

Village of Westlakes

Purpose, Duties and Rules of Standing Committees

Approved by Board of Directors
March, 15 2010

Architectural Control Committee

A COVENANT Committee

Purpose

The purpose of the Architectural Control Committee is to act to maintain substantial conformity of improvements within the Village of Westlakes subdivision for the benefit and general welfare of all of the owners of lots in the subdivision. The Committee exercises due vigilance of inspection and will undertake issuance of notices that may be required to ensure that new construction or subsequent building or landscaping changes will be compatible with adjoining properties and the overall ambiance of the community.

Duties

1. Review for substantial conformity and approve, or disapprove, in writing to the applicant within ten (10) days of submission, all plans and specifications submitted to the committee.
Such plans and specifications will include and be limited to those required by ARTICLE V, SECTION 1 (b) of *Amendments to the Declaration of Covenants, Conditions and Restrictions of the Village of Westlakes Subdivision* dated December 16, 1997.
(These are enumerated as plans and specifications for all construction, additions to or alterations of any building, fence, wall or other structure. Also included are plans and specifications for landscaping of any lot.)
2. Report any disputes under this agreement to the Board of Directors of Village of Westlakes.
3. Monthly observe maintenance of improvements on lots and premises and report failures to maintain to the Board of Directors of Village of Westlakes.

Rules

See *Architectural Control Committee Guidelines*.

Contact Committee members for further information on notice posted in clubhouse.

Architectural Control Committee Guidelines

The Village of Westlakes Architectural Control Committee offers this information to aid you as you plan your new home in our community or consider an addition or renovation of your current home.

Our architectural uniformity is controlled by the *COVENANTS* and *BYLAWS*.

Most items involving construction are contained in *ARTICLE V* of the *COVENANTS*.

Following are some of the highlights.

1. All plans with specifications written on the plans that define the exterior of your building project and landscaping must be submitted to, and approved by, the Architectural Control Committee. (The Committee requests two (2) sets of plans so that one may be on hand for the Committee during construction. The other will be returned with Committee signatures for approval or reasons for denial within ten (10) days of submittal. The plans need to include a site plan.)
2. All buildings must be single-family, one-story dwellings with a garage that accommodates no more than three automobiles.
3. Satellite dishes of no more than 39.5 inches in diameter mounted on the edge of the roof and located as directed by the Association are the only external antenna allowed.
4. The construction and/or landscaping must be "... in substantial conformity with existing buildings..." To remain "... in substantial conformity ..."

THE FOLLOWING GUIDELINES ARE PROVIDED:

- **ROOF:** built to a 6/12 pitch.
- **SHINGLES:** composition, twenty-five (25) year warranty driftwood color.
- **BRICK:** brick color to be reviewed by committee.
- **FASCIA:** aluminum, color coordinated with brick selection.
- **SOFFIT:** vinyl, color coordinated with brick selection.
- **GARAGE:** overhead door with no windows, three (3) car maximum and one (1) car minimum.
- **DRIVEWAY:** full concrete.
- **MAILBOX:** brick encased single column.
- **FENCES:** Fences can only be erected on perimeter lots with prior permission. Maintenance of lawns enclosed inside fences will be the responsibility of the lot owner. (See *ARTICLE VI, SECTION 1.*)
- **LANDSCAPING:** sprinkler irrigation system installed, at least one (1) native tree in the front yard, comparable to surrounding neighbors. Complete yard sodded with Tif Gren sod.

NOTE: In planning your landscaping, remember that our lawn maintenance crew will only mow and edge. Flower beds and their maintenance are your responsibility. Trees and other plantings must be located so that our mowing machines can get between them. This requires 60 inches (5 feet) clearance when plants are at full growth. Our crews will not mow and edge areas that do not have this clearance. Also, your plantings cannot block the view by your neighbors of any common areas.

5. Construction must be completed within 120 days from the date of approval of the plans.

Failure to comply with these items may result in fines levied by the Board of Directors. If you have any questions or need help, contact one of our committee members listed on notice posted in clubhouse.

