



## **Paseo Master Homeowners' Association, Inc** **Paseo Village Center Policies**

### **Preamble:**

**These policies are established to protect the Village Center Facilities and to promote the health, safety, welfare and enjoyment of the Members, their guests and all of the Paseo Master Association including unit owners, approved Tenants and their immediate families. The Village Center may amend these Policies from time to time. Amendments shall be binding on all members.**

### **1. General Club Rules:**

- 1.1 Members, guests and their families shall abide by all rules and regulations of the Village Center. as they may be amended from time to time
- 1.2 The Village Center facilities shall be open for use by Members and their guests during the days and hours as may be established by the Village Center management. Areas of the Village Center may be closed for scheduled maintenance and repairs from time to time. The Village Center management reserves the right to close the tennis courts, swimming pools, fitness center, clubhouse and other facilities to hold promotional events and tournaments.
- 1.3 Performance by entertainers will be permitted on the Village Center facilities with the permission of the Village Center Management. Unless otherwise noted Amplified music approved by the Village Center management played outside the Village Center may be played at a reasonable level only until 10:00pm unless otherwise approved by the Village Center. Amplified music approved by the Village Center management played inside the Village Center may be played at a reasonable level until 12:00am unless otherwise approved by the village Center management.

- 1.4 Village Center activities for groups will be permitted only with the Village Center management.
- 1.5 Alcoholic beverages will not be served or sold, nor permitted to be consumed at the Village Center in any manner prohibited by law. The Village Center reserves the right, in its sole discretion, to refuse services to a Member or guest when that Member or guest appears to be intoxicated.
- 1.6 All food and beverages consumed on the Village Center property must be furnished by the Village Center unless otherwise approved by the Village Center management in advance.
- 1.7 Employees are permitted to deliver food or alcoholic beverages away from the immediate area of the Village Center or other designated areas of the Village Center only with permission of the Village Center management.
- 1.8 Commercial advertisements shall not be posted or circulated in the Village Center nor shall solicitations of any kind be made on the Village Center facilities without the prior approval of the Village Center management. Other than as permitted in writing by the Village Center, no petition shall be originated, solicited, circulated or posted on Village Center property.
- 1.9 Members shall not use the roster or list of Members of the Association for solicitation or commercial purposes.
- 1.10 It is contrary to the Village Centers policy to have its facilities used for functions or fundraising efforts for the benefit of a political cause, except as specifically permitted by the Village Center management. The Village Center facilities shall not be used in connection with organized religious services or other activities except as may be approved by the Village Center management.
- 1.11 Members shall not request any special personal services from employees of the Village Center who are on duty or the personal use of the Village Centers furnishings or equipment which are not ordinarily available for use by Members.
- 1.12 Dogs or other pets (with the exception of service dogs) are not permitted on the Village Center facilities, except with the permission of the Village Center management. Where dogs are

permitted on the grounds they must be on a leash. Members are responsible for damage caused by an animal owned by the member or under the owner's control.

- 1.13 All complaints, criticisms or suggestions of any kind relating to any of the operations of the Village Center or its employees must be in writing, signed and addressed to the General Manager.
- 1.14 Members and their guests may not abuse any of the Village Centers employees, verbally or otherwise. All service Employees of the Village Center are under the supervision of the General Manager and no Member or guest shall reprimand or discipline any employee, nor shall a Member or guest request an employee to leave the Club facilities for any reason. Any employee not rendering courteous and prompt service should be reported to the Village Center General Manager immediately.
- 1.15 Cell phone use is not permitted in the Movie Theatre, Library, Fitness Center or Cafe.
- 1.16 The Village Center management reserves the right to limit the number of pages printed by a member in the computer lab at any time.
- 1.17 Members and guests are not permitted to view offensive websites on Village Center property.
- 1.18 The Village Center staff reserves the right to refuse the showing of any movie deemed inappropriate.
- 1.19 Self parking is permitted in areas identified as such. No parking will be allowed on grassed areas or the front round about entry. "No Parking" and "Handicap" signs must be observed. Violators must be towed at the owner's expense.
- 1.20 Smoking is not allowed in any of the air conditioned areas of the Village Center facilities.
- 1.21 Absolutely no fireworks are permitted anywhere on Village Center property or adjacent areas.
- 1.22 Firearms and all other weapons of any kind are not permitted on Village Center at any time.
- 1.23 Use of the Village Center facilities may be restricted or reserved time to time by the Village Center management.



