

The Meadows

Clubhouse Rules and Regulations

NOTE: The Rules and Regulations as expanded upon herein pertaining to the use of the Club House are to be seen as an extension of The Meadows Rules and Regulations. It has been compiled as a separate document for ease of reference due to the frequency of use.

Introduction

The Meadows (estate) has a general common area called the Clubhouse which owned by the Home Owners Association (HOA) is available to legal members of the HOA only to use as per below guidelines. These Rules & Regulations (R&R) pertain to the use of the Clubhouse and have been developed as a guideline for users of the common area.

The Clubhouse is available for meetings and group functions, such as Committee Meetings, or Home Owners Association (HOA) Annual General Meetings (AGM), HOA Board of Directors (BOD) meetings, social gatherings and for private parties. Such functions and any other use of the Clubhouse must be scheduled in advance through the Security Manager between 0800 and 1700 Monday to Friday and is subject to the rules stated herein.

Meetings or parties for outside organisations such as political, religious or business meetings may not use the Clubhouse facilities for these purposes unless approved by the HOA Board of Directors in writing before the function.

The responsibilities for the use and safety of the facilities remain with the members of the HOA and NOT with the management of the HOA.

In order to ensure the homeowners enjoyment of the Clubhouse facilities, all persons using the Clubhouse facilities shall conduct themselves in a courteous manner with due regard for the rights of others.

The Clubhouse and all recreational facilities are designated as NON-SMOKING.

This document includes:

- A. Clubhouse General Rules and Regulations
- B. Special rules for parties by/for minors
- C. Swimming Pool Rules
- D. Clubhouse parking
- E. Process to reserve Clubhouse



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- F. Clean-up of clubhouse facilities
- G. Plan layout of Clubhouse facilities
- H. Clubhouse rental agreement
- I. Clubhouse Inventory

A: Clubhouse General Rules and Regulations

1. The Clubhouse facilities are for the use of homeowners and their guests, only.
2. Use of the Clubhouse DOES NOT include exclusive use of the pool or surrounding patio area.
3. Any homeowner may delegate their right of enjoyment of the Clubhouse facilities to their tenants who reside on the property. Such homeowner shall notify the Chairman of the HOA in writing of the name of any such tenant. The rights and privileges of such tenant are subject to suspension to the same extent as those of the homeowner.
4. A violation by the homeowner(s) or their guests of any rules and regulations established by the HOA BOD for the use of the Clubhouse facilities, their right to use of a resident will be suspended for a period to be determined by the HOA BOD.
5. During any period of rental by a homeowner, it is the responsibility of the homeowner to keep a control on their non-resident guests to the confine of the clubhouse facilities.
6. During any period in which a homeowner is in default in the payment of monthly levies as levied by the HOA BOD, the right to use will be suspended by the board of directors until dues or assessment are paid in full.
7. Regular or periodic evening functions for owners and/or guests (such as yoga or fitness classes, or committees) may be scheduled during evenings once a week or daytimes more often than once a week.
8. Regularly recurring functions must be scheduled at the same hours of the day.
9. The homeowner/tenant is responsible to sign for and return the key to the Security office before the next rental booking but no later than 1 ½ hours post the ending of rental session (see Section E below).
10. All groups or individuals using the Clubhouse must leave the premises locked and in a neat, clean and orderly condition. All refuse must be securely bagged in plastic bags and disposed of in the Clubhouses' wheelie bin / dumpster.
11. No illegal substance (drugs and such like) will be allowed at any time in the Clubhouse (including grounds.)

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12. The Clubhouse cannot be used for money raising purposes by an individual or organisation other than the HOA.
13. No animals (pets) are allowed in the Clubhouse at any time with the exception of Seeing-eye dogs and Aid Dogs for the disabled.
14. No homeowner/tenant may reserve the Clubhouse facilities on a regular basis more than once a month for a group that is not comprised of at least 50-per cent of the residents of the estate.
15. Absolute maximum number of people allowed in Clubhouse is 40. with the exception of AGM's which for a Quorum, could be 54 members (at 50 +1%).
16. The homeowner/tenant is responsible for the conduct of his/her guests and proper behaviour to prevent damage and excessive noise.
17. Barbecuing or braaing is permitted only in the area of the 'braai area'. Please leave the equipment clean after using.
18. No food items are to be left anywhere in the Clubhouse, including the refrigerator, microwave or cupboards.
19. Do not overload circuits by using 3-way plugs that will allow the plugging in of (for example) 2 kettles and a toaster in one socket.
20. No taping, pinning or stapling of streamers, balloons, banners, etc... to the clubhouse walls or doors.
21. Without exception the use of bicycles, skateboards, roller blades and/or roller skates in the clubhouse is prohibited.
22. The playing of music shall be in the most considerate way possible and in such a way as to not cause a nuisance to other residents.
23. The playing of music in the clubhouse shall cease at the following times:
 - Monday to Thursday – 22:00
 - Friday and Saturday - 24:00
 - Sundays – 22:00
24. The homeowner/tenant that rents the Clubhouse facility agrees to the jurisdiction of the magistrate's court in terms of section 45 of Magistrates' Court Act 32 of 1944 for the recovery of any amount due in terms hereof.
25. Should the HOA incur costs in the collection of any damages to the Clubhouse and/or surrounding areas, the homeowner/tenant shall pay such costs on the attorney-and-client scale.