Clubhouse Activities Committee

Purpose

The purpose of the Clubhouse Activities Committee is to receive notification of proposed activities and schedule activities to avoid conflicts, to notify residents of such activities, to maintain expendable supplies and to maintain the Village of Westlakes library.

Duties

1. Schedule Village of Westlakes activities and private activities on clubhouse bulletin board.
2. Be responsible for rental contract and collecting fees for scheduled private activities and pass payment and copy of contract to Treasurer.
3. Notify newsletter of Village of Westlakes activities and post notices of such activities.
4. Purchase clubhouse supplies as needed.
5. Occasionally clean cupboards and refrigerators and ensure the clubhouse is cleaned after each use.

Rules — General

1. NO pets are permitted in the clubhouse.
2. The clubhouse is a NO smoking area.
3. The clubhouse is to remain locked at all times when not in use. The last to leave the clubhouse must ensure all doors are locked and all lights, fans, air conditioners are turned off.
4. All minors under age 18 must be accompanied by an adult H.O. Member at the clubhouse. H.O. Member is responsible for designating the accountable adult or Renter if Member is not present.
5. Food or drinks are not to be taken into the library/parlor area, billiards or exercise rooms. Violators will be asked to leave.
6. Other rules covering the billiards room are posted in that room.
7. Recycle aluminum cans by depositing recycle containers.
8. The clubhouse is not intended to be used by individuals for outside group meetings. However, should the clubhouse be available and a resident needs to have a meeting, (such as a committee meeting, for an hour or two involving only a half dozen or so people), this may be approved at no cost if the Clubhouse Rental Contracts Chair is advised prior to the meeting.
9. Each resident using the clubhouse for any reason must ensure that their refuse (such as drink containers, paper towels, etc.) is placed in a trash container .
10. Users of the clubhouse facilities are responsible for informing all persons of their group regarding these rules.
11. Tables, chairs and other equipment located in the clubhouse must NOT be removed from the clubhouse unless approved by the Board of Directors and a deposit made with the Treasurer.

Clubhouse Rules and Procedures for Renting

Approved by Board of Directors March, 15 2010

Village of Westlakes regular events — such as meetings, social and recreational activities, etc., — will take priority over all other requests to rent the clubhouse. **All fees due the Homeowners Association must be up to date before a rental request is approved.** All clubhouse rules listed above must be followed by the Renter and his/her guests. In addition, the following rules and procedures apply to rentals.

1. All requests for reservations for private parties must be made no later than two (2) weeks prior to the date requested.
2. State law prohibits the use of alcoholic beverages by minors under the age of 21; therefore, there will be no alcoholic beverages served to minors.
3. All requests for renting the clubhouse must be submitted to the Clubhouse Rental Contract Chair. The Chair will note on the calendar confirming the date and time requested. The Board of Directors has final approval of all events.
4. All trash from the event should be bagged and placed inside the black City trash container (not on top or outside). If trash exceeds the capacity of the clubhouse trash container, the renter is responsible for removal of the excess trash to their own private trash container. Renter is responsible for returning the following scheduled trash pickup day to place the City trash container on the street for City pick up. Renter will return the City trash container to the designated clubroom storage after the trash pickup by the City.
5. All decorations should be removed by the end of the event.
6. Food and beverages already in the refrigerator when you arrive are private property and are to be left alone.
7. Arrange the chairs around the clubhouse tables before leaving.
8. The areas available for renting are the meeting area, kitchen, bathrooms and entry way. The billiard room, swimming pool and exercise rooms are not included in the Rental Contract. Renters and their guests may also use the covered patio area around the clubhouse but must not cross the bridge onto the golf course unless the Village of Westlakes Board has approved the request. Clubhouse furniture may not be moved outside.
9. Events may not begin before 7:00 A.M., nor continue beyond 11:00 P.M.
10. The clubhouse will not be rented for events that expect more than 88 guests.
11. Parking of guests' cars when attending a function at the clubhouse must leave a street width sufficient for the passage of service and emergency vehicles. If an emergency arises and the driving lane is inaccessible, the police will be called and the offending vehicle(s) will be towed at the owner's expense.
12. Parking is allowed on only one side of Carnation Avenue and Carnation Circle after the lot is full. Parking on the grass is not allowed.
13. (a). Rental of the clubhouse for private parties will be \$75.00 per half day if only the tables and chairs are used and all food and beverages are provided by a caterer. Use of the kitchen facilities will be limited to use of the sink only.
(b). For private parties requiring use of the kitchen facilities for preparation of food and requiring extra time for decorating, etc., the cost will be \$100.00.
14. A check for the cost will be presented at the time the Contract is signed. A \$100.00 deposit is also required. If no damage is reported and no clubhouse rules were violated, the full deposit will be returned.