- 1.24 Violation of any of these rules or conduct in a manner prejudicial to the best interests of the Village Center will subject the person in violation to disciplinary action by the Village Center management in accordance with these Rules and Regulations.
- 1.25 The personnel of the Village Center will have full authority to enforce these Rules and Regulations and any infractions will be reported to the management of the Village Center.
- 1.26 In no event shall the Village Center staff or members discriminate against any individual because of the individual's race, color, religion, sex, national origin, age, handicap or other bias prohibited by law.

## **2. Mailing Addresses:**

- 2.1 Each Member shall be responsible for filing with the main office, in writing, preferably on a form provided by the Village Center, his or her mailing address and any changes thereto, where the Member wishes all notices of the Village Center to be sent. A Member shall be deemed to have received mailings from the Village Center three days after they have been mailed to the address on file with the club. In the absence of an address on file with the Village Center Concierge, any Village Center mailings may, with the same effect described above, be addressed as the General Manager may think it is most likely to cause its prompt delivery.
- 2.2 The Village Center must be notified in writing of any changed address. Failure to do so shall constitute a waiver of the right to receive Village Center notices, bulletins and any other communications, and a violation of these rules and regulations.
- 2.3 Unit Owners are also responsible for notifying Gateway Group with any change of address.



Correspondence:

Complaints or suggestions concerning service or operation of the Village Center should be in writing, signed by the Member and addressed to the General Manager.

### **3. Village Center & Activities:**

- 3.1 The Village Center provides a variety of social, cultural and recreational events in which all Members and guests are encouraged to participate.
- 3.2 The Village Center Management desires to encourage the use of the Village Center facilities by Members for private functions on any day or evening provided it does not interfere with the normal operation of the Village Center, or with the services regularly available to the Members. Members are requested to make reservations with the appropriate Village Center personnel for available dates or arrangements.
- 3.3 Private functions are permitted at the Village Center only with Prior permission of the Village Center management. The Member sponsoring the function shall assume full responsibility for the conduct of guests. The sponsor may not affix decoration to the Village Center facilities without the prior written consent of the Village Center management. The sponsor of the function shall be responsible for removal of décor, any damage to the Village Center facilities and for the payment of any changes not paid by individuals attending the private function.
- 3.4 Special events and functions may be scheduled from time to time at the discretion of the Village Center management.

### **4. Discipline:**

- 4.1 Members are responsible for their own conduct of their family members and guests. Any Member whose conduct or whose family's or guest's conduct shall be deemed by the Village Center management to be likely to endanger the welfare, safety, harmony or the good reputation of the Village Center or its Members or otherwise improper, may be reprimanded and suspended from the Village Center. The Village Center

management shall be the sole judge of what constitutes improper conduct, but improper conduct will include, without limitation: (i) failure to abide by the rules and regulations as set forth herein and as established by the Village Center from time to time, (ii) abusing Village Center personnel or employees, or (iii) acting in a manner incompatible with the standard of conduct of the existing rules and regulations or which would likely injure the reputation of the Village Center.

- 4.2 The Village Center management may restrict or suspend some or all of a Member, family members and/or guests Village Center privileges.

#### **5. Loss or Destruction of Property or instances of Personal Injury:**

- 5.1 Each member and each guest assume sole responsibility for his or her property. The Village Center shall not be responsible for any loss or damage to any private property used or stored on the Village Center facilities, whether in lockers or elsewhere. Any such personal property which may have been left in or on the facilities for six months or more may be disposed of. Property found at the Village Center is placed in lost and found. Inquire with Village Center staff for lost and found items.
- 5.2 No person shall remove from the room in which it is placed or from the Village Center premises any property or furniture belonging to the Village Center without proper written authorization. Member, guest or any family member. The cost of such damage shall be charged to the responsible member.
- 5.3 Any Member, family member, guest or other person who, in any manner, makes use of or accepts the use of an apparatus, appliance, facility, privilege or service whatsoever owned, leased or operated by the Village Center, including without limitation, the use of golf carts, or who engages in any contest, game, function, exercise, competition or other activity operated, organized, arranged or sponsored by the Village Center either on or off the Village Center premises, shall do so at his or her own risk.

#### **6. Gratuities:**



- 6.1 For the convenience of the Village Center patrons a gratuity percentage, as determined from time to time by the Village Center management, may be added to all food and beverage sales.

### **7. Children:**

- 7.1 Unless approved by the Village Center management in advance, children under sixteen (16) years of age not allowed at the Village Center unless accompanied and supervised by an adult.
- 7.2 Members are responsible for the conduct and safety of their children when on Village Center property.

