

MEADOWLAKE FARMS HOMEOWNERS ASSOCIATION CLUBHOUSE & POOL RULES AND REGULATIONS

DEFINITION

Event - An activity or function that is sponsored by a member of the Association. The sponsor (**homeowner/member of the HOA**) of the event or activity is required to attend. The member is responsible for the conduct of all family members and guests attending the event or activity.

CLUBHOUSE & SWIMMING POOL

The Meadowlake Farms Clubhouse and Swimming Pool is located at 10800 South Silo Ridge Road.

The clubhouse, swimming pool and pond are for the exclusive use of the Meadowlake Farms Homeowners Association members (owners). Any owner, in accordance with the By-Laws, may delegate his or her right of enjoyment of the common areas to the members of his or her family, guests, his or her tenants, or contract purchasers who reside on such owner's lot. **Only association members in good standing (those who have paid their HOA dues) may have use of the clubhouse or pool.**

Guests using the clubhouse, pool or pond area must be accompanied at all times by a member (homeowner) of the Association. Be respectful of those homeowners who live near the clubhouse. Be aware of the noise level of your event especially any outside activity.

HOMEOWNERS ARE AT ALL TIMES RESPONSIBLE FOR THE ACTIONS OF THEIR CHILDREN & GUESTS USING THESE FACILITIES.

CLUBHOUSE

The Meadowlake Farms Clubhouse is 2,200 square feet and contains a large entry hall; a 28' x 32' Grand Room; a Welcome Center; a handicap restroom; and a kitchen containing stove, microwave, dishwasher and refrigerator. There is a large storage room to store tables & chairs and a utility closet with a laundry sink & cleaning supplies located in the restroom.

The rear of the clubhouse has a covered patio area facing the pool and two handicap restrooms with showers that is accessible from the pool area.

Members may reserve the clubhouse for social activities of their own private use. Members may not use the clubhouse for activities of a commercial nature, activities for profit or activities designed to emphasize skills or subjects suitable for business - this includes product sales or demonstrations. Sleepovers or lock-ins are also prohibited. Throwing of rice, birdseed, flower petals, paper or any such items is forbidden so as to ensure the safety and cleanliness of the use of the walkways and grounds surrounding the clubhouse.

The sponsoring member must be in attendance and is responsible for the clubhouse and the conduct of their guests. The clubhouse is a smoke-free facility. An appropriate trash container is outside the front door for your guests to dispose of their debris in a safe and careful manner and especially not in any of the landscaped areas.

In the event of bad weather, such as ice & snow, the Clubhouse Committee has the right to cancel reservations for the safety of the guests.

RULES & GUIDELINES ARE SUBJECT TO CHANGE

MEADOWLAKE FARMS HOMEOWNERS ASSOCIATION

CLUBHOUSE RESERVATIONS

Members may reserve the clubhouse in advance on a first-come, first-served basis by any one or more members and their family members upon availability however, no more than **one hundred (100)** people shall occupy the facility at any one time. The rental for the clubhouse use shall be \$50.00 per use and shall be paid to the authorized representative of the association before the member obtains keys to the Clubhouse. **Each homeowner or member shall be entitled to two (2) free daily rentals per calendar year, which free rentals cannot be transferred or assigned to any other homeowner or member. Only association members in good standing (those who have paid their HOA dues) may have use of the clubhouse or pool.** The renting association member will need to pay a **\$100.00** cleaning deposit when the key is picked up. Keys will only be given to the association member using the clubhouse and not to any third party. The cleaning deposit will be returned if the clubhouse and grounds are properly cleaned. It is the member's responsibility to clean up after their event before leaving, as another homeowner may be having an event immediately following them.

During the peak holiday season (end of November through December), the clubhouse reservations will be divided into two time periods: 9:00 am to 3:00 pm and 4:00 pm -10:00 pm. Members cannot reserve the whole day during this busy holiday month, in order to allow more people to have use of the clubhouse. The clubhouse will need to be completely cleaned and vacated by the morning reservation member by 4:00 pm so the next member can come in to set up for their event. Likewise, the evening reservation member needs to thoroughly clean the clubhouse after their event so that it will be ready for the next morning event.

The renting association member must be present at all times during their event. If an association member chooses to break this rule by not being present and/or giving the clubhouse key to a non-homeowner, that association member will have clubhouse privileges suspended and the deposit will be forfeited to the association.