The above rules and procedures constitute a binding contract between the Resident/Renter requesting a reservation and the Clubhouse Activities Committee and the Board of Directors of the Village of Westlakes Homeowners Association and, therefore, is executed as such.

Dated _____

Resident/Renter

Clubhouse Rental Contract Chair

Clubhouse Library Committee

Purpose

Maintain VWL library.

Duties

1. File returned books and donations.
2. Locate duplicate books and donate duplicates to the public library or one of the elder/nursing homes

Rules Residents should adhere to posted rules and procedures.

Clubhouse Maintenance Committee

Purpose

The purpose of the Clubhouse Maintenance Committee is to oversee and maintain the Village of Westlakes clubhouse in first class condition and in good order and repair for the enjoyment and use of the residents in the subdivision.

Duties

1. Ensure that all facilities, fixtures, A/C, lights, fans and toilets within the clubhouse are maintained in first class working order.
2. Recommend and/or make minor additions within the clubhouse that will enhance our use of the facilities.
3. Obtain bids for repair and replacement and submit to the Board.
4. Replace air filters as necessary. (Check monthly.)

Golf Activities Committee

Purpose

The purpose of the Golf Activities Committee is to organize and supervise game and conduct rules for the use of the golf course at Village of Westlakes for the benefit of all members of the Homeowners Association of the Village of Westlakes.

Duties

1. Supervise conduct of golf matches, scores and golf social activities.
2. Chairman shall coordinate with Grounds Committee and/or Greenskeeper regarding any condition of grounds affecting golf play and safety.
3. Enforce rules of golf and personal conduct applying to golf players on the Village of Westlakes course.
4. Suggest rules of conduct, to be approved by the Board of Directors, for all persons using golf course for purposes other than golf.
5. Purchase score cards, flags, flag poles and golf supplies. (Clear purchases with Board.)
6. Insure sand traps are maintained.
7. Advise Greenskeeper of future tournaments.

Rules

1. Residents will obtain a BAG TAG indicating name and Lot # House guests must also have a tag if resident does not play with the guest. BAG TAGS can be purchased from the Golf Activities Chairman, Committee member or Board Treasurer.
2. Residents and overnight guests of residents do not pay to play. All others pay \$2.00 per nine holes. The honor system applies to paying for your golf guests. Payment can be made inside the clubhouse in the door slot of the office.

3. No motorized golf carts or vehicles are to be used on the golf course.
4. Use tees on all teeing areas. Repair every divot and every ball mark on the greens.
5. Resident golfers are responsible and liable for any damages caused by them, their family members or their guests to any private property or Village of Westlakes equipment. (Example: a broken window.)
6. Course boundaries (out-of-bounds) will be defined by a specified pond edge, the utility boxes lines or white PVC stakes.
7. All minors under age 18 must be accompanied by an adult H.O. Member on the the golf course. H.O. Member is responsible for designating the accountable adult or Renter if Member is not present.
8. Members are encouraged to query anyone who does not have a BAG TAG and, on behalf of the Golf Committee, inform such person(s) that it is a private course and that he/she must be with a resident or have a BAG TAG provided by a resident.

Grounds Maintenance & Landscaping Committee

Purpose

The purpose of the Grounds Committee is to maintain the condition of all land area within the Village of Westlakes to the high aesthetic appearance demanded by the owners of lots in the subdivision.