### **8. Attire:**

- 8.1 It is expected that Members will choose to dress in a fashion befitting the surroundings and atmosphere provided in the setting of the Village Center. It is also expected that Residents will advise their guests of the dress requirements. The Village Center may publish dress requirements from time to time.
- 8.2 Shirts and shoes must be worn at all times inside the Village Center.
- 8.3 Bathing suits may only be worn in the pool areas. All other Village Center facilities require appropriate cover-ups and shoes to be worn.

### **9. Guest Privileges:**

- 9.1 Guest privileges may be extended under the rules established by the Village Center management from time to time. Although it is the intention of the Village Center management to accommodate guests without inconvenience to the Member, the Village Center management reserves the right to limit the number of guests that accompany a Member on any given day. The Village Center management shall establish from time to time the rules and regulations for use of the Village Center management. A houseguest is defined as a guest temporarily residing in a Members residence in the Paseo Community. All other guests of



Members are considered day guests and must be registered by a sponsoring member and approved. Limit four (4) guests per unit.

### **10. Day Guests:**

- 10.1 Day guests are not permitted to use the Village Center facilities unaccompanied by the Member. A particular individual using Village Center facilities as a day guest must be registered by the sponsoring Unit Owner with the Village Center management. The Village Center management reserves the right to require identification by each day guest.
- 10.2 Day guests will be entitled to use the Village Center facilities only in accordance with the rules and regulations of the Village Center.
- 10.3 The sponsoring Member is responsible for the conduct of the day guest while at the Village Center. If the manner, deportment or appearance of any day guest is deemed to be unsatisfactory, the sponsoring Member shall, at the request of Village Center management, cause such guest to leave the premises of the Village Center.

### **11. Houseguests:**

- 11.1 Houseguests must be registered by the sponsoring Member with the Village Center management prior to the arrival of the houseguests. Application forms requesting houseguest privileges may be obtained from the Village Center. Houseguest privileges will be extended to houseguests of a Member while the houseguest is residing in the Members residence. To provide privileges for a houseguest, the sponsoring Member must initiate the application for houseguests at least five business days prior to the arrival date of the houseguest.
- 11.2 Village Center access will be granted to the houseguests for a length of stay, up to a maximum of two weeks. At the expiration of the access, renewals of houseguest privileges will be granted at the discretion of the Village Center management.
- 11.3 Houseguests are permitted to use the Club facilities



- unaccompanied by the Member in accordance with the rules and regulations adopted by the Village Center management.
- 11.4 The Village Center management reserves the right to require identification by each houseguest.
  - 11.5 The sponsoring Member is responsible for the conduct of the houseguest while at the Village Center. If the manner, deportment or appearance of any houseguest is deemed to be unsatisfactory, the sponsoring Member shall, at the request of the Village Center Management, cause such guest to leave the premises of the Village Center.
  - 11.6 Unit Owners renting their property out give up the use of the Village Center amenities to approved tenant.

**General Tennis Rules:**

- 12.1 The Rules of Tennis of the USTA shall apply at all times, except when in conflict with the local rules or with any of the rules herein.
- 12.2 Court reservations must be made by phoning or visiting the Pro.
- 12.3 At the end of their playing period, players must promptly Relinquish their court to the next players. Once a Member is off the court, the Member may sign up for the next available court time.
- 12.4 Singles may each play on a court for seventy five minutes and doubles may play on a court for an hour and a half, except for certain times designated by the Pro.
- 12.5 Proper tennis attire as determined by the Pro is required at all times. Proper shirts, shoes and shorts must be worn at all times. Undershirts, fishnet shirts, cut-offs, Bermudas, jams, blue jeans, bathing suits, gym shorts, slacks and walking shorts are not permitted. Regulation tennis shoes are required.
- 12.6 Skateboards, bicycles, roller skates, rollerblades, etc., are not permitted on the tennis courts.
- 12.7 Proper tennis etiquette should be observed at all times. Excessive noise, racquet throwing or profanity will not be permitted at any time. Trash and other litter must be deposited in the proper receptacles.
- 12.8 Use of the tennis courts shall be subject to the control of the

Pro at all times. The Pro shall determine the suitability of the courts for play. Courts will be closed when necessary for maintenance operations, when dictated by safety considerations, or under adverse weather conditions. The Village Center management may reserve the courts for special events.

