

# **WESTLAKE TOWNHOME OWNERS ASSOCIATION**

## **RULES AND REGULATIONS**

### **GOVERNING ASSOCIATION'S PROPERTY AND FACILITIES**

These Rules & Regulations, duly adopted by Resolution of the Board of Directors of the Westlake Townhome Owners Association (pursuant to the power and authority granted by Articles VII and VIII of the Declaration of Incorporation, and Article VII of the By-Laws) shall be effective from their date of adoption and until amended by appropriate action of the Board of Directors.

## **GENERAL**

### **Short Title:**

These Westlake townhome Owners Association Rules and Regulations may be referred to as "Association's Property and Facilities Rules and Regulations."

### **Scope:**

These Rules and Regulations shall apply to all persons who shall enter upon the Westlake Townhome Owners Association's (Association) property and facilities.

### **Purpose:**

The purpose of these Rules and Regulations is to promote and ensure the safe enjoyment and proper maintenance of all Association property, for the exclusive benefit of Association members and their authorized guests; to foster, encourage and promote an enjoyable, stimulating, and dynamic community environment; and to protect and enhance the value of each member's Townhome investment.

### **Enforcement:**

The Board of Directors, Management and staff has the responsibility, power and authority to regulate the use of Association Property and facilities according to these Rules and Regulations. The Association Manager and staff have the authority to suspend the use of Association facility privileges due to infraction of these Rules and Regulations. Such suspensions are effective immediately upon notification to the member.

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- A.** For the purpose of these Rules and Regulations, a Member is defined as any owner on record of any unit within the Association and all permanent residents of the household or any residents on record if any unit within the Association to whom the owner has authorized the use of that unit's Association privileges in lieu of claiming them for his personal use. In cases in which a corporation is the record owner of a unit, if use of the facilities is desired by the corporation, only one owner of the corporation and his/her immediate family shall have membership standing. (Note: The corporate entity is the actual member for voting purposes.)
- B.** A member in good standing is a member who is not under suspension.
- C.** All (and only) members in good standing are entitled to the use of all Association facilities.
- D.** The Association Management upon official induction into the Association issues all members an identification card (ID card). This ID card must be presented to obtain access to Association facilities. Fraudulent use of an ID card is grounds for suspension.
- E.** If lost the ID cards will be replaced upon notification to Association Management. A *\$2.00* fee with proper identification for each replacement card will be charged.
- F.** Without an ID card, a member will be permitted access only if a replacement card has been requested.

Clubhouse facilities are defined as the Foyer, Kitchen, Main Lounge, Game Room, Gym, Locker Room, Swimming Pool, and Washroom/Shower area of the Clubhouse building, as well as *Open Area, Parking Lot, Volley Ball Area, Tennis Courts, Bocce Ball Courts, Shuffleboard Courts, Horseshoe Pits, Barbecue Grill, and Television (in the Main Lounge)*. Members and their guests have access to all Clubhouse facilities subject to the following rules:

**A. HOURS FOR GENERAL USE**

Monday through Friday	9:00 AM to 9:00 PM
Saturday	9:00 AM to 8:00 PM
Saturday and Sunday	10:00 AM to 8:00 PM

**NOTE: Swimming For Adults Only - Monday through Saturday 9:00-10:00 AM**

Note: The use of any Clubhouse Facilities during general use hours may be temporarily suspended by the Board of Directors, for Association-sponsored activities requiring those facilities.

**B. ACCESS TO CLUBHOUSE FACILITIES**

All members are required to deposit their ID cards at the office upon entering the Clubhouse and request the return of their ID cards when leaving. Members without an ID card will be permitted to enter the Clubhouse if they provide positive identification and a new card has been requested.. In the case of a lost card the member must request a new card and pay a \$2.00 fee.

1. Roughhousing, rowdiness, abusive language and illegal activities will not be permitted in the Clubhouse.
2. SMOKING IS *NOT PERMITTED ANYWHERE IN THE BUILDING OR WITHIN 15 FT OF ANY DOOR.*
3. Food and beverages are not permitted in any downstairs area (hallway, gymnasium, and locker rooms).
4. Use of the kitchen and main lounge is restricted to those 18 years of age and older. Youngsters less than 18 years of age are permitted in these areas only if accompanied by an adult member, who is responsible for their direct supervision at all times.
5. Alcoholic beverages are not allowed in the Clubhouse unless approved by the Board of Directors, or at an Association-Sponsored social function, or within the guidelines governing private use of the Clubhouse after general use hours.
6. Pets are not allowed in the Clubhouse with the exception of a *Service Animal*.

