

Eastern Gardens

3045 Eastern Avenue * Sacramento, CA 95821 * 916-489-1604 * Fax 916-489-1627

September 29, 2006

To: Members of Eastern Gardens Cooperative, Inc.

From: Eastern Gardens Board of Directors

Subject: Clubhouse Rules & Committee Policy Adoption

Dear Members:

The following Committee Policy and Clubhouse Rules were reviewed by the Board of Directors and approved for adoption into Eastern Gardens Rules & Regulations on September 27, 2006, which will become effective on October 29, 2006. The policy and rules are necessary for the protection of its members and the corporation; please become familiar with them and keep for your records.

Copies can be obtained by members at the business office along with any agenda or minutes of membership or board of directors meetings.

Sincerely,

EASTERN GARDENS COOPERATIVE, INC.

Board of Directors

Enclosed:

1. Clubhouse Rules
2. Committee Policy

cc:

1. Sr. Regional Property Manager
2. Community Director

RULES GOVERNING USE OF CLUBHOUSE FACILITIES

The Clubhouse is to be used for the enjoyment by Eastern Garden's members and guests accompanied by a resident member. The Clubhouse shall be used only for Eastern Gardens' functions, such as board/business meetings, social gatherings, and rental use by its members. Rental use by the members will consist of family/friend gatherings such as birthdays, memorials, anniversaries, or other family/friend oriented gatherings of the member that are not by definition an organization, club, company, corporation, or business; this will include but not limited to, church groups, card clubs, office parties, or nonprofit organizations. Eastern Gardens is a private community, that is, the common area facilities, such as the clubhouse, pool, picnic area, and laundry rooms are for the private use of the membership and its residents and are not available for outside organizations or public use. This will include but not limited to, inviting the public to attend give-a-ways, rummage sales, and the bookmobile. The following guidelines are necessary for the protection of the members and the Corporation.

- A. HOURS OF USE: 8:00 a.m. – 10:00 p.m. daily (hours posted near front entrance).
Note: Individual members have been issued a key for which they are responsible.
- B. CAPACITY: In accordance with local fire codes, the Clubhouse capacity is 50 people.
- C. SMOKING: Smoking of any kind is prohibited anywhere in the building.
- D. ALCOHOL: Only those 21 & older are permitted to drink alcohol in the Clubhouse.
- E. DECORATIONS: No tacks, staples or any hanging items are permitted. Decorations are not allowed to be taped or hung from the ceiling, stapled or tacked to the walls, other than items used that will not cause damage to walls and ceilings, such as reusable adhesive All-Stick.
- F. CLEAN UP RESPONSIBILITY AFTER EASTERN GARDENS FUNCTIONS:
 - 1. The Clubhouse should be cleaned up after every function, such as sweeping and mopping floors and vacuuming carpet.
 - 2. All garbage should be bagged and disposed of properly.
 - 3. All tables are to be wiped down with disinfectant, folded and put away.
 - 4. All chairs are to be folded and stacked inside the designated storage area.
 - 5. Kitchen area: all counters, sinks, stove and refrigerator should be cleaned and disinfected. Utensils and other items should be washed and put away. Any food items should not be left in refrigerator and removed from Clubhouse after function.
 - 6. Turn off all appliances and lights. Secure all doorways and windows. Leave drapes open before leaving. Report any problems to Eastern Gardens Management as soon as possible (refer to Clubhouse Cleaning Checklist).
- G. PROPRIETARY USE: Eastern Gardens Cooperative, Inc. reserves the right to hold functions and activities and shall have priority use of the Clubhouse including holidays mentioned below. When the Clubhouse is not rented out and there is no scheduled function by the Corporation, resident members and their guests will not store foods or personal items inside the Clubhouse unless authorized by Eastern Gardens Management.

H. CLUBHOUSE RESERVATIONS: The Clubhouse is for resident member rental use only. Non-member residents, friends and family are not allowed to reserve the Clubhouse for rental use. Arrangements for reserving the Clubhouse must be made through Eastern Gardens Management. Reservations will be accepted no more than 90 days prior to the scheduled event.

1. Members must submit written permission for rental of the Clubhouse to the Board of Directors for the following Holidays:

New Year's Eve & Day	Thanksgiving Day
Independence Day	Christmas Day

2. A non-refundable \$25.00 Clubhouse Reservation Fee is due at time of reservation. Reservations are accepted in the order received as priority with a paid \$25.00 reservation fee.
3. A security deposit of \$50.00 shall accompany all reservations for a specific time and date two weeks prior to the date reserved.
4. Security deposits will be refunded provided no damage to the premises has occurred and the attached Clubhouse Cleaning Checklist has been followed. If damages exceed \$50.00, the member will be assessed the additional amount.
5. On the date of the function, the Clubhouse must be vacated by 12:00 midnight. Minimize noise after 10:00 p.m. in consideration of other members in the community.
6. Guests attending the event must park in the designated visitor's stalls or any unmarked parking stall.
7. Rental equipment should be delivered during the hours the Clubhouse is available and must be removed on the same day or in a timely manner. If a problem occurs, notify Management of any changes. Eastern Gardens Cooperative, Inc. is not responsible for any damage, loss or theft of rental equipment.

