

**STILLWATER HOMEOWNERS  
ASSOCIATION  
CLUBHOUSE RULES &  
GUIDELINES  
EFFECTIVE AS OF January 1, 2003**

**I. Purpose of Rules & Guidelines**

A. Purpose: Using the Clubhouse is a significant benefit available to each Stillwater resident. The Social Committee and the Stillwater Board of Directors encourage each Stillwater resident to take full advantage of this benefit. The Clubhouse is an excellent facility and should be used to the fullest extent possible. The Stillwater Board of Directors has adopted these rules and guidelines to ensure that the Clubhouse is administered in a fair, consistent and even-handed manner. These rules and guidelines also outline the responsibilities assumed when a Stillwater resident chooses to schedule the Clubhouse. Everyone who uses the Clubhouse shall be deemed to have read, understood, and agreed to abide by these rules and guidelines.

B. Effective Date. These rules and guidelines shall become effective on January 1, 2003. C. Stillwater Resident. For the purposes of these rules and guidelines, each household in the subdivision is considered to be one Stillwater resident. Members must have all fees paid to date in order to use the clubhouse. D. Holidays. For purposes of these rules and guidelines, "holiday" refers to any time on New Year's Eve, New Year's Day, Easter, Independence Day, Thanksgiving, Christmas Eve and Christmas Day.

**II. Role of Management Company & Attendant**

A. Management Company. The Board of Directors has hired a management company to manage the Clubhouse. The

management company has been commissioned to enforce these rules and guidelines. Scheduling of the Clubhouse is done through the management company. Stillwater residents should call the management company at their published number or leave a message at 630-904-8892 to schedule the clubhouse.

B. Attendants. Except as provided in Section II below, an attendant hired by the management company should always be on duty while the Clubhouse is in use. The attendant is expected to enforce these rules and guidelines. A “user fee” will be charged in order to defray the cost of the attendant. The circumstances under which a “user fee” will be charged are outlined in Section III below. The “user fee will be set by the Stillwater Board of Directors from time to time. It is currently set at \$50 for the first three (3) hours and the first fifty (50) guests. There will be additional charges of \$2.00 for each guest beyond fifty (50) and \$15.00 for each additional hour over three (3). THE TOTAL TIME MUST INCLUDE SET-UP AND CLEAN UP.

C. Security Deposit. A security deposit will be required as described in Section II to ensure that the Clubhouse is not damaged. If a security deposit is required, it must be paid to the management company at least one (1) week prior to the scheduled date. The amount of security deposit shall be set by the Stillwater Board of Directors from time to time. The amount of the Security Deposit is currently set at \$150.00.

### **III. Eligibility to Use Clubhouse & Imposition of Fees**

A. Homeowners Association Board & Committees. The groups that compose the leadership of the Stillwater Homeowner’s association, namely the Board of Directors, the Standing Committees, and the ad hoc subcommittees, shall have unlimited use of the Clubhouse to perform their official duties. No attendant will be on duty at these meetings. No user fees will be charged against such groups and no security deposits will be required.

B. Stillwater Sponsored Events. The Stillwater Homeowners Association periodically sponsors social and other events for the benefit of its residents, i.e. Summer Awakening, Easter Egg Hunt, etc. Any event sponsored by the Stillwater Homeowners Association may be held at the Clubhouse provided the event is sanctioned by the Board of Directors. For purposes of these rules and guidelines, these events are referred to as “Stillwater Events”. An attendant will be on duty at every Stillwater Event unless the Board of Directors specifically waives this requirement. No user fee will be charged and no security deposit will be required. Except for the meetings described in Section A above, Stillwater Events will be given highest priority for scheduling purposes.

C. Stillwater Parties. In order to foster camaraderie, the Board of Directors encourages individual residents to organize parties for the Stillwater residents and their children. For purposes of these rules and guidelines, these parties are referred to as Stillwater Parties. At least six (6) Stillwater Parties may be held annually for the benefit of Stillwater children on any dates designated by the Board of Directors. Up to five (5) adult parties may be held for Stillwater residents provided hosts/hostesses can be found. The Board of Directors reserves the right to schedule or reschedule a Stillwater Party on any date in any month provided that the desired date is open. An attendant will be on duty at every Stillwater party. No user fees will be charged against such groups and no security deposits will be required. Except for the meetings described in Subsection A and the Stillwater Events described in Subsection B above, Stillwater Parties will be given highest priority for scheduling purposes. A rental by any organization or group within Stillwater will be considered a private party. As such, user fees and security deposits will be the responsibility of the resident or sponsor.

