



# W O O D B U R Y

## RECREATION FACILITIES RULES and REGULATIONS

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### Recreational Facility Keys

Homeowners will be issued two (2) Recreation Facilities key fobs upon close of escrow on their home as the first owner. When an owner sells the home, the key fobs must be provided to the buyer. Replacement of lost keys must be obtained through the on-site Woodbury Community Association office at 108 Lamplighter, Irvine, CA 92620. The only acceptable payment method is by check which shall be made payable to "Woodbury Community Association." The replacement cost is \$50.00 per key fob. The lost key fob will be electronically deactivated.

### Guest Policy

1. Guests may use the facilities only when accompanied by a resident.
2. Members are allowed to have a maximum of six (6) guests per membership at any time.
3. Members are allowed to exceed the six (6) guests per membership rule if facilities are rented by said member. See the Rental Policy for further details.

### Rental of Facilities

1. Certain facilities within the Association are available for rent for member use subject to availability. Facilities are rented on a first come, first-served basis.
2. The Recreation Facilities Reservation Form may be obtained at the community web site at [woodburyhoa.org](http://woodburyhoa.org) or by contacting Professional Community Management at the on site management office.
3. A completed Recreation Facilities Reservation Form and executed Recreation Facilities Agreement must be submitted to management along with the appropriate fees, deposit and additional insured certificate at least fourteen (14) days in advance of the event date. No reservations will be accepted until all of the above forms, information, fees and deposits have been completed and submitted to management. Additionally, no reservations will be accepted less than fourteen (14) days or more than eighteen (18) months prior to the event.



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4. Specific locations that may be rented include:
  - (a) The Great Lawn
  - (b) The Club Room
  - (c) The Activities Room
  - (d) The Courtyard area attached to the Club Room
  - (e) Others areas as determined by the Board of Directors.
5. When an area is reserved for rent, the reserved area will be off limits to others not participating in the event.
6. Rental of the Club Room includes the use of the Clubhouse Facility Kitchen and courtyard area at no additional cost.
7. The facilities are not available for rent over the Memorial Day weekend (Saturday through Monday), on the 4<sup>th</sup> of July or over Labor Day weekend (Saturday through Monday). Additionally, rentals are limited to four (4) rentals per residence each calendar year.
8. Rental of the facilities will generally be available only to members of the Woodbury Community Association.
9. In accordance with Article III, Section 3 of the Master Declaration, the Woodbury Community Association will reserve the right to rent certain facilities to individuals or groups that are not members of the Association if the Association believes that said rental will not cause an unreasonable reduction of members enjoyment of the facilities.
10. A rental fee and deposit are required for each rental and are subject to change by the Board of Directors. Please see the Facilities Reservation Form for the current rental and deposit fee schedule.
11. The rental fee is non-refundable and is forfeited if a reservation is cancelled within thirty (30) days of the event. Cancellations should be made in writing and submitted to the management office at the Recreation Center.
12. The deposit will be refunded within thirty (30) days after the event. However, if damage is caused to the recreation facility, event clean-up is not completed, or the facility is not restored to the manner in which it was presented prior to reservation use, the cost to repair the damage or to conduct the clean-up will be deducted from the deposit. The Resident will be responsible to reimburse the Association for any cost to repair damage or to conduct clean-up in excess of the deposit amount.
13. The Resident must supply a proof of endorsement with a general liability provision of at least one million dollars which names Woodbury Community Association and the Association's property management company as additional insureds on the date of the event and for all times that the facilities will be used, as well as for the time spent setting or cleaning up. The





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Resident's insurance shall be primary and non-contributory to any policy of insured held by either the Woodbury Community Association or its management company.