The clubhouse may be reserved as many times per year as the member desires with the following provisions:

- A member may reserve the clubhouse once per month as far in advance as is convenient.
- If the same member wants additional reservations during the same month, the second reservation can be made no more than seven (7) days in advance. This provision is intended to provide all members an equal opportunity to reserve and use the clubhouse.

Functions will last no later than 10:00 PM Sunday through Thursday and no later than 11:00 PM Friday & Saturday and no later than 9:00 PM at the pool. **Loud music is not allowed outside the clubhouse or pool area.**

Appropriate conduct of all family and guests attending the function will be the responsibility of the member. Any music or entertainment must not be disruptive to other residents.

Underage alcohol consumption is illegal and is strictly prohibited at the clubhouse.

Members reserving the clubhouse will be responsible for cleaning and securing the property, setting the alarm system and returning the keys to the Clubhouse Committee. The member will be held financially liable for repairs or replacement for any damage to the clubhouse or furnishings. Failure to pay an assessment for damages or cleanup will cause the member to automatically lose their right to use the clubhouse or pool.

Members may reserve the clubhouse and have use of the pool, but the pool must remain open to the residents.

Details for use of the clubhouse (alarm codes, thermostat settings, etc.) will be provided when the key is picked up. For information or to reserve the clubhouse, please call the **Meadowlake Clubhouse at (405) 692-5544** or email **meadowlakefarmsHOA@gmail.com**

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MEADOWLAKE FARMS HOMEOWNERS ASSOCIATION

SWIMMING POOL RULES & REGULATIONS

SWIMMING POOL

The swimming pool is located directly behind the clubhouse and pool use is independent from use of the clubhouse. There are bathrooms accessible from the pool area and a telephone for emergencies.

The pool is for the exclusive use of members, their families and their guests. **NO GUESTS PERMITTED DURING COVID-19.** Only association members in good standing may have use of the clubhouse or pool. Members will be given an electronic pass to have access to the pool.

Pool Parties are allowed, but must be prearranged through the HOA office and if lifeguard is needed you will be required to pay for it in advance. Parties are limited in size to (15) swimming guests. The association may have to limit the number of parties if the demand for such events begins to intrude on the peaceful use of the pool and its members. Just a reminder – if you show up with a large number of guests and have not made arrangements for a party, you will run the risk of your guests sitting out while our homeowners have the opportunity to swim. **NO POOL PARTIES ALLOWED DURING COVID-19**

If cooking on grill - please do so in open area on the northeast end. **GRILLS ARE NOT ALLOWED UNDER THE COVERED AREAS.** Everyone is responsible to clean up after themselves and their guest – if there is a problem or something needs to be brought to our attention, please call the office.

POOL HOURS OF OPERATION

The swimming pool will be opened, weather permitting, from June 1 through Labor Day weekend (Summer of 2020).

- Pool hours: Open daily - 9:00 a.m. - 8:00 p.m. **DURING SUMMER 2020** (On cleaning days, the pool will open at 10:00 am or later depending on chemicals)
- There is no lifeguard on duty – every member will swim at their own risk.

The HOA Board of Directors reserves the right to alter schedules whenever necessary, without prior notice, for the best interest of homeowners. **Pool will close due to incumbent weather conditions or chemical imbalances of the pool water.** The swimming pool is the private property of the association for sole use by its members and their guests. **NO GUESTS PERMITTED DURING COVID-19**

SWIMMING POOL RULES

1. It is recommended that every swimmer shower before entering pool. This helps to keep the pool clean and free from contaminants.
2. Persons with open wounds or seeping dressings/bandages, or any symptom of a communicable disease will be prevented from entering the pool. All Band-Aids/bandages must be securely fastened.
3. **Swimming pool must be vacated during thunderstorms.**
4. Running and rough play are prohibited in and around the pool. Do not push or dunk anyone.
5. Water toys, noodles, rafts etc. are allowed as long as the pool is not crowded & toys are not disturbing other members.
6. Children under **16** must be accompanied and be supervised by an adult. **This age is subject to change due to no lifeguard on duty.** If children are caught swimming without supervision, they will be suspended from the pool for two weeks. If an adult is not in the pool with the children & not able to swim on their own, they should always have on an **approved coast guard life jacket.**
7. Appropriate swim suits only, no cut-offs. Swim diapers are required by the Health Department, not regular diapers.
8. Absolutely **No Smoking or Alcohol** inside the gated area of the pool.
9. **No pets inside the gated area of the pool and specifically NO PETS IN THE SWIMMING POOL.**
10. No bicycles, skateboards, roller blades, or Frisbees inside the pool fence.
11. The Homeowners' Association assumes no responsibility for personal belongings.
12. Glass, shatter-plastics, or other breakable items are not allowed in the pool or patio area. Food & drinks are allowed in the table area, but respect others by cleaning up & not allowing trash to blow around.
13. Do not allow children around the pump area or allow them to play with any of the pool equipment hanging on the wall.

