

COMMON AREAS USE GUIDELINES

1. West Almanor Community Club ((WACC) has private recreational facilities (recreation/park, tennis courts and boat ramp) and non-private facilities (golf course and restaurant). The private facilities are available for the exclusive, non-commercial use of members and their guests. There are dangers inherent in the use of such facilities; therefore parental supervision must be exercised over children using these facilities. Individuals who use these facilities do so at their own risk.
 - 1.1. DEFINITIONS:
 - 1.1.1. **Member** – Property owner, spouse, children, grandchild, and/or employee
 - 1.1.2. **Member Sponsor** – A Member who agrees to sponsor a non-property owner and their event
 - 1.1.3. **Guest** – any houseguest or person accompanied by a member or resident who is invited to use the common areas
 - 1.1.4. **Tenant** – a lessee or paying tenant residing within the development
 - 1.1.5. **Group** – More than 25 individuals gathered together for a function
 - 1.1.6. **Community Function** - Any function or activity open to all WACC members, tenants and their guests, and sponsored by an organization within the subdivision. Such groups shall make reservations in advance but will not be charged a security deposit, use fee, or need to supply evidence of insurance.
 - 1.1.7. **Member Function/Activity:** A private function of more than 25 guests that is hosted by a Member or WACC employee.
 - 1.1.8. **Member Sponsored Function/Activity:** A private function of more than 25 guests and sponsored by a Member or WACC employee.
2. Upon the purchasing WACC property Members will receive a New Member Information Binder containing the following:
 1. Current Bylaws, CC&R's, and Policies & Procedures of WACC and any other legally required documents
 2. WACC Common Area Use stickers will be issued and are to be displayed in the front window of the vehicle while using the common areas. Additional stickers or temporary passes are available at the WACC office at no charge.
 3. If a Member's home is rented out and money exchanges hands, it is the responsibility of the member or renting agent to obtain temporary Common Area Use passes from the WACC Office by completing the appropriate form (Policy 25A) and paying the appropriate related fees.
 4. Each Tenant/Renter-must display their temporary Common Area Use parking pass in the windshield of their vehicle window when using any of the common area facilities.

3. Recreation/Park Area Use:
 - 3.1. Rules for use.
 - 3.1.1. Be considerate of those around you.
 - 3.1.2. Vehicles must display the WACC common area sticker or the temporary pass issued by the WACC office while using all common areas.
 - 3.1.3. All cars and bicycles must be parked in designated areas. No overnight parking, violators will be towed away at their expense.
 - 3.1.4. All members, guests and tenants are encouraged to stay within park boundaries.
 - 3.1.5. No vehicles are to be driven/ridden on any grass area or on the basketball court.
 - 3.1.6. No excessive use of alcohol or any use of drugs.
 - 3.1.7. No obscene, vulgar or other objectionable behavior.
 - 3.1.8. Pets are not allowed in park.
 - 3.1.9. Facilities to be open from dawn or 8:00 a.m. to dusk or 9:30 p.m., whichever comes first.
 - 3.1.10. Picnic tables in area A-1 are not to be moved from Area A-1
 - 3.1.11. Violation of any of the above may result in staff ordering the persons to leave the premises or reporting their behavior to the Plumas County Sheriff.
 - 3.1.12. Reservations are required for parties over 25 people
 - 3.1.13. Privacy Patrol is authorized to order those who behave objectionably to leave the park.
 - 3.1.14. Lifeguards are not provided by WACC. Swim at your own risk.
 - 3.1.15. Excessive trash must be hauled away.
 - 3.2. Reserving the Recreation Area:
 - Group Use of Recreation Facilities:
 - 3.2.1. Groups shall consist of 25 or more. Groups (maximum of 200) must have Association Manager approval.
 - 3.2.2. Vehicles must display the WACC common area use sticker or the temporary pass issued by the WACC office while using all common areas.
 - 3.2.3. Reservations will be on a “first come, first served” basis.
 - 3.2.4. A Common Area Group Use Permit form (Policy 51) shall be completed with all appropriate information and signatures and delivered to the WACC Office, fourteen (14) days in advance of the requested reservation date. A separate Common Area Group Use Permit form shall be submitted for each requested reservation event or date.
 - 3.2.5. Member/tenant shall be present for entire function, from setup through cleanup.
 - 3.2.6. Community functions may use WACC’s folding chairs and tables. Chairs and tables are not available for members, guests or tenants. Aluminum picnic tables are available for use by all.
 - 3.2.7. Use of the PG&E access road is discouraged and use thereof will be allowed only with prior approval.

- 3.2.8. The event must be exactly as outlined in Activity Description of Common Area Group Use Permit.
- 3.2.9. All permitted groups may use playground and/or beach in Area A-1, but only functions open to the entire community may reserve Area A-1 for exclusive use.
- 3.2.10. Garbage service is not provided. Haul all trash away at your own expense.