Duties

1. Supervise the maintenance of the homeowners? lots, vacant lots, lakes and golf course.
2. Check the condition of the streets, sewers and street signs.
3. Advise residents if the grounds and plantings around their homes need attention or trees need trimming to allow grass to be cut under overhanging limbs.
4. Have the Board contact the individuals if the conditions are not corrected.
5. Obtain bids for any expenditure and submit them to the board.
6. Advise the Groundskeeper if any areas have been neglected by his team.
7. Approve location and type of all trees and shrubs on common areas.
8. Stay abreast of street conditions, storm drains and street signs. Report needed repairs to Board of Directors.
9. Request City pickup when brush bin is getting full.
10. Request City graffiti patrol when “tagging” occurs.

Rules

1. Residents? comments regarding the grounds maintenance, including lots, should be directed to a member of the Grounds Committee or to a member of your Board of Directors.
2. Any direct agreement between a lot owner and the Supervisor of Grounds Maintenance will be considered a private contract and the charge, if any, will be the responsibility of the lot owner.
3. Plantings in private lots must have at least five feet ground clearance, at full growth, around plants and buildings to accommodate mowing. Areas on lots that are poorly accessible for the mower will be the owner?s responsibility to mow.
4. Trees should be trimmed high enough for maintenance equipment and employees to work beneath branches.
5. Report to Board of Directors any resident who violates the following BYLAWS:
 - a. Plantings which obstruct the view of the common grounds, lakes, etc., will be trimmed, or removed. If this occurs on a lot, the owner will be contacted in order to give owner an opportunity to replant to another location.
 - b. Areas of lots (lawns) enclosed behind fences (perimeter lots) that are not mowed. (It is the owners? responsibility to mow.)
 - c. Lot owners not caring for their property as required in BYLAWS:.

6. Trash and Brush Policies

- a. Outside contractors or worker(s), hired by owners, may dump a reasonable amount of brush clippings and other yard trimmings at the Association brush pen (41st Street). In the event of larger tasks, such as tree/palm trimming, which would overflow the Association pen, the contractor or worker(s) must take a major load to a designated offsite dump.
- b. The Owners are to contact the Groundskeeper to schedule and inform of potential dumping activity by contractor/workers and to learn if space is available at the pen. This is to avoid filling up the pen on days when Association workers are planning major trimming of the grounds.
- c. This Policy is to allow Village of Westlakes owners access to the Association pen for personal use only. This policy does not allow any outside contractor, not hired by an owner, to use the Association pen. Dumping trash in Association pen by anyone is strictly prohibited.

Swimming Pool Committee

Purpose

The Pool Committee is a standing committee of the Village of Westlakes in order to supervise activities and maintenance of the swimming pool and spa that is provided for the enjoyment of all members of the Village of Westlakes.

Duties

1. Recommend to the Board, when necessary, a service firm to care for the pool and contract with and supervise the firm following Board approval of the firm.
2. Arrange with the fuel company for the delivery of propane as needed.
3. Have the pool heated when it is judged practical or when directed by the Board.
4. Post pool-use rules and report, when known, any violations to the Board.
5. Report to the Board as needed, but at least annually, on the condition of the pool area along with recommendations for correction of any problems that may exist.
6. Prepare annual expense reports and provide them to the Finance committee for use in developing the annual budget.
7. Perform such other duties as the Board may assign from time to time.

Rules

The swimming pool and spa are for the use of residents and their guests only.

1. Swim at your own risk — there is no lifeguard.
2. All minors under age 18 must be accompanied by an adult H.O. Member at the swimming pool. H.O. Member is responsible for designating the accountable adult or Renter if Member is not present.
3. Shower before entering the pool. Lotions, oils or grease can harm the filter system.
4. For safety and health reasons — diving, running, pets and food are not allowed in the pool area.
5. No glass containers in the pool area.
6. Plastic pants are required on children who are not potty trained.
7. The hot tub is for adult use only.
8. One to six (1 – 6) guests are allowed per home/lot.

Before leaving:

1. Residents who use the pool are required to clean up after using these facilities.
2. Arrange the chairs around the pool in a neat manner.
3. Turn off the hot tub heat switch after using the hot tub.