SWIMMING POOL ENFORCEMENT

Any homeowner has full authority to enforce all the rules of the pool. They may remove from the pool area any person who refuses to follow the rules. The rules are for your safety and the cleanliness of the pool. Should you have any questions regarding these rules or feel something needs to be brought to our attention please call the HOA office (405-692-5544).

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Meadowlake Farms Clubhouse Clean Up Guide

Committee Member Signature

Date

Resident Signature

Committee Member Phone #

Common cleaning materials and equipment are under the kitchen sink and stored in the utility closets by the restroom. Use what you need and return any unused items so the next homeowner can find them.

Decorations — Remove all decorations and material used to hang them. **Do not use anything to hang decorations that will damage any surface. Balloons especially need to be removed – they will set the alarm system off. NO CONFETTI OR GLITTER!**

Tables & Chairs – Wipe down Tables & Chairs before putting them back in storage closet. **Leave the Two (2) long tables & Six (6) round tables with chairs set up.** If you choose to use the tablecloths provided in the storage room, you are responsible for laundering them and returning the next day with the key. *Wipe down all chairs & tables used with the sanitizer provided.*

Kitchen – Wipe down all surfaces in the kitchen including the microwave, oven, stove and refrigerator. Double check that the stove and oven are turned off. **The coffee pots must be cleaned and turned off.** Remove all food from the refrigerator & freezer and dishwasher emptied. **SWEEP AND MOP FLOORS!** *Wipe down all appliances, counters, door handles & light switches with the sanitizer provided.*

Bathrooms – Clean counters, mirrors and toilets. Remove trash and place new bags in trash containers. Sweep and mop the floor. Cleaning bathrooms also includes the outdoor pool bathrooms if used for party. **Make sure toilets aren't left running!**
Wipe down all surfaces, door handles & light switches with the sanitizer provided.

Floors – **ALL AREAS NEED TO BE SWEEPED & MOPPED BEFORE LEAVING.** Vacuum the carpeted areas (if used). Check for spills, food items, gum, etc. in all areas. If any stain or spill cannot be removed, notify the clubhouse manager when you turn in the key. No food or drink is allowed in the carpeted areas. **ALL FLOORS MUST BE MOPPED WITH CLEAN MOP & SANITIZER ONCE EVERYONE HAS LEFT THE BUILDING.**

Grounds & Trash – Pick up all trash left by your party on the inside as well as the outside surrounding grounds, walkways and flowerbeds. **Place all trash and garbage in plastic bags** and put bags in the trash containers located by the pool house. **Put new bags in all trash containers.**

Keys – Return the key to the clubhouse to the person in charge of inspecting the clubhouse once you are finished cleaning.

Fireplace – (During the winter only) Turn switch off – pilot will stay on.

Thermostat – A timer has been installed for the thermostat, it runs for an hour each time you set it, this prevents the system being left on all the time. **ALL lights are to be turned off (including outdoor porch lights and pool restroom lights if used).**
Wipe all light switches, door handles & thermostat with sanitizer provided.

Security – All doors are to be locked; double doors need to be latched on top & bottom if they had to be opened. Activate the security system when you leave. (# - 2 Away). **Make sure all outside doors are locked.**

Supplies – You are responsible for your own plates, cups, napkins, tableware etc.

Wash and return kitchen towels back to the clubhouse or when returning key to the clubhouse manager.

- **Breaker Box is on south end of the building, outside by the pool pump. If you plug too many things in at once in the kitchen it may trip the breaker.**

HOMEOWNERS ARE AT ALL TIMES RESPONSIBLE FOR THE ACTIONS OF THEIR CHILDREN & GUESTS USING THESE FACILITIES & MUST BE PRESENT AT ALL TIMES. NO FOOD OR DRINKS ON THE CARPETED AREA.

Rules & Guidelines are subject to change

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