### **13. General Pool Rules:**

- 13.1 Use of the pool at any time is at the swimmer's own risk.
- 13.2 Everyone wishing to use the pool facilities must first register with the Village Center. Members must register their guests.
- 13.3 Children under sixteen must be accompanied by an adult.
- 13.4 Children who cannot swim must be accompanied by a parent or guardian at all times while in any of the pool areas.
- 13.5 Children must be three years of age and toilet trained to use pool.
- 13.6 Swimming is permitted only during designated hours. The pool is officially closed at Sunset.
- 13.7 Showers are required before entering the pool.
- 13.8 Bottles, glass objects, drinking glasses and sharp objects are not permitted in the pool area. Trash should be placed in the containers located throughout the pool area.
- 13.9 Food is allowed only in designated areas of the pool facilities and must be furnished by the village center.
- 13.10 All swimmers must wear bona fide swimming attire. Cut-off's dungarees, Bermuda shorts and thongs are not considered appropriate swimwear. Proper attire is required at all times in the Village Center other than the locker room. Shoes and shirts must be worn outside the swimming pool area.
- 13.11 Radio's, televisions and the like may be listened to if played at a sound level which is not offensive to other Members and guests.
- 13.12 Animals, bicycles, skateboards, play balls of any type and Coolers are restricted from the pool area.
- 13.13 Lifesaving and pool cleaning equipment should be used only for purposes intended.
- 13.14 Running, ball playing and hazardous activity are not permitted

- in the pool areas. Pushing, dunking or dangerous games are prohibited.
- 13.15 Diving is not permitted.
  - 13.16 Fishing, spear fishing and snorkeling equipment, other than a mask and a snorkel are not to be used in the pool areas except as part of organized course of instruction.
  - 13.17 Throwing footballs, Frisbees, tennis balls, or other objects, spitting or spouting water, and tag games are not allowed in the pool area. The Village Center staff has the authority to expel from the pool area anyone who fails to cooperate in following the Pool Rules or whose conduct is otherwise unbecoming of a Member or guest.
  - 13.18 Swimming parties may be arranged through the Village Center Management in advance of the occasion.
  - 13.19 All persons using pool furniture are required to cover the furniture with a towel when using suntan oils and lotions.
  - 13.20 All persons using the pool area are urged to cooperate in keeping the area clean by properly disposing of towels, cans cigarettes, etc.
  - 13.21 All members and guests are required to put umbrellas down after use.
  - 13.22 Flotation devices are permitted for non-swimming children up five years of age. Tire inner tubes are not permitted. Noodles are permitted. Small toys and reasonable sized air mattresses may be permitted depending on the number of people in the pool.
  - 13.23 Persons who leave the pool area for over thirty minutes must relinquish lounges and chairs by removing all towels and personal belongings. Saving chairs for persons absent from the pool area is prohibited.

#### **14. Fitness Rules:**

- 14.1 Regular operating hours for the fitness facility will be posted by the Village Center management and may change from time to time.
- 14.2 No physician or nurse is on duty.
- 14.3 Prior to use of the fitness facility, a Member will be required to

- sign a waiver of liability.
- 14.4 Any Member or guest with health or physical problems should first consult his or her physician before using any of the health and fitness facilities.
  - 14.5 All weights and pieces of equipment must be returned to their proper places at completion of use.
  - 14.6 Casual workout attire is acceptable at the fitness facility such as tank-tops, gym shorts, or warm-up pants for men; and t-shirts, tank-tops, gym shorts or warm-up pants for women. Only aerobic or court shoes may be worn.
  - 14.7 Smoking and alcoholic beverages are prohibited at the fitness Facility. No food or drink may be brought onto the premises.
  - 14.8 It is the responsibility of all persons to obtain instruction on how to use the equipment proper to usage of such equipment, and the equipment is only to be used in accordance with such instructions.
  - 14.9 Members and Guests assume full risk of loss and responsibility for damage to their health.
  - 14.10 Children under sixteen years of age are not permitted to use the health/fitness facility unless accompanied or supervised by an adult.
  - 14.11 Horseplay, profanity, disruptive conduct and indiscreet behavior at the fitness facility are strictly prohibited.
  - 14.12 Stereo, television, etc., should not be turned up so loud as to Disturb fellow Unit Owners.

**Locker Room Facilities:**

- 15.1 Lockers shall be available for daily use only.
- 15.2 We recommend you not bring valuables into the locker room. Each person entering the locker room assumes liability for the Loss of items stored in a locker or common closet. For safety reasons, all clothing and personal articles must be stored in a locker or common closet in the locker room and not under benches or in common areas.