Reservation Fee Schedule for the Recreation/Park Area:

- 3.2.11. Picnic/Family Reunion/Memorial/Class Reunion/Rehearsal Dinner or any gathering larger than 25 people and not a wedding – There is no fee for Members and the fee for a Member Sponsored event is \$200.00. The refundable cleaning deposit is \$150 for Member Use and \$375 for Member Sponsored Use. Use Fees will be waived for the West Almanor Men’s Club, the West Almanor Women’s Club and the Lake Almanor West Community Club Auxiliary.
 - A. If the Almanor West Grill is used to cater your event the use fee will be half of the cost. (Member \$0, Member Sponsored-\$100.00)
- 3.2.12. Wedding/Wedding Reception– the use fee is \$300.00 for Members and \$1,200.00 for Member Sponsored Wedding/Wedding Receptions. A \$375 refundable cleaning deposit is required for Members and a \$675 refundable cleaning deposit is required for Member Sponsored Wedding/Wedding Receptions. Members and Member Sponsored weddings/wedding receptions will provide proof of liability insurance 30 days prior to the wedding/wedding reception naming WACC as the additionally insured for one million dollars.
 - A. If the Almanor West Grill is used to cater your wedding/wedding reception/renewal of vows the use fee will be half of the cost. (Member-\$150.00, Member Sponsored-\$600.00)

4. Tennis/Pickleball Court Use:

- 4.1. Upon request, one tennis/pickleball court key will be issued by the WACC office at no fee. Any replacement tennis/pickleball court keys will be issued at the cost of \$7.50. The \$7.50 is a fee and is non-refundable.
 - 4.1.1. Members should exercise strict control of his/her keys to the tennis/pickleball courts.
 - 4.1.2. Tenants will not be issued tennis/pickleball court keys. A member may make available his/her key to the Tenant or guest; however, it is the responsibility of the member to keep control of the key.
- 3. Keys are NOT to be reproduced.
- 2. All posted rules are to be adhered to, which include, but are not limited to the following:
 - 2.3. Courts are for the use of members, tenants, employees and guests only
 - 2.4. Five-minute warm-up; one set limit when others are waiting.
 - 2.5. No activity on courts except tennis/pickleball.
 - 2.6. Tennis type shoes only; no black soles.

3. Vehicles must display the WACC common area use sticker or the temporary pass issued by the WACC office while using all common areas.
4. Any scheduled activity by member groups will take priority over individual play. The WACC office must be notified three (3) days in advance and the office staff will post the activity on the tennis/pickleball court gates.
5. The Golf Course Superintendent will schedule regular maintenance of the tennis/pickleball courts. Scheduled play will take into consideration maintenance if they are present. If a scheduled activity requires maintenance over and above regularly scheduled maintenance the member group will be charged at the rate of \$20.00 per hour as follows: blowing the courts – approximately 1 hour; washing the courts – approximately 3 and ½ hours. Any fees required shall be paid at the time the courts are reserved.
6. Park in designated area only. No overnight parking, violators will be towed at their expense.

5. Boat Ramp Use:

All posted rules are to be adhered to which include, but are not limited to, the following:

1. Swimming is expressly prohibited at the boat ramp (Plumas County Ordinance #10-.14). The Sheriff will be notified.
2. Parking must be in designated areas only, as posted.
3. No boats may be left unattended on landing except for the time (maximum 10 minutes) required to park vehicle in designated area.
4. WACC common area use sticker must be displayed in the vehicle's window while using any of the common areas.
5. The boat dock will be put in the water in the spring of each year, the exact date dependent on the Golf Course Supervisor/Maintenance Facilities manager description.

6. Clubhouse Use:

- 6.1. The Clubhouse located at 111 Slim Drive is a multiple use facility whose functions include food service, golf course support and social events. When food service is provided under contract, the manager has certain rights to control portions of the Clubhouse, which may exclude member usage. Those contractual rights and obligations are acknowledged and will be respected.
- 6.2. The Pro Shop on the lower level is not part of the Clubhouse facility for purposes of this policy statement.
- 6.3. The Clubhouse may be used for community or member social functions. Any such activity must be scheduled in advance. Maximum Clubhouse (interior) occupancy for any event is 64 persons. Availability of the Clubhouse is subject to agreement with the food service manager and other WACC Board restrictions.
- 6.4. Public access to the Clubhouse restroom will be maintained during golf course hours of operation.

- 6.5. No obscene, vulgar or other objectionable behavior is allowed in the clubhouse facility as determined by the WACC Board.
- 6.6. Excessive use of alcohol or use of any illegal drug is not permitted.
- 6.7. Reservations shall be made not less than fourteen (14) days in advance by delivering a Clubhouse Use Permit form (Policy 52) to the WACC Office. Any required fee or deposit shall accompany the Clubhouse Use Permit form. Reservations will be scheduled on a “first come, first served” basis.
- 6.8. The clubhouse key may be picked up at the WACC Office not earlier than the business day before the event and shall be returned to the same location not later than the next business day after the event.
- 6.9. WACC will maintain the clubhouse and parking area during regular business hours (7:00 am to 3:30 pm) Monday through Friday from November 1st to April 1st. A reasonable effort shall be made by the WACC to provide snow removal sufficient to allow access to the Clubhouse facility. Snow removal is dependent upon availability of personnel, equipment, cannot be guaranteed; and will be limited to an area to be determined by the Golf Course Superintendent. Any outside contracts for removal of snow from the Clubhouse facility must be coordinated through the Golf Course Superintendent.

- 6.10. Group Use of the Clubhouse:
 - 6.10.1. Groups shall consist of 25 or more. Groups (maximum of 200) must have Association Manager approval.
 - 6.10.2. Reservations will be on a “first come, first served” basis.
 - 6.10.3. A Clubhouse Use Permit form (Policy 52) shall be completed with all appropriate information and signatures and delivered to the WACC Office, fourteen (14) days in advance of the requested reservation date. A separate Common Area Group Use Permit form shall be submitted for each requested reservation event or date.
 - 6.10.4. Member/tenant shall be present for entire function, from setup through cleanup.
 - 6.10.5. The event must be exactly as outlined in Activity Description of Clubhouse Use Permit.
 - 6.10.6. Garbage service is not provided. Please haul all trash away at your expense.
- Reservation Fee Schedule for the Clubhouse:
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Men's Club, the West Almanor Women's Club and the Lake Almanor West Community Club Auxiliary.

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