7. Children under *10* years of age are not permitted in the Clubhouse unless accompanied by a person *16* years of age or older. This person is responsible at all times for the supervision of the child. See Page 11 for Pool Age Supervision.
8. Bare feet and/or bare chests are not permitted in the Clubhouse. Swimming attire must be covered up when in the game room, main lounge, and kitchen. Wet clothing or towels may not be placed on wood, rugs or upholstered furniture.
9. The use of radios, tape players, or other audio equipment, audible to others, is not permitted in the Clubhouse building during general use hours.
10. Members are liable for damage to any Clubhouse facilities or equipment, not incurred by normal use or wear, which they and their guests are using. A member will be assessed any charge for replacement or repair by the Association.
11. Bicycles are not permitted in the fenced-in area of the Clubhouse grounds between the playground entrance and street entrance to the tennis courts.

**D. USAGE OF THE GYM AND GAME ROOM**

1. Use of gym is limited to 1/2 hour when others are waiting. Children under *10* must be accompanied by a guardian or family member *16* years of age or older.

Children under *13* years of age are not permitted use of the pool table unless accompanied by a guardian or family member *16* years of age or older.

Children under *10* years of age are not permitted use of the table tennis unless accompanied by a guardian or family member *16* years of age or older.

2. Use of the pool table and table tennis is limited to 1/2 hour when others are waiting.
3. Game room and athletic equipment is available on a first-come, first-served basis at such times and for such periods, as the Staff shall permit
4. Equipment must be signed out at the office by a member. The member who signed for the equipment is responsible for the return of that equipment in the same condition as delivered.
5. Food & beverages are not permitted in the gym.

**E. USAGE OF THE BOCCE BALL AND SHUFFLEBOARD COURTS**

A court may be reserved at the Clubhouse by any member *16* years of age or older for 1 hour at a time. Children under the age of *16* playing Bocce or shuffleboard must be supervised at all times by whomever reserved the court. If people are waiting for a court, no one group may use a court for



more than one (1) hour. To obtain the equipment, the member's ID card must be presented; the card will be returned when the equipment is brought back and inspected for damage. Note: No roller-skates, roller-blades or skateboards are allowed on the shuffleboard courts or in the Clubhouse.

**F.    **USAGE OF THE HORSHOE PITS****

The horseshoe pits may be reserved at the Clubhouse by any member 18 years of age or older for 1 hour at a time. Children under 18 years of age are not permitted use of the horseshoes. If members are waiting to play horseshoes no one group may use the pits for more than an hour. To obtain the equipment, the member's ID card must be presented. It will be returned when the equipment is returned and inspected for damage.

**G.    **USAGE OF THE BARBECUE GRILL AND PAVILION****

The barbecue grill and/or pavilion is included when you rent the Kitchen And Lounge.

**H. USAGE OF THE TELEVISION**

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The television may be used by any member 18 years of age or older on a first-come, first-served basis. The members using the television at that time will determine any channel changes. If any dispute or misbehavior becomes evident, the staff will resolve the members' use of the television.

The following rules are established for the benefit and protection of the members of the Westlake Townhome Owners Association and their guests. They include regulations issued by the Illinois State Department of Health, DuPage County Health Department and/or other Governing Bodies and have been adopted by the Board of Directors to assure safe and sanitary operation of the pool facilities. The Association will not be responsible for loss, theft or damage to personal property; however members are responsible for damage to pool property.

**A. HOURS**

Monday through <i>Saturday</i>	9:00AM to 10:00AM - Adults Only
Monday through Friday:	<i>9:00AM</i> to 8:45 PM
Saturday	<i>9:00 AM</i> to 7:45 PM
Sunday	10:00 AM to 7:45 PM

A *Certified lifeguard*, retained by the Association, will be present during the hours posted on the Clubhouse bulletin board. If no lifeguard is on duty, no one may swim alone. All swimmers must have another *Adult* person in the pool area *when a lifeguard is not on duty*. From time to time the pool may be closed due to maintenance and/or weather conditions.

**B. AUTHORITY OF LIFEGUARD**

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The lifeguard is responsible for the safety of all persons using the pool facility.

The lifeguard may regulate the conduct of any person in the pool area and has the authority to request any person to leave the pool facility due to infraction of any Rules or Regulations, failure to obey an order issued by the lifeguard, or due to any conduct which the lifeguard deems objectionable. In the event that a person is requested to leave, the lifeguard will file a written report to the Manager giving the details and circumstances of the occurrence.

