Board of Directors.

10.3 Cars parked for the day and/or extended overnight parking shall be parked in the first and second lanes from El Clair Ranch Road.

10.4 Any car owners not adhering to these rules are subject to having their car towed at their expense.

11. **Use of the Grounds and Lakes:** No activities or events may be conducted on the grounds, lakes or parking lots of the Recreation Association without specific authorization by the Board. The driving of golf

balls, the use of roller blades, skate boards, scooters or personal golf carts anywhere on the property is prohibited, including any water craft.

12. **Personal Conduct:** It is expected that members and their guests will conduct themselves so as to respect the rights of other members and guests whenever they are on the Association property. Any such interference with the rights of others, including the use of loud and/or foul language, playing of radios in a disturbing manner and failure to observe the rules of the Association shall result in revocation of the right to use the facilities and/or a fine. Appropriate and proper attire is required in all areas of Association facilities.

13. **Damage:** Any damage to any of the Association facilities shall be the responsibility of the person and/or group causing such damage. Failure to report such damage or failure to respond to the ruling of the Board regarding such damage shall result in suspension or revocation of the right to use of the facilities and a fine not to exceed \$100.00 plus the cost of the actual damage incurred.

14. The Board of Directors is empowered to impose, against a unit owner, a fine or penalty for violation by the unit owner(s) or occupant(s) of Controlling Documents of the Association. Written notice of an alleged violation shall be given to the owner or occupant. If said violation continues and recurs, then written notice will be mailed, (certified and return receipt requested) giving fourteen (14) days notice of date, time and place of a hearing, along with a written statement of the alleged violation, a fine or penalty that may be imposed. The unit owner has the right to come before the Board at a private meeting.

14.1 All organizations must abide by the rules of the Delray Villas Recreation Association, or face the revocation for the use of any of the Association's facilities, for a period determined by the Board of Directors.

DELRAY VILLAS RECREATION ASSOCIATION

ENTERTAINMENT TICKET SALE AND ADMITTANCE PROCEDURE - 2/12/90

Revised 4/2014

Purpose:

1. The Entertainment Committee normally arranges for two (2) types of entertainment. For the first, planned to accommodate the greatest number of persons, the auditorium is set up theatre style. The other is planned to permit dancing and the serving of food and the auditorium is set up cabaret style. The purpose of this procedure is to assure that all members have an equal opportunity to purchase tickets for the various events.

Ticket Sales Procedures:

2. Dates and Times for Ticket Sales: Dates and times for ticket sales will be announced on Channel 63 and the Rec News. Sales are Wednesday, Thursday and Saturday from 10: AM to 12:00 noon.

2.1 Allocation System:

Tickets are sold on a first come basis.

2.2 Maximum Number of Tickets Per Person:

Each purchaser may purchase up to ten (10) tickets, or one table for cabaret style affairs.

Admittance Procedures:

Admittance will not be permitted to anyone not adhering to the required dress code (no shorts allowed).

DELRAY VILLAS RECREATION ASSOCIATION

"A" BUILDING SET-UP AND CLOSING PROCEDURE - 3/12/90

Revised 3/12/90 - 7/30/01 - 10/05/01 - 4/14

1. Set-Up

1.1 Auditorium Style

1.2 Cabaret Style

1.2.1 Standard set-up will include up to thirty (30) round tables each with ten (10) chairs.

1.2.1.a Organization set-up, as per request.

1.2.2 Kitchen equipment available; coffee urn(s), tea urn(s), carafes. All other equipment to be furnished by using group, including UTENSILS, TABLE COVERS, DISH TOWELS, PAPER TOWELS, WASHRAGS. Broom and mop are available for clean up.

1.2.3 Any table at which food will be served must be covered.

1.2.4 If use of ice machine is required, size of group shall be furnished to establish turn on time.

2. Opening

2.1 The Chairperson of the event will meet the designated group representative. The Air conditioning will be turned on, the microphones set up and the sound system turned on, the kitchen unlocked and the required equipment taken from the pantry and locked and the door to the lobby unlocked. Both will agree as to the cleanliness of the room and equipment.

3. Closing

3.1 At the end of the activity, the facility shall be left in a clean and orderly condition. Floor must be swept and/or mopped, tables must be cleaned, all equipment washed and dried. (Note: Insides of coffee urns must be dried out to prevent staining). Kitchen cleaned and door closed and locked, amplified turned off, microphones and wires replaced in sound cabinet and sound cabinet locked, fan switch turned off, garbage bagged and placed in outside dumpster and lights turned off.

3.2 As soon after the event as possible, the group representative will meet with the Maintenance Engineer to return the keys and verify the cleanliness of the facility and equipment.

DELRAY VILLAS RECREATION ASSOCIATION

VIKING ROOM SET-UP AND CLOSING PROCEDURE - 3/10/92

Revised 7/30/01 - 10/05/02 - 4/14

1. Set-Up

1.1 Auditorium Style

1.2 Table Style

1.2.1 Standard set-up will include eight (8) tables set diagonally, each with ten (10) chairs. One table in front of kitchen and one bridge table.

1.2.2 Sound system will be turned on with two (2) microphones furnished, if needed.

1.2.3 Kitchen equipment available: coffee urn(s), tea urn, carafes and garbage bags large enough to fit trash containers. All other equipment to be furnished by using group, including UTENSILS, TABLE COVERS, DISH TOWEL, WASHRAGS.

1.2.4 Any table at which food will be prepared or served must be covered.

2. Opening

2.1 Arrangement for opening the facility shall be made only with the Maintenance Engineer.

3. Closing

3.1 At the end of the activity, the facility shall be left in a clean and orderly condition. Tables must be cleaned, all equipment washed and dried. (Note: Insides of coffee urns must be dried out to prevent staining). Kitchen cleaned and storage cabinet locked.