Approved by MBOD DEC 2016, Section E -5 (red) addition for proposal October 2018

Groups/Clubs Guidelines at Del Webb Grand Reserve

Grand Blanc, MI

A. The purpose of this document is to define:
1. A system to replace the current Interest Group/Charter Club structure at Grand Reserve including:
   a. The criteria for becoming a Grand Reserve Group/Club
   b. The rights and responsibilities of a Group/Club
   c. Procedures that will guide Group/Club administration
   d. Equitable allocation of meeting space

B. This document has the following objectives:
1. Low administration for Groups/Club as well as HOA administration
2. Fairness to all residents
3. Maintain the "Inclusive" culture of Grand Reserve
4. Clarify financial processes for Groups/Clubs

C. The criteria for becoming a Group/Club
1. An official Group/Club is made up of Grand Reserve residents.
2. Every Group/Club must have at least one resident willing to be the official main contact for the group.
3. Guests are allowed to attend select meetings/functions but cannot become official members of any Group/Club.
4. In general, a Group/Club must be inclusive, which means any and all residents are welcome to join the Group/Club and are welcome to attend the events. Membership restrictions are allowed if the restrictions are fundamental to the purpose of the group. Examples of restrictions allowed are listed below:
   a. Gender — Groups/Club can be gender specific, for example a women's golf league. In this case, all women residents would be welcome in the club and at events.
   b. Past affiliations— for example, a Veterans club, a Michigan State alumni club, a Ford retirees club, etc.
   c. Marital status — for example a singles club, a divorce club and a married club
5. Group/Club status or meeting space will not be granted to groups whose purpose is similar to existing clubs using the same common facility.
6. New Groups/Clubs must have five (5) people interested, including the main contact, prior to getting approval.
7. Groups/Clubs must be approved by the Lifestyle Director with consult of the Lifestyle Committee as needed.
D. The rights and responsibilities of a Group/Club

1. All Groups/Clubs are equal
2. Eligible for free meeting space at Grand Reserve common areas (lodge, pavilions, parks, etc.)
3. Must have/maintain a Group/Club page on the association website
4. Have promotion and sign up handled through the current lifestyle procedures
5. Money collection for events may be set up through the Lifestyle Director

E. Group/Club Finances

1. Event fees may be facilitated through the Front Desk staff with prior budget approval through the Lifestyle Director with consult from the Lifestyle Committee as needed.

2. Individual activities must be planned to break even with the exception of general fundraisers.
   a. Only itemized receipts can be reimbursed. Any items used without an itemized receipt cannot be reimbursed and will be considered a gift donated by the resident to the Group/Club.
   b. All receipts must be compiled and approved in writing by the group main contact prior to submission to the Lifestyle Director for reimbursement.
   c. The sale of alcoholic beverages is not permitted in Association facilities and the funds collected cannot be used for purchase of alcohol.
   d. Any excesses will remain the property of the Lifestyle account to be used as needed for supplies or event needs for Grand Reserve.
   e. Significant shortfalls may impact future approval of events.

3. Submit any needed supply, equipment, or other financial requests through the Lifestyle Committee
   a. Those received during October/November the year prior, during the Meeting Submission period, will receive priority.
   b. Any purchases, as a result of those requests, remain property of the Lifestyle Committee.

4. Residents are not permitted to earn a profit or incur other personal gain from Group/Club events.

5. There will be no comped (free) admissions regardless of volunteer work. Residents are either unpaid volunteers or vendors. Vendors must go through the appropriate committee approval. If a vendor hires a resident as a substitute, it is up to the vendor to handle this separately.

6. All volunteer donations of money for any Group/Club, activity, or Lodge fund (i.e. the Coffee Fund, Caring Wishes) will be collected through the Front Desk and tracked by the Lifestyle Director.

F. Procedures that will guide Group/Clubs Administration

1. Meeting space - Lifestyle Director/committee will allocate meeting space on the following criteria
   a. To ensure meeting space, Groups/Clubs must submit a Meeting Schedule Submission form for the next calendar year in October/November of the prior year. Once this
window has passed, Groups/Clubs that have not turned in a form, run the risk of losing their previously scheduled meeting day, time, or place.

b. **Priority for space**
   i. Master Board
   ii. HOA Boards and Committees
   iii. Lifestyle Special Events i.e. Annual Lifestyle Fundraiser
   iv. Groups/Clubs: Factors for consideration:
      1. Legacy — prior year’s allocation
      2. Estimated number of participants
      3. Maximize utilization of the common areas
      4. Fairness to the Groups/Clubs
   v. Contracted Vendors i.e. Fitness Instructors
   vi. Rentals.
      1. Rentals for the coming year can be accepted as of December 1st, after the Group/Club annual Meeting Schedule Submission window.
      2. Rentals booked prior to a Meeting Schedule Submission received after November 30th will receive priority.

c. Regular meeting and activity space will be provided to groups/clubs without charge. The Association reserves the right to preempt club space if the need of the general membership requires within reason determined by the Lifestyle Director based on the priority above. Although facility space may be dedicated to a club for full-time use, the facility and all equipment located therein remain the property of the Association.

d. It is the intent to keep the Lobby area open for regular resident use and Association business as much as possible. Exceptions to this are HOA/Lifestyle Committee special events, Lunch on the Patio, Girls Night In, and a select number of previously approved activities. Additional requests will be subject to approval on a case by case basis through the Lifestyle Director and/or vote by the Lifestyle Committee.

G. **Authority:**

1. All authority of the Grand Reserve Community Association lies with the Grand Reserve Master Board of Directors (Board), unless delegated to Association/Community Management. All rules and procedures outlined herein are in consonance with the Association’s governing documents. If a conflict arises, the governing documents prevail.

2. Group/Club status may be revoked for the following reasons: when clubs violate Association policies or rules; when an irreconcilable conflict occurs within the membership; when a situation occurs which projects the club, or the Association, in an undesirable or embarrassing position; or when a club violates Federal, state, or local government laws or ordinances. The decision to revoke occurs following a recommendation by Association Management and approval by the Board. The decision may be appealed by providing written justification to the Master Board within 14 days of the written notice. The opportunity for an oral presentation may also be requested in the written appeal. The Master Board will provide a final notice of decision within 30 days of receiving the written appeal.

Approved by the MB on 9/12/19