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26. Any resident of the Estate that feels that the use of the clubhouse facilities is violating the Rules and Regulations pertaining to the use of the Clubhouse must:
1. If the transgression is related to abuse or damage to the property, submit such complaint in writing (themedadows@telkomsa.net) to the Estate HOA BOD describing date, time of incident and the nature of the complaint.
 2. If the transgressions is related to the violation of the Laws of the country, e.g. the smoking of banned substances, noise levels associated with parties, behavioural activities e.g. bathing in the nude, etc., then they must phone the South African Police Services in Garsfontein on 012-4704200/4235 or 082 778 9424.

SPECIAL NOTE 1: The HOA BOD are not policeman and are not authorised to intervene in the event of violations of the R&R pertaining to the use of the Clubhouse at the point of infringement. Complaints addressed in writing will be reviewed and actioned accordingly through the appropriate HOA structures as defined in The Meadows Rules and Regulations.

SPECIAL NOTE 2: The Club House does not have a First Aid Kit. It is the responsibility of the home owner to ensure that he provides a First Aid kit for his own use during the function.

SPECIAL NOTE 3: The home owner must inspect and assure themselves that the Fire Extinguisher is in a good condition and that they know how to use it.

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B. SPECIAL RULES FOR PARTIES BY/FOR MINORS:

1. Persons under the age of (12) twelve years shall not be permitted to use the common areas without the supervision of an adult owner, renter, or lessee over the age of (21) twenty one years. The homeowner shall be responsible for all the actions of their guests at all times.
2. One (1) adult must be present at all times for every five (5) minors. The homeowner/tenant must be included.

C. SWIMMING POOL RULES

1. No food or drink is allowed within one (1) meter of the pool. Food and drink is prohibited in the pool.
2. When using the pool, all children under the age of (12) twelve must be accompanied and supervised by an adult resident or adult guest over the age of (21) twenty-one. The resident is responsible for any damage caused by a minor or guest.
3. People using the swimming pool must be properly attired in a proper swimming costume and the swimming in underwear and/or in the nude or even topless female swimming and sunbathing is prohibited.
4. Individuals wearing nappies must use some form of watertight attire.
5. Uncovered cloth and/or paper nappies are not allowed in the swimming pool. The responsible residents will be responsible for any accidents that cause toxins in the pool.
6. Running around the pool area and jumping or diving into the pool is PROHIBITED.
7. Furniture (pool chairs and lounges, tables, etc. are to be put back in their original areas if moved.
8. Pool hours are DAWN to DUSK.
9. There is no lifeguard on duty. SWIM AT YOUR OWN RISK.
10. Rafts, inflatable, and other such floatation devices, with the exception of life vests, water wings and noodles are PROHIBITED in the pool.
11. The throwing of objects, i.e. footballs, rugby balls, tennis balls, Frisbees, etc. in and around the pool area is PROHIBITED.
12. The use of water guns is PROHIBITED.
13. Nothing shall be left in front of steps which will present a danger or impediment.

