

# DOBSON ♦ RANCH

## Dobson Ranch Club Guidelines

**Introduction:** Thank you for your interest in starting a Dobson Ranch Club! Please review the guidelines below that specify the purpose and qualifications of Dobson Ranch Clubs, their use of the Association amenities, and other issues such as leadership, promotion, and financial management.

**Dobson Ranch Club Purpose:** The purpose of a Dobson Ranch Club is to bring together, in an organized manner, Dobson Ranch residents who have common interests and/or talents and to promote a continued Dobson Ranch inspired lifestyle. Membership is open to all Members of The Dobson Association without discrimination of any protected class.

### Membership

- Residents who wish to start a Dobson Ranch Club must complete a *Dobson Ranch Club Application* for approval by the Board of Directors prior to starting activities.
- A proposed Dobson Ranch Club must have a minimum of five (5) Dobson Ranch Residents before it may reserve space at La Casita or Saratoga Recreation Centers. If a Dobson Ranch Club needs additional members, the Association may, upon request, assist in promoting the Dobson Ranch Club through the Dobson Ranch weekly e-mail communications, Rancher's RoundUp, the website, or Dobson Ranch App.
- A Dobson Ranch Club may not limit the number of residents permitted to join the Club. The number of Members in each Club event may, however, be limited due to the size of the facility, safety concerns or space requirements. Other caps or limitations must be pre-approved by the Association.
- All Dobson Ranch Clubs will be asked to volunteer at one event per year. Clubs are encouraged to have a table advertising their Club at any Dobson Ranch event. Volunteering and event participation can be arranged through the Recreation Manager.

### Chairpersons

- Dobson Ranch Clubs must have at least one (1) designated Chairperson who provides the Association with contact information to be provided on the website and Ranchers RoundUp.
- Chairperson must be a member in good standing with the Association.
- The majority members of the Club may elect the Chairperson(s) on an annual basis.
- The Dobson Ranch Club Chairperson must apprise the Association on a regular basis of updates, activities, programs, and room reservation needs through the Association office.
- The Association staff is not required to attend Club meetings and/or functions, though may at times choose to attend. The Association staff will be available to assist in facilitating usage of amenity rental space, communications, and calendar updates as provided by the Club Chairperson.
- The substance and activities of the Club are the responsibility of the Club Chairperson and other Members of the Club, so long as they comply with these guidelines.

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## Supplies and Sponsorship

- Dobson Ranch Clubs must purchase their own equipment and materials.
- A Dobson Ranch Club may ask for sponsorship by the Association.
- A sponsorship application must be filled out and given to the Association for Board approval 30 days before the next board meeting.

## Allocation and Use of Dobson Ranch Amenities

- Dobson Ranch Clubs may reserve Amenity space free of charge, contingent upon availability, for regular membership meetings and activities for a maximum of once per month or a total of 12 times per calendar year.
- All requests must be made in writing to the Recreation Manager no less than sixty (60) days prior to the requested reservation.
- Dobson Ranch Clubs requesting reservation of more than once per month will require prior approval by the Association.
- Dobson Ranch Club meetings may not extend beyond building hours, including clean up time.
- Dobson Ranch Clubs are expected to perform clean up (including trash removal, sweeping, etc.) necessary to leave the amenity in the same condition it was upon arrival. In the event a Club does not leave the amenity in the same condition, they may be charged a cleaning fee of \$25.00.
- Dobson Ranch Clubs must adhere to the Dobson Ranch rental space guidelines, regulations and policies, and all other Governing Documents.

## Communications and Promotion

- The Club's designated Chairperson will be responsible for keeping an updated contact list of all Club Members.
- The Dobson Ranch weekly e-mails may advertise Dobson Ranch Clubs, which will specify the meeting schedule and Chairperson name and contact information. Each Dobson Ranch Club Chairperson is responsible for submitting any changes to the Dobson Ranch Club's information to the Association via the Communications Manager.
- The Dobson Ranch Communications Manager may request new copy and photos for publication in the RoundUp each month. Copy and photos must be received no later than the 10<sup>th</sup> of each month. It may be needed earlier if the 10<sup>th</sup> falls on a weekend or holiday. Space in the RoundUp will be limited and will not be more than ½-page per club.
- If a Dobson Ranch Club wishes to promote an event or meeting on the Dobson Ranch calendar or within the Dobson Ranch Weekly e-mail, or monthly RoundUp, all information (event description, date, time, location, and RSVP request) must be sent via e-mail to [admin.hoa@dobsonranch.com](mailto:admin.hoa@dobsonranch.com). Only meetings and events that are approved by Recreation Management will be promoted.
- The Communication Manager reserves the right to edit communications and/or to request the Club Chairperson to do so.

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## Dues, Financial Management and Liability

- Dobson Ranch Clubs are expected to be non-profit. All funds received by the Dobson Ranch Club must be used to further the Dobson Ranch Club's purposes, and not to remunerate any Owner, Resident or Member.
- The Association and its designees or agents assume no responsibility for the fiscal management of Dobson Ranch Clubs, whether officially recognized by the Association or not.
- The Association and its designees or agents assume no responsibility for accidents, injuries or incidents resulting from participation in any Dobson Ranch Club. All such incidents should be reported to the Dobson Ranch Recreation Manager immediately.
- If a Dobson Ranch Club is a separately incorporated (or other legal) entity, it shall be required to enter into an agreement with the Association that includes an obligation for such Dobson Ranch Club to maintain separate insurance, indemnify defend and hold harmless the Association against claims arising out of such Dobson Ranch Club's use of the Association amenities, and to otherwise abide by all rules and regulations adopted by the Association.

## Compliance and Authority

- The Board, Dobson Ranch Management or designee may ask anyone to leave any amenity for infractions of these guidelines, improper conduct, or when safety is threatened. Improper conduct as determined by the Board, the Dobson Ranch Management or its designee and includes, but is not limited to, offensive or lewd language or behavior, verbal abuse or bullying toward residents, guests, staff or anyone on Association property.
- The Board reserves the right to revoke the use of the Dobson Ranch amenities and promotion of the Club for non-compliance with these Guidelines, and/or for not complying with the governing documents of The Dobson Association, Inc.

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Club Name

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Chairperson

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Property Address

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Email/cell phone/date