**C. REGULATION OF ENTRY TO POOL**

All members are required to deposit their ID cards at the Office upon entering the Clubhouse and reclaim their cards when leaving. Guests are permitted in accordance with **Section VII Guest Policy**. Guests may not enter the pool unless accompanied by a member.

## D. POOL RULES - GENERAL

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1. The Board of Directors has adopted the rule, that if a lifeguard is not on duty, no one can swim alone, hence *2 Adults* must be in the pool area at all times when a member is using the pool facility and *no lifeguard is on duty*.
2. When a lifeguard is not on duty, children under *18* must have *2 Adults* present in the pool area at all times.
3. When a lifeguard is on duty, children under *10* years of age must be accompanied by a person at least *18* years of age.
4. All bathers must be attired in clean swimwear. *No flowing swim suits are allowed for safety precautions, per the Health Department.*
5. No pets are allowed in the pool area *except for service Animals.*
6. No food, drink, gum or tobacco will be allowed in the pool area, with the exception of a water in a plastic container.
7. The use of radios, tape players, *cell phones, cameras* or other similar equipment is not permitted in the locker rooms or pool *area*. Locks on lockers in the dressing rooms are not permitted on a permanent basis. Users are *encouraged* to bring their own locks for temporary use.
8. Pool furniture taken to the patio areas must be returned to the pool *area* before leaving.
9. Any injury occurring on the premises must be reported immediately to the lifeguard and/or staff. A written report will be completed.

**E. POOL RULES - SAFETY**

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1. No running, roughhousing, rowdiness, etc. on the runways, deck area, or in the dressing or shower rooms is permitted.
2. No dunking or rough play will be permitted in the pool except as supervised water sports.
3. The use of kick boards, tubes, water balls and other equipment, must be approved by the lifeguard.
4. Glass, soap, suntan or other lotion or any other material, which might create hazardous conditions, are not permitted in the pool or on the pool deck.
5. Diving in shallow water is not permitted.
6. Parents or guardians are responsible for supervising their children.  
  
Lifeguards are on duty to enforce rules and to respond in the event of an emergency.
7. The pool water is not suitable for drinking. Avoid swallowing pool water.
8. A person under the influence of alcohol, drugs or exhibiting questionable behavior shall not be permitted in the pool area.
9. Personal conduct in the pool, on the deck and in the locker rooms must be such that the safety of self and others is not jeopardized.

This includes but not limited to:

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1. No smoking
2. No running or pushing
3. No profanity
4. No diving in shallow water
5. No hanging on or playing with float ropes
6. No dunking, splashing, or rough play
7. Members and guests are prohibited from tossing children or allowing others to ride on their shoulders.
8. Spitting, spouting of water, blowing the nose or otherwise introducing contaminants into the pool is not permitted.
9. Only flotation devices and/or toys that are approved by the lifeguard are permitted in the pool.
10. The Association is not responsible for items lost or stolen.

**F. POOL RULES – HEALTH**

1. *Admission to the swimming facility shall be refused to all persons having any disease, infections conditions such as colds, fever, ringworm, foot infections, skin lesions, carbuncles, boils, diarrhea, vomiting, inflamed eyes. Ear discharges, or any other condition that has the appearance of being infectious. Persons with excessive sunburn, abrasions that have not healed, corn plasters,*

*.Bunion pads, adhesive tape, rubber bandages, or other bandages of any kind shall also be refused admittance. A person under the influence of alcohol or exhibiting erratic behavior shall not be permitted in the swimming facility.*

2. All persons are **encouraged** to take a shower before being *entering* the pool area. Bathers who leave the pool area for any reason are required to shower before returning to the pool.
3. Babies in diapers are permitted in the pool but they must wear one of the following approved infant swimwear products. These products *or other similar products* are acceptable with the understanding that the proper size is used so that it fits tightly around the child's legs and waist:

My Pal Disposable Swim Diaper  
My Pal Reusable Swim Diaper  
Floating Swimwear Reusable Swim Diaper  
I play Reusable Swim Diaper  
I play Tyvek Disposable Diaper  
I play Laminated Disposable diaper  
Huggies Little Swimmers Swim Pants

**NOTE: When additional rules are deemed advisable or necessary for the proper conduct of this pool and the protection of the health and safety of its patrons, the management is authorized to issue and put into effect such rules, either written or verbal.**



**A. GENERAL**

1. During all general use hours, Monday through Thursday, until five (5) minutes prior to closing and Friday, Saturday and Sunday from 10:00 AM until 12:00 PM, the Clubhouse **kitchen (only)** may be reserved by any adult member in good standing, at no charge with a limit of 10 guest on a non-exclusive use basis. No facilities other than the kitchen and bathrooms may be used by the host member and their guests under this reservation.