I. AREAS NOT INCLUDED FOR RENTAL USAGE: The following is a list of areas not included in the booked function but can be used by the member and their guests. The member booking the function will be responsible for overseeing this rule.

1. The outdoor pool, sauna, changing areas, showers, and picnic area.
2. Using the Clubhouse Cleaning Checklist, the Clubhouse must be cleaned by 12:00 noon on the subsequent day of the event. If the Clubhouse has been reserved for the subsequent day, clean up process should immediately follow the current event.
3. If music (such as disc jockey or band) is booked for the function, apply courtesy and respect by monitoring the noise level so the noise does not disturb the Eastern Gardens community.
4. Please adhere to the Clubhouse Cleaning Checklist so as to avoid additional janitorial services and extra costs.

CLEANING CHECKLIST FOR EASTERN GARDENS CLUBHOUSE

A. KITCHEN AREA:

1. Remove leftover food, beverages and party utensils from the premises.
2. Clean sink countertops and shelves.

3. Clean any spills on floor and carpet.
4. Wash out refrigerator with mild soap and water only.
5. Any property of the Cooperative, such as pots and pans, need to be washed and returned to the appropriate storage space.

B. CLUBHOUSE AND ALCOVE:

1. Disinfect table tops and wipe down chairs. Return folding tables and chairs to the designated storage space.
2. Vacuum carpet. Spills on carpet may be treated with cold water or soda water. Do not use general detergents on floor or carpeted areas in the Clubhouse.
NOTE: Immediately report spills or damage in any area to Management.
3. Damp mop (water only) parquet floor in alcove and hallway areas.
4. All interior furniture should remain inside the Clubhouse and returned to its designated storage space. Exterior furniture should remain outside at all times.

C. RESTROOMS:

1. Wash and disinfect toilet bowl and countertop. If required, mop restroom floors.

D. ALL ROOMS & HALLWAYS

1. Do not leave trash in garbage cans. Bag and remove for proper disposal.
2. Turn off all appliances and lights. Secure all doors and windows. Open drapes before leaving and immediately report any problems or damages to Management.

RULES GOVERNING COMMITTEES

(Adopted 9/2/2006)

Committee members are appointed by the President of the Corporation from among the membership from time-to-time to assist in the conduct of the affairs of the Corporation and approved by majority vote of the entire Board of Directors. Committee membership is open to any member in good standing.

Eastern Gardens Cooperative, Inc. has two types of committees:

- Standing Committees: These committees which have a continuing purpose.
- Special Committees: These committees are also called select or ad hoc and are appointed for a particular purpose and cease to exist once that purpose has been

served. The charge or responsibilities and duties for each committee will be determined by the Board of Directors.

The following will be used by the Board of Directors as a checklist to help determine the following issues:

Type of Committee	Meeting Location and Time Frame
Specific Task or Charge	Due Date for Committee Report
Resources Available (funds, office supplies, and equipment)	

A. STANDING COMMITTEES

1. TERM OF OFFICE: Standing Committees are committees for which there is a continuing need unless otherwise noted. They can be terminated at the discretion of the Board of Directors. Committee member's term of office will be the same as those served by officers of the Corporation. New members will be appointed when new officers are elected by the Board of Directors. Committee members can serve extended terms and there is no limit to the number of terms a member may serve on a committee.
2. FUNCTION/PURPOSE: Standing Committees will oversee routine duties that need to be carried out on a regular basis. These duties may include social gatherings, such as potlucks, picnics, and holiday events, newsletters, welcoming committee for new members, finance and planning.
3. WORKINGS: The Standing Committee will report to the Board of Directors at all regular meetings or special meetings of the Board of Directors and to the general membership during membership meetings.

B. SPECIAL COMMITTEES (Select or Ad Hoc)

1. TERM OF OFFICE: Special Committees will be discontinued when the assigned task is completed. They may be re-established at a later date as needed.
2. FUNCTION/PURPOSE: Special Committees will be established to accomplish a assigned task and are more specific than Standing Committees. This committee is more project-oriented and may include landscaping, community appearance, or elections.
3. WORKINGS: The Standing Committee will report to the Board of Directors at all regular meetings or special meetings of the Board of Directors and to the general membership during membership meetings.

C. COMMITTEE CHAIR: The committee, once formed, will have the authority to name or elect a Committee Chair. Responsibilities of the Committee Chair are as follows:

To understand the committee's task.	To guide – not direct – the discussion.
To recruit, nominate or appoint committee members.	To coordinate suggestions.
To nominate or appoint a committee secretary.	To ensure all statements are clearly understood.
To explain the committee's goals to its members.	To keep an open mind.

D. REPORT DISPOSITION: When the committee has reached a decision and has formulated its findings based upon its research and studies, it then must submit their report to the Board of Directors five days prior to any Board meeting for their review. Below is a checklist for the Board of Directors to follow.

File the report without comment.	Give the report to a member for study.
Return the report to the Committee for additional information.	Postpone consideration to a more convenient time.
Refer the report to another Committee for study.	Accept the entire report.
Give the report to the property manager for study.	Reject the entire report.
Give the report to an officer for study.	Accept only part of the report.

E. COMMITTEE AUTHORITY: The committee's only authority is that which is identified in the charge or task and cannot take any action without Board of Director's approval.