

**NOTICE OF ADOPTED RULE CHANGE TO THE
RULES AND REGULATIONS OF LEISURE VILLAGE ASSOCIATION, INC.**

Effective: January 20, 2024

In compliance with California *Civil Code* Section 4360, you are hereby notified that the Board of Directors of Leisure Village Association, Inc. ("Association") is proposing to revise the following operating rules, as outlined herein.

1. PURPOSE AND EFFECT OF THE PROPOSED RULE CHANGES

These Proposed Rule revisions are to align the Rules and Regulations to reflect actual practice, for clarity and/or consistency.

2. PROPOSAL

The Board hereby proposes to revision to the Association's Rules and Regulations with the following language:

9.21 RECREATION CENTER SECURITY

Facilities and rooms in the Recreation Center shall be locked nightly at 10 PM ~~(except Billiard Room, Tech Center, and Social Hall)~~, unless an activity has been scheduled with the Recreation Office to extend beyond that hour. In that case, only the other rooms shall be closed and participants in the scheduled room may remain until the end of their activity. It shall be the responsibility of the sponsor of the event to call the Main Gate when the group is ready to leave, asking that an officer come and lock the room. Someone must be designated to remain until this has been accomplished. The Lapidary, Ceramic Room, and Wood Shop shall be closed nightly at 10 PM.

9.25 HOLIDAYS

All recreational facilities shall be open to residents on the following holidays: New Years Day, Presidents' Day, ~~Good Friday~~, Memorial Day, Fourth of July, Labor Day, Thanksgiving, **Family Day (day after Thanksgiving)**, and Christmas. There is no Recreation Staff on duty on these holidays. **Facilities are not reservable for holidays and no "set ups" are available.**

9.31 COPY SERVICE AND FAX POLICY

A. COPY SERVICE POLICY

Procedure to follow when residents want to make photocopies:

- a. The copy machine located in the Recreation Center Office Lobby is for use by residents.***
- b. The office staff will train residents on how to use the machine. The machine can handle 8 ½" X 11" & 8 ½" X 14" paper. Print can be reduced or enlarged. Copies can be single or double sided.***
- c. The cost for resident use is \$0.15 for an 8 ½" X 11" or \$0.20 for an 8 ½" X 14" per copy. After making photocopies, please check with the Recreation Staff who will calculate and collect the cost.***
- d. Standing Committees will follow the above procedure except that the total copies will be recorded in the Copy Log.***
- e. Approved clubs, groups and activities may also make a limited number of copies, following the above procedure. (150 copies per month)***
- f. Copies on 11" X 17" or enlargements to that size will be done by the office staff on the office copy machine at the cost of \$0.25.***
- g. Copies can be made during regular Recreation Center Office hours (Monday-Friday, 8:30AM – 11:30AM and 1:30PM – 4:30PM).***

Adopted: 1/06/25

Effective : 1/20/25

B. FAX POLICY

Residents of Leisure Village may have the Recreation Office Staff, allowing for availability, fax papers for them. ~~at the following cost:~~ **When the Recreation Office is open, hours for faxing are 8:30AM – 11:30AM and 1:30PM – 4:30PM. The cost to fax is as follows:**

- a. Outgoing - \$1.50 first page.
 - b. Outgoing - \$1.00 all other pages.
 - c. Incoming - \$1.00 each page.
2. The Recreation Office ~~Administrative Assistant Staff~~ deposits money weekly to the Accounting Department, along with other monies collected by the Department, identified on a receipt by category, i.e. copies, fax, keys, etc.