The kitchen/lounge facility may be reserved, on a fee basis, between the hours of 1:00PM -5:00PM, 1:00PM - 12:00AM, 7:00PM - 12:00AM with a maximum of 50 guests. Facilities other than the kitchen, lounge and bathrooms may be not be used by the host member and guests when the Clubhouse is open to residents.

2. After general use hours, all or part of the Clubhouse facilities and the pool may be reserved by any adult member in good standing on a fee basis, with a maximum of 50 guests. Note: The pool may **not** be reserved on a "stand-alone" basis. It may only be reserved in conjunction with the Kitchen & Lounge evening reservations and after standard closing hours.

The pool may be reserved with Kitchen & Lounge in the day time from 2:00PM – 4:00PM (NON-EXCLUSIVE), with a maximum of 20 POOL GUESTS.

Refer to FACILITY

RESERVATION APPLICATION for Rental Fee.

3. The **host member must be present** at all times during the private use period. The host member is responsible for the return of the Clubhouse facilities and equipment (to which the party has access) to its pre-private use condition. The host member is liable for the restoration or replacement costs of any damaged or missing items.
4. **Alcoholic** beverages may be brought into the Clubhouse for private use. At no time may **alcoholic** beverages be sold either for cash or any other consideration. All leftover **alcoholic** beverages must be removed from the Clubhouse facility at the conclusion of the private use. Drinking of any alcoholic beverages by anyone under legal age is not permitted in the Clubhouse or on Association property.
5. The Association reserves the right to provide a custodian on the premises for the duration of the private use period if deemed necessary. In such cases, the associated fee must be paid by the host member.
6. Loud noise, loud music, and/or any other discernible disturbances to nearby residents are not allowed during private use.
7. If the pool is reserved, an Association-employed Lifeguard will be provided.
8. **Association committees may reserve the Association facilities for Association activities on any calendar date. Association facilities, on those dates, are not available for private reserved use.**

9. The Clubhouse grounds and Pavilion are available for the use of residents and guests during general use hours and cannot be reserved for EXCLUSIVE use.
  
10. Use and clean up must be completed **NO LATER THAN THE END OF RESERVATION CONTRACT.**
  
11. The kitchen only may NOT be reserved simultaneous with an outdoor group function, although guests will have access to the Clubhouse bathroom facilities through the main entrance. Use of the Bocce, shuffleboard, horseshoe, and tennis courts, and the swimming pool, are subject to the normal Rules and Regulations of the Association during group use of the outdoor facilities. No excessive noise, DJ's, live bands, etc. are permitted. The Association Manager may impose certain restrictions governing outdoor group use as deemed necessary and appropriate.

**B. HOURS AVAILABLE FOR RESERVED USE**

Lounge, Kitchen:

Monday through Sunday	1:00 PM to 5:00 PM
Monday through Friday	7:00 PM to 12:00 AM*
Saturday and Sunday	7:00 PM to 12:00 AM*

Additional facilities with Kitchen/Lounge; Gym and Game Room:

Monday through Friday	7:00 PM to 12:00 AM
Saturday and Sunday:	7:00 PM to 12:00 AM

Pool with Kitchen/Lounge:

Monday through Friday	9:00PM to 12:00AM
Saturday and Sunday	8:00PM to 12:00AM

**C. RESERVATION AND FEE POLICY**

1. Reservations cannot be made earlier than twelve (12) calendar months prior to requested date.
2. Only TWO reservations per member family can be on file at any given time.

Reservations are taken at the Clubhouse Office on first-come, first-served bases for any given date. All reservations must be made in person by submitting a security deposit, the total rental fee, and the completed reservation application.

Reservations are accepted starting at 10:00 AM by the Clubhouse clock. No reservations will be accepted from telephone calls.

3. The host member is responsible for any damages to the facilities during their use and the appropriate amount will be subtracted from the security deposit in the event that replacement or restoration of facilities by the Association is necessary. If the cost of same exceeds the security deposit, the host member will be assessed the difference. Note: no security deposit is required for use of the kitchen during general use hours.

4. Fees - REFER TO THE FACILITY RESEVATION APPLICATION

The basic rental fee for the kitchen/lounge is non-refundable and non-transferable, even if the reservation is canceled. The Association Manager has the authority to refuse to accept any reservation. A member may appeal to the Board of Directors in such an event.

**A. HOURS AND USE**

The tennis courts are available for members' use during the season every day of the week during Clubhouse hours except during those hours specifically set aside by the Board of Directors for league or tournament play. Open court hours may be reserved in advance. Any member on a first-come, first-served basis may claim non-reserved open court time at the time of desired use.