14. Roving attendants are required for reservations of any facility at which a live band or D.J. will be present, alcohol will be served or more than 75 guests will attend at a fee of \$120.00 per roving attendant for the first four (4) hours of the event, plus \$30.00 per hour per roving attendant for each additional hour. A second roving attendant is required for any event with 100 to 149 guests, and a third roving attendant is required for any event with 150 or more guests.
15. Setup and breakdown of all Association tables and chairs is included in the rental fee for the Club Room, Activities Room and courtyard only. All other setup, including food, decorations, catered and/or additional tables or chairs and any other items are the responsibility of the Resident. All decorations, displays, food, drinks, trash, etc. must be removed from the facility by the end of the reservation time. Any items left behind will be discarded. You must supply your own trash bags for cleanup and dispose of the trash bags in the dumpster in the south parking lot adjacent to the Competition Pool. Staining to walkways from dragging trash to the trash enclosure, will result in the deduction of cleaning fees from the security deposit.
16. The Event Layout Sheet specifying your desired table and chair layout must be submitted a minimum of two (2) weeks prior to your event.
17. D.J. music and live bands are permitted at the recreation center only. Music volume must be maintained within acceptable levels at all times as determined by Association staff or an authorized representative. Excessive noise may result in the loss of facilities privileges.
18. The recreation facilities may not be used for commercial purposes without the prior written consent of the Association's Board of Directors.
19. The Resident renting the facility must be present at all times during the event/function.
20. Amusement rentals (e.g. pony rides, petting zoos, carnival rides, etc.) are prohibited on Association property.
21. Tents are prohibited in the courtyard area.
22. Open flames are prohibited in all Association indoor facilities.
23. Smoking of any kind, including, but not limited to, cigarettes, cigars, pipes, e-cigarettes, vapor pens, vapor pipes, and hookahs, is prohibited.
24. No staples, push pins or similar devices may be used to attach items to the walls or any other surfaces. Any damage caused will be deducted from the security deposit.



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25. The throwing of rice, birdseed and confetti is prohibited.
26. Glass is permitted in the Club Room, Activities Room, the courtyard and on the Great Lawn only when the facility is rented for a private event/function.
27. Violation of any of the provisions of these rules may, following notice and hearing, result in fines, the levy of reimbursement assessments against the responsible member for damage in excess of any deposit and/or rescission of the responsible member's rights to use any common area facility for a reasonable period of time.

### Swimming Pools- Lagoon /Wader /Lap /Competition /Spa & Neighborhood Pools (POOLS)

1. Hours of operation are:
  - (a) Sunday through Thursday 6:00 AM – 10:00 PM
  - (b) Friday and Saturday 6:00 AM – 11:00 PM
2. Members must be in possession of their pool key at all times when using the pools of other neighborhood facilities. When asked, members must present their pool key to an authorized Association representative (i.e. management member, patrol officer, pool monitor, etc.) to verify membership. If a resident is unable to present a pool key, they may be asked to leave the facility.
3. Use of the POOLS, CABANAS AND OTHER POOL AREA FURNITURE is on a first come first-served basis. These areas may not be reserved with the placement of towels and other personal items once you have left the facility. Items left unattended for the purpose of reserving seating will be removed. The association is not responsible for lost or stolen items left unattended.
4. There will be no lifeguard on duty. Use of the POOLS is at your own risk. The Association assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property.
5. Members interested in swim lessons must contact the Association's approved swimming instructor contracted with the Association. For purposes of these rules, the "Association's approved swimming instructor" includes someone that has entered into a license agreement with the Association and, among other things has provided the insurance and indemnity required by the Association. The term "Association's approved swimming instructor" is not intended to imply that the Association otherwise endorses the swimming instructor. Members may only use the Association's approved instructor for lessons, except that immediate family members may provide swimming instruction. No other contracted swim lessons may be conducted within the facilities at any time.
6. An adult should accompany and actively monitor children under the age of 14.





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7. Infants and children that are not toilet trained are not allowed in the POOLS without appropriate swim diapers. Should an accident occur in the pool that requires a pool closure, the parents of that child may be subject to fines up to \$300.00 for cleaning and closure fees charged to the association.
8. Children under the age of 14 should not be allowed in the spa unless accompanied by an adult.
9. The wading pools are for children 5 years of age and younger.
10. All children in the wading pool area MUST BE UNDER THE DIRECT SUPERVISION OF AN ADULT AT ALL TIMES.
11. All swimmers must shower before entering any of the POOLS. Showers are only for persons using the facilities and not for individual personal hygiene not related to use of the facility.
12. All swimmers must wear a bathing suit. No ragged-edged garments are allowed. Nudity is prohibited.
13. Any individual with a contagious malady or open sores may not use the POOLS.
14. For shoulder length hair or longer, it is recommended that hair be tied back, braided or a cap worn (hair clogs the drains).
15. The use of profanity, obscene language or obscene behavior is prohibited. Guests of the facility that are acting in a fashion that may be offensive to other guests may be asked to leave immediately. Failure to do so may result in the loss of privileges.
16. No running or horseplay on facilities deck.
17. No horseplay in the POOLS. Hanging on lane lines is strictly prohibited.
18. No ball/Frisbee or object throwing in or around the POOLS.
19. No gum in the POOLS.
20. No eating food or drinking in any of the POOLS.
21. All waste materials from food or beverages are to be taken with you or disposed of in the trash containers provided in the POOL areas.
22. No skateboards, bicycles, tricycles, skates, razors, rollerblades or other wheeled equipment are allowed inside the fenced areas.
23. No bottles or other glass containers/objects inside the fenced area.