9.32 FITNESS CENTER

Fitness Center Rules

- a. ~~A consultation with a An Orientation Session~~ by one of the approved Fitness Center Volunteers is required to use the Fitness Center. Volunteers' names and phone numbers are available in the Recreation Center Office. A Fitness Center Use Agreement must be presented to the Fitness Center Volunteer prior to ~~this the orientation~~ session.
- b. Fitness Center Equipment Verification forms will be issued by the Fitness Center Volunteer after successful completion of the indoctrination session. This form shows that a resident has demonstrated sufficient operational skills and knowledge of safety procedures on LVA Fitness Center Equipment and that he/she may operate the listed equipment without supervision. It is highly recommended that proper medical clearance be obtained before engaging in strenuous physical activity.
- c. Upon submission of the Fitness Center Equipment Verification form and the Fitness Center Use Agreement, the resident ~~shall pay a \$6.00 fee for a fob (keyfob)~~ **may purchase a keyfob** for the Fitness Center at the Recreation Center Office. The resident's signature on the form ensures that he/she agrees to NOT open the door for other users ~~or allow anyone else to use their fob.~~
- d. A guest may accompany a resident providing they are at least 18 years of age and have participated in ~~a consultation an Orientation Session~~, with proper paper work filed with the Recreation Center Office. Guests must be accompanied by the owner of record or registered tenant at all times. Registered fob holders are responsible for the actions of their guests.
- e. It is the responsibility of the owner of record to notify the Association if they or their tenant moves so ~~the fob(s) (keyfob)~~ issued to that unit may be de-activated. If you do not comply with this policy, you will be held responsible for any incidents that transpire using your assigned ~~fob(s) (keyfob)~~.
- f. Use your ~~fob keyfob~~ for 24 hour a day access, keeping in mind that the "Buddy System" is a good idea. There is a red phone located by the ~~closet north~~ door which rings directly to security, to be used in an emergency.
- g. Wear only athletic shoes, shirts with sleeves and bring a towel to wipe down your equipment.
- h. Return all dumbbells, balls and mats to their proper places.
- i. No food or drink other than water **in non-breakable bottles is permitted.**
- j. Limit the use of treadmills, ellipticals and bicycles to 20 minutes per person if others are waiting to use the equipment.
- k. To ensure the safety and security of the people and property at the Fitness Center, follow all the rules. Registered ~~fob (keyfob)~~ holders are responsible for the actions of their guests. Any violation may result in a fine being assessed or access being revoked for 30 days.
- l. A homeowner being delinquent in assessments may result in having the ~~fob(s) (keyfob)~~ issued to that unit de-activated until their account is fully paid.
- m. No homeowner or registered tenant, under any circumstance, is to give or loan out their ~~fob (keyfob)~~ to anyone. Any violation may result in a fine being assessed and access to the Fitness Center being revoked for 30 days.
- n. It is the homeowner/registered tenant's responsibility to ensure that any guest using the Fitness Center has signed the Association liability waiver and completed orientation. Failure to ensure this may result in a fine being assessed and access to the Fitness center being revoked for a period of 30 days.
- o. **Lost keyfobs have a non-refundable replacement fee of \$25.00.**

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10.00 AUTHORITY AT POOL

Residents and guest are expected to follow the directions of the Recreation Staff and Security Staff at all times. Failure to follow LV Rules & Regulations, posted guidelines, or directions of the Recreation Staff or Security Staff may result in the **resident's (and guest's, if applicable)** immediate expulsion from the gated pool/spa area **for that resident(s) and their guests**. Other penalties may be imposed for repeat violations.

10.17 USING THE POOL LIFT

The pool lift is available daily during operating hours. **However, all persons operating the pool lift must be trained by the Recreation Staff.** Non-swimmers using the pool lift must wear their own personal life preservers when in the pool. All users and attendants must sign in. To use the pool lift, follow these steps:

- a. User (non-swimmer): Put on life jacket.
- b. User: Sit in chair and hold onto the seat with both hands, if possible.
- c. Attendant: Use the lever to lower the chair into the water.
- d. User: Slowly lean forward and edge self off chair.
- e. Attendant: Use the lever to raise the chair when the user is clear of the area.

When user is ready to exit the pool, lower the chair to assist in the process.

12.01 SHUFFLEBOARD COURT

Shuffleboard Court Rules

- a. Do not walk on the courts.
- b. Spray bottom of discs with Silicon spray before starting to play.
- c. Use rubber end of cue when removing disc at completion of each half round.
- d. Do not lean on cues.
- e. At completion of play, replace equipment in **appropriate racks in storage compartment the sports equipment room** and clean the scoreboard.
- f. No bathing attire permitted in area.
- g. Players **are to** wear tennis, deck, or crepe-soled shoes.
- h. Playing time is from 8 AM to 10 PM only.
- i. Guests must be with resident host at all times.