D. Private Parties Hosted by Stillwater Residents. Stillwater residents are encouraged to use the Clubhouse for their private parties. An attendant will be on duty at each private party hosted by a Stillwater resident. User fees will be charged each time the clubhouse is used and a security deposit will be

required each time the Clubhouse is used. Social groups which are limited by these rules and guidelines may use a member's allotted time to hold a group meeting under the category so long as the member is a Stillwater resident and the event is counted as one of the Stillwater resident's private parties under this Subsection D.

E. Charitable Events. Although the Clubhouse is not intended to be a hall available for a rental by the general public, the clubhouse may be used for certain Charitable events as a courtesy to Stillwater residents (subject to availability), provided that the event is hosted by a Stillwater resident and the Stillwater resident is present at the Charitable Event. Charitable Events may only be scheduled on week days. "Charitable Events" include events sponsored by charities and fund-raising events for the benefit of charities. All of the net proceeds from a Charitable Event must be donated to the charity. An event described in this paragraph will be counted as one of the Stillwater resident's private parties under Subsection D above. An attendant will be on duty at each event in this category. A fee of \$XXX.00 will be charged for the rental of the clubhouse. The rental fee must be paid at the time the Clubhouse is scheduled; the rental fee is non-refundable. A Security Deposit will also be required each time the Clubhouse is used. No separate Attendant Fee will be charged for Charitable Events. No fees or charges related to this category will be waived under any circumstances. Any Stillwater resident who (1) misrepresents the purpose of a Charitable Event, (2) violates the limits laid out in this Subsection E, or (3) who schedules an event in this category and fails to attend the event, shall be barred from using the Clubhouse for six (6) months from the date the event was held and charged \$150.00 which may be offset against the Security Deposit.

F. Parties Who are Not Stillwater Residents. Anyone who is not a Stillwater resident shall not be eligible to schedule the Clubhouse.

#### **IV. Time Slots Available**

The Clubhouse will be made available daily. Time slots are available at three (3) hours for a cost of \$50.00. Each additional hour scheduled will be at a cost of \$15.00 per hour. This fee includes up to fifty (50) guests. There is a \$2 fee for each additional guest beyond fifty (50).

## **V. Scheduling the Clubhouse**

A. Scheduling Book. The management company will maintain a written scheduling book for the clubhouse. In order to ensure that these rules and guidelines are fairly and accurately enforced, the management company shall keep complete and accurate records of Clubhouse usage. The management company shall also maintain a current list of the Stillwater residents eligible to use the Clubhouse.

B. Priorities. All dates are available on a first come, first served basis, except (a) monthly meetings of the Stillwater Board of Directors, (b) monthly meetings of the standing Stillwater Committees, (c) the dates set for Stillwater Events. The Clubhouse shall also be reserved for Stillwater Parties designed for children on the dates designated by the Social Committee.

C. Release of Stillwater Party Date. If no one has agreed to organize a particular Stillwater Party at least eight (8) weeks before the scheduled date, the date will be released and thereby made available to Stillwater residents. The management company shall contact the chairman of the Social Committee eight weeks before a scheduled Stillwater Party date to determine whether anyone has agreed to organize the party.

D. Scheduling the Clubhouse. The Clubhouse may be scheduled as early as six (6) months prior to the date desired. In order to give the management company time to secure an attendant, the Clubhouse must be booked at least four (4) weeks prior to a scheduled date. If the management company can secure an attendant on short notice, an event may be scheduled between one (1) and four (4) weeks prior to the scheduled date. The management company should diligently attempt to secure an attendant under such circumstances.) However, there are no

assurances that an attendant can be secured if the Clubhouse is not scheduled at least four (4) weeks in advance. Because an attendant must be on duty, each group and Stillwater resident understands that an event that is not scheduled at least four (4) weeks in advance will not be scheduled at all until an attendant is secured for the desired date. Once a date is scheduled, that date will not be guaranteed unless an Attendant Fee is timely deposited in accordance with Subsection E below or no Attendant Fee is required under Article III above.