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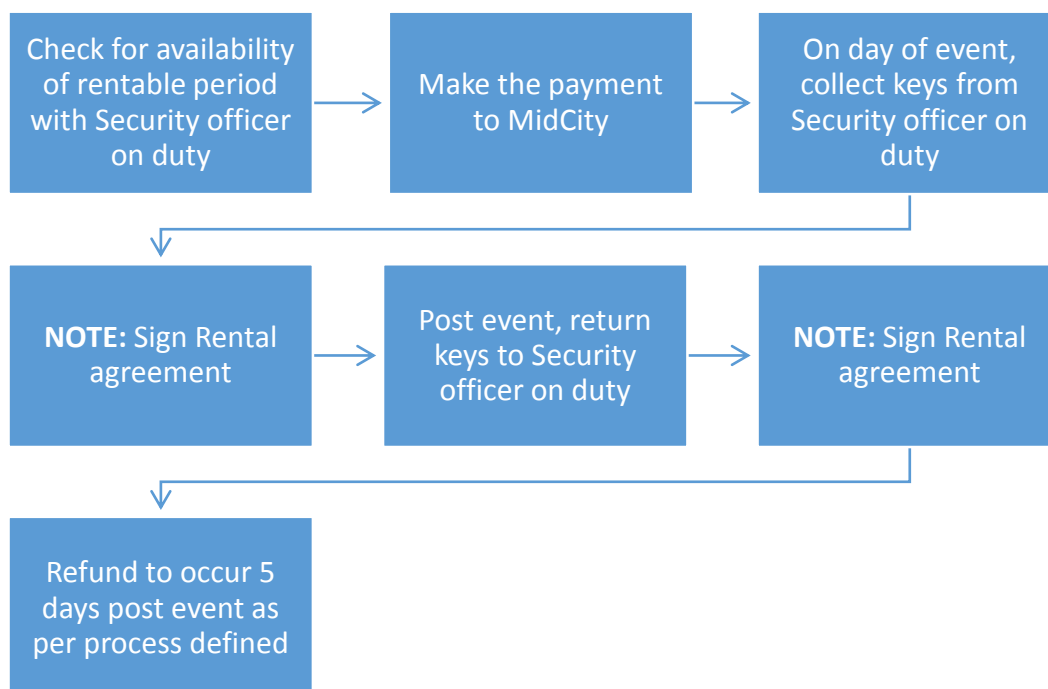
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D. CLUBHOUSE PARKING

1. Parking at the clubhouse is permitted in designated spaces only and only while residents and guests are engaged in clubhouse activities. Violators will have their vehicles towed at owner's expense.
2. In the event a vehicle is disabled, the owner must inform the HOA BOD and make every effort to have the vehicle removed within a twenty-four (24) hour period of time. Vehicles that remain in excess of twenty-four (24) hours will be towed at the owner's expense.
3. **Exception:** When an overnight guest cannot park their vehicle in an owner's garage or on their driveway they will be permitted to park in the clubhouse parking lot. Prior approval in writing (send email to themeadows@telkomsa.net) must be obtained from the HOA BOD identifying the vehicle, stating where the guest is staying and for what period the guest will be visiting within 24 hours prior to the parking request date. This approval must be displayed on the dashboard in full view (print email). Violators will have their vehicles towed at the owner's expense.

E. PROCESS TO RESERVE CLUBHOUSE FACILITIES

Overview



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1. **Rentable Periods** Reservations may be made up to a maximum of six (6) months in advance.
2. Reservations will be taken on a 'first come first served' basis.
3. The rentable time over a weekend has been divided into the following periods:
 1. Friday: 16:00 to 24:00,
 2. Saturday: 10:00 to 14:00,
 3. Saturday: 1600 to 24:00
 4. Sunday: 10:00 to 14:00,
4. Each of the above periods is considered a rentable timeslot and will be charged separately

NOTE: Should a need arise to rent the Clubhouse across multiple periods, special permission must first be sought and approved by the HOA BOD prior to making a booking or payment. This is especially important for example, the erection of a marquee or similar structure on a Friday afternoon for a function on a Saturday, but the service provider can only remove it on the next Monday. Long weekends or weekends with Public Holidays are to taken into account as well.

5. For viewing of which periods are available to book, please contact the Security officer on duty. Bookings are however only made by MidCity as per process described herein.

Payments: Rental

1. The rental payment amount per period as described above is payable to MidCity and the R650 is broken down as follows:
 1. Rental being R400
 2. A refundable deposit of R250, subject to section 9

NOTE: When making the payment, please state as the reference:

- Your surname
- Your ERF #
- Date and Period
- Example: Blogs/1243/2015-08-30 P1

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Payments: Refunds

1. The security deposit will be refunded within 5 working days of the inspection unless unusual repairs (damage) or unusual cleaning is required to restore the facilities
2. The deposit may be retained by the HOA as part payment of any expense for cleaning, damage and/or loss to the HOA property. If the deposit is not sufficient to cover the fair value of such cleaning and property, then the homeowner/tenant will be responsible to reimburse the HOA for any additional expense as determined by the HOA BOD.