Courts will be used for tennis only. Activities such as ball playing, roller-skating, roller-blading, bike riding, etc., are not permitted on the courts. Pets are not allowed on the courts.

**B. RESERVATION PROCEDURES**

1. Tennis courts may be reserved by members (13 years and older) for a one hour period per day, per family, during all open hours.

2. A reserved court must be claimed within five (5) minutes of reserved hour.

If a reserved court is not claimed by five (5) minutes past the hour, the court time shall be deemed non-reserved open court time.

**C. CLAIMING A COURT**

Members must register at the Clubhouse with their ID card and obtain the appropriate "key" for the court to be used prior to entering the court. Keys are marked "N" (North court) or "S" (South court). After play the member must lock the gate and return the key to the Clubhouse to reclaim the ID card.

**VI. USE OF PLAYGROUND FACILITIES**

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- A. The Association maintains the playground located at the Clubhouse and the "tot-lots" in the Lakeshore, Applewood, and Colony Green Areas. These playgrounds are available for use by members and their guests during the daylight hours.
- B. A responsible person should supervise small children when they are using the playground facilities and equipment.
- C. Breakage or deterioration of playground equipment should be reported to The Association Manager.

- A.** Guest Policy refers to the use of Association's property and facilities.
- B.** Members in good standing are permitted up to four (4) guests per unit at any given time.  
Guests must be accompanied by the member. The Association Manager has the authority to waive this rule, at his discretion and dependent upon anticipated facility usage, in special request situations.
- C.** Members under 16 years of age are allowed **TWO** guest at any given time, with proper permission slip from youth's parent or guardian. The guest must be authorized by the youth's parent or guardian with a permission note containing the name of the guest, the date on which the guest will accompany the youth, and the signature of the parent or guardian. Pre-printed permission slips are available at the Clubhouse office.
- D.** The activities of guests are the responsibility of the member authorizing the guests' entry. The member is liable for any damages caused by a guest and will be assessed the cost of restoring damaged facilities or equipment to their original condition.
- E.** A guest who knowingly and willfully violates the Rules and Regulations will be permanently barred from entry to Association facilities.
- F.** Suspended members **CANNOT** use Association facilities as guests of members in good standing.
- G.** Guests must sign-in upon entering facility.



- A.** Any member whose assessment is more than 30 days in arrears is under suspension and Will be denied access to all Association's facilities. Member privileges for all Association facilities will be suspended until the delinquent assessment and associated charges, if any, are paid in full.
- B.** The privilege of any person to use any one or more of the Association facilities may be suspended for a period not to exceed 30 days for each infraction of the Rules and Regulations or order issued pursuant thereto.
- C.** All suspension cases will be documented as to person(s) and situation involved. In cases where a minor is suspended the parent or guardian will be notified by Association Management.
- D.** When vandalism or misbehavior is evident and no one individual accepts responsibility, the entire group involved in the situation will be suspended.

**E. CLUBHOUSE FACILITY BEHAVIOR**

1. Show respect to others and staff, and respect the facility property.
2. Treat others as you would like to be treated.
3. Refrain from using profanity and/or derogatory language/non-verbal expressions.
4. Physical aggression toward other participants and/or staff is prohibited.
5. No running or roughhousing is permitted in the Clubhouse and/or pool.

**F. CLUBHOUSE FACILITY DISCIPLINE FOR MINORS**

In the event the rules and guidelines are not adhered to, the following disciplinary procedures will be followed.

1. First offense: Verbal Warning!
2. Second offense: SUSPENDED FOR 24 HOURS (Must be written up).
3. Upon the third time a minor is suspended he/she must appear before the Board of Directors with his/her parent or guardian to review the individual's conduct. Failure to appear before the Board will mean suspension from the Clubhouse facilities until an appearance is made before the Board. The parent or guardian will be notified in writing.
4. All terms of suspension are final for the duration unless appealed to the Board of Directors who will determine status based upon the individual considerations brought Forth.
5. Immediate suspension or expulsion from the Clubhouse Facilities will result from severe disregard of the rules including, but not limited to; physically aggressive behavior toward others and intentional damaging of property.

These Facility Rules and Regulations shall become effective in accordance with the requirements imposed by the Declaration and By-Laws.

Adopted this 17<sup>th</sup> day of May, 2017 at Bloomingdale, Illinois.

APPROVED BY

BOARD OF DIRECTORS

OF THE WESTLAKE TOWNHOME OWNERS ASSOCIATION