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24. No pets inside the fenced area.
25. No unduly loud or disturbing noise inside the fenced area.
26. No amplified music permitted inside the fenced area with the exception of Association sponsored events and activities, or in conjunction with a facility rental as approved by the Association.
27. No diving from benches, tables, or other facility structures inside the fenced area.
28. No rafts, inflatable toys, boogie boards, diving rings or other like toys in the POOLS.
29. No smoking inside the fenced area. Smoking of any kind, including, but not limited to, cigarettes, cigars, pipes, e-cigarettes, vapor pens, vapor pipes, and hookahs, is prohibited.
30. Persons intoxicated or under the influence of alcohol or drugs are not permitted in the POOLS.
31. No pool furniture in the POOLS.
32. Any damage to equipment or furnishings must be reported promptly. Members responsible for the damage will be required to immediately reimburse the Association for losses related to the damage and may be subject to additional fines or penalties deemed necessary by the Woodbury Community Association. Members are also responsible for damage by their guests.
33. All gates must remain closed and locked at all times. DO NOT obstruct gates with chairs or other items to keep gates open.
34. Tampering with POOL equipment, gate locks or machinery at the POOL areas is prohibited. Members caught tampering will be subject to fines.
35. Jumping the fence to any gated facility is prohibited.
36. The Woodbury Community Association may turn off the heat to individual pools during the winter season.



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## Neighborhood Parks

1. Hours of operation shall be as follows:
  - (a) Sunday through Thursday 6:00 AM – 10:00 PM
  - (b) Friday and Saturday 6:00 AM – 11:00 PM
2. Adult supervision is required for all children. Please inform daycare providers of the rules and regulations and that they must watch the children in their care at all times.
3. All persons must play with care and consideration of others.
4. Pets are not allowed in the playground area.
5. No jumping from swings or play structures.
6. Excessive trash from gatherings or parties must be removed from the facility and not put in the trash receptacles in a manner that causes the trash receptacle to overflow its enclosure.
7. The use of profanity, obscene language or obscene behavior is prohibited. Guests of the facility that are acting in a fashion that may be offensive to other guests may be asked to leave immediately. Failure to do so may result in the loss of privileges.
8. Smoking of any kind, including, but not limited to, cigarettes, cigars, pipes, e-cigarettes, vapor pens, vapor pipes, and hookahs, is prohibited.

## Sports Courts

1. Hours of operation for lighted courts are:
  - (a) Sunday through Thursday 6:00 AM – 10:00 PM
  - (b) Friday and Saturday 6:00 AM – 11:00 PM

Hours of operation for non-lighted courts are:

  - (a) Daily 6:00 AM – Dusk
2. Sport Courts (Tennis, Basketball, Volleyball, etc.) are available on a first come first- served basis. Tennis courts may be reserved through the Association's on line tennis reservation program at [www.woodburyhoa.org](http://www.woodburyhoa.org).
3. While others are waiting, sessions are limited to thirty (30) minutes for groups of two and sixty (60) minutes for larger groups.
4. Play on the sport courts is not available for any person who is under the influence of alcohol or any drugs.



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5. Proper shoes are required at all times.
6. It is the players' responsibility to ensure that the play area is free and clear of all dangerous objects.
7. It is the players' responsibility to ensure that the play area is free and clear of children and others that may stray onto the active play area.
8. Adult supervision is required for all children. Please inform daycare providers of the rules and regulations and that they must watch the children in their care at all times.
9. The use of profanity, obscene language or obscene behavior is prohibited. Guests of the facility that are acting in a fashion that may be offensive to other guests may be asked to leave immediately. Failure to do so may result in the loss of privileges.
10. Smoking of any kind, including, but not limited to, cigarettes, cigars, pipes, e-cigarettes, vapor pens, vapor pipes, and hookahs, is prohibited.