Collection: Keys (prior to the booking)

1. The keys are to be collected from the Security officer on duty no sooner that 1 ½ hours prior to the commencement of the rental period.
2. The clubhouse key is released to the homeowner/tenant when the following occurs:
 1. Confirmation that the Clubhouse has been booked and the relevant deposit paid.
 2. Clubhouse reservation agreement is signed.

Return: Keys (post the booking)

1. Upon completion / utilisation of the rental period as per booking made, the homeowner/tenant:
 1. Returns the key to the Security officer on duty before the next rental booking but no later than 1 ½ hours post the ending of rental session or by 0800 following an evening party.
 2. The Clubhouse reservation agreement is signed (again) acknowledging that no damage or loss to the HOA property or personal injury has occurred.

Cancelations:

1. The reservation may be cancelled after the deposit and payment has been made within 48 hours of the date you have requested. Anything other than a 48 hour notice period will be considered a forfeit of the deposit & rental.

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General:

2. The homeowner/tenant is responsible for cleaning-up of the Clubhouse facilities (including grounds) immediately after the party.
3. Owners / residents who misuse or abuse the privilege granted to them with regards the use of the clubhouse facilities e.g. using the facilities beyond the period granted, not cleaning the facilities within the granted time may lose their deposits. This will be managed on a case by case basis. The decision of the BOD in this regard is final.

F. CLEAN-UP OF CLUBHOUSE FACILITIES

1. Users must supply their own towels, dishcloths, paper towels, hand soap, rubbish bags, and cleaning equipment (brooms, mops, vacuum machine, etc.).
2. All rubbish (empty cool drink bottles, paper plates, etc.) must be collected and placed inside the Clubhouse 'wheelie bins'. DO NOT leave the refuse in visible plastic bags at the Clubhouse.
3. Clean all the clubhouse areas used e.g. bath rooms, kitchen, sinks, appliances, tables, etc.
4. Return furniture to original location.
5. Leave refrigerator turned ON with door closed.
6. Turn OFF the stove and oven at the mains switch.
7. Turn OFF all inside lights and switch off the fans.
8. Lock all doors and windows.

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H. The Meadows Clubhouse Rental Agreement

Responsible Homeowner Name: _____

Stand / ERF Number: _____

Address: _____

Phone Number: (H) _____ (W) _____

Email address: _____

Date of reservation: (DDMMYYYY) _____ / _____ / _____

- Period 1: Friday from 16:00 to 24:00,
- Period 2: Saturday from 10:00 to 14:00,
- Period 3: Saturday from 1600 to 24:00
- Period 4: Sunday from 10:00 to 14:00,

The undersigned assumes responsibility to see that the area is left in good condition. If not, it is understood that the deposit will be forfeited and other charges may be added for excessive cleaning and / or damages to the rented area.

The undersigned agrees that the have read and understood the Rules and Regulations pertaining to the use of the Clubhouse facilities as contained herein and agree to abide by the rules as dictated.

The undersigned specifically indemnifies The Meadows HOA and its' Board homeowners harmless for any claims, liabilities, costs and / or expenses relating to the use of the rental of the Clubhouse facilities.

Under no circumstances will the undersigned sub-lease or sub-rent the clubhouse to any person or persons. Such action will automatically result in the loss of the full deposit and potential loss of privileges to rent the clubhouse in the future.

Printed Name: _____ Stand /ERF #: _____

Signature: _____ Date: _____

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I. CLUBHOUSE INVENTORY

The following equipment is available for the use at the clubhouse. Please go through the list and confirm that all is in working order and present. If there is any particular item missing or damaged, please make a note accordingly and drop an email to themeadows@telkomsa.net to advise the HOA BOD of such missing/damaged items.

The removal of furnishings (tables, chairs, braais, etc.) from the clubhouse is PROHIBITED. Furnishing moved within its original area must be returned to its' original position.

Item #	Description	Qty	Comments
1	Folding Steel Chairs	5	
2	Stacking (plastic backs with steel legs) Chairs	45	
3	Stainless Steel braai		
4	Wheelie bins		
	Fridge		
	Microwave		
	DSTV decoder		

Other Areas

Item #	Description	Comments
1	Pool Area	
2	Kitchen Area	
3	Main clubhouse room	
4	Covered patio	
	Pool Gate	
	Grounds – general condition	
	Celling fans	

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Item #	Description	Comments
	Bathrooms	
	Braai Area	
	Parking Lot	

Notes:

This inventory list must be completed and returned to the Security office when returning the Clubhouse keys with comments as appropriate.

Printed Name: _____ Stand /ERF #: _____

Signature: _____ Date: _____