E. Scheduled Date NOT GUARANTEED Until Attendant Fee Timely Deposited. Because the Clubhouse is an expensive asset and cannot be wasted, it is important that the group or resident scheduling the clubhouse is committed when the clubhouse is scheduled. Some of the groups who use the Clubhouse are not required to pay an Attendant Fee. For such groups, timely scheduling a date with the management company guarantees the use of the Clubhouse on that date. However, anyone who is required to pay an Attendant Fee will not be guaranteed a scheduled date until the Attendant Fee is paid in accordance with this Subsection E. If an Attendant Fee is required, the Attendant Fee must be paid to the management company within ten (10) days after the management company mails written confirmation of the scheduled date to the resident. If the Attendant Fee is not timely paid, the management company shall (a) notify every person on the waiting list for the scheduled date that the original party has failed to timely pay its Attendant Fee, or (b) treat the scheduled date as if it was not reserved until such time as the Attendant Fee is received from the original party or a subsequent party provides the required Attendant Fee before the original party. If a subsequent party provides the required Attendant Fee before an original party that failed to timely pay his or her Attendant Fee, the Subsequent party shall have reserved the Clubhouse for the scheduled date and the original party shall be placed at the top of the waiting list. With regard to any Stillwater resident that reserved a scheduled date prior to the published date of these rules, his or her Attendant Fee was made in accordance with the prior rules or within three (3) weeks of the effective date of these rules and guidelines, whichever is earlier. An Attendant

Fee is considered paid when (1) mailed to the management company at the address designated on the contract. (2) deposited in the drop box at the Stillwater clubhouse, (3) returned to the clubhouse office during regularly scheduled clubhouse hours. Any Attendant Fee paid to the management company in accordance with this Subsection E is non-refundable.

F. Forfeiture of Scheduled Date. If a Security Deposit is not paid to the management company at least one (1) week prior to a scheduled date, the use of the Clubhouse on the scheduled date shall be forfeited and a Cancellation Fee shall be imposed in accordance with Subsection G below.

G. Cancellation of Reserved Date. If a group or Stillwater resident cancels a scheduled date, the management company shall immediately notify all parties on the waiting list, if any, and attempt to reschedule the Clubhouse for the scheduled date. If a party on the waiting list (or another Stillwater resident if there is no waiting list) would like to use the Clubhouse on the scheduled date, such party must provide a Security Deposit and pay an Attendant Fee to the management on or before 5:00 p.m. on the last business day prior to the scheduled date. If a scheduled date is canceled by a Stillwater resident less than three (3) weeks before the scheduled date, a cancellation fee (“Cancellation Fee”) will be charged to the resident regardless of whether an Attendant Fee was previously paid to the management company. The Cancellation Fee shall be set by the Stillwater Board of Directors from time to time. The Cancellation Fee is currently set at \$50.00. Notwithstanding any other provision in this Subsection G, a Cancellation Fee will not be assessed if the party who canceled the scheduled date would not have been charged an Attendant Fee had the Clubhouse been used. Any Attendant Fee paid to the management company shall be forfeited and applied against any Cancellation Fee imposed in accordance with this Subsection G.

## **VI. Stillwater Parties**

A. Responsibility to be Civil. Everyone who hosts or helps organize a Stillwater party is a volunteer. The Board of Directors expects everyone to show these volunteers proper respect for their effort and time. All complaints regarding a Stillwater Party should be directed to the Board of Directors. Similarly, the Board of Directors expects everyone to show the attendant on duty proper respect.

B. Responsibility to Obey Fire Regulations. Any group or Stillwater resident hosting an event at the Clubhouse that allows in excess of 100 guests into the Clubhouse shall forfeit his or her Security Deposit and shall be charged a usage fee (“Usage Fee”) equal to any fine assessed against the Stillwater Homeowners’ Association as a result of the violation. The attendant shall be instructed to call the fire department and/or the police whenever the attendant determines that the attendance is in excess of 100 guests and the host or hostess is unable or unwilling to resolve the situation within a reasonable amount of time (as determined by the attendant) after being made aware of the problem.

C. Responsibility Not to Trespass. Any group or Stillwater resident hosting an event at the Clubhouse during which one or more guests trespass into the pool area shall forfeit his or her Security Deposit. Should the host or hostess be unable or unwilling to resolve the situation within a reasonable amount of time (as determined by the attendant) after being made aware of the trespass, the attendant shall also be instructed to call the police to remove anyone trespassing into the pool area.

D. Responsibility to Pay for Damages. Any group (and each member of such group) or Stillwater resident hosting an event at the Clubhouse is responsible to pay for any damages to the Clubhouse and its contents beyond ordinary wear and tear. Damages will first be offset against the Security Deposit, if any. Any additional damages will be assessed against the hosting group (and each member of the group, jointly and severally, if necessary) or the hosting Stillwater resident. Any damages which remain unpaid by a Stillwater resident for more than sixty (60) days will be specially assessed against the resident’s



property. Notwithstanding any other rules or guidelines, no group or Stillwater resident who owes damages will be allowed to schedule the Clubhouse unless and until the damages are paid.

## **VII. Right to Amend**

The Board of Directors reserves the right to amend these rules and guidelines at any time or times that the Board determines that such change or changes are necessary to ensure that the Clubhouse is used and administered in the best interests of the Stillwater residents.