

**Villebois Community Center and Pool
Policies and Rules
Revised August 2017**

The Villebois Community Center Association (“VCCA”) hereby adopts the following Policies and Rules governing the use of the Villebois Community Center facilities. All terms in these Policies shall be defined and have the same meaning as they would in the Declaration of Covenants, Restrictions and Easements (“CCRs”) for the Villebois Community Center (“VCC”) and the Bylaws of Villebois Community Center Association (“Bylaws”) and the VCCA hereby incorporates the definitional section of the CCRs by reference.

Definitions

- a. Community reservation: a reservation made by an occupant, HOA, or HOA sponsored committee where attendance is limited to occupants of one or more member HOA.
- b. Immediate Family includes all relatives of an occupant.
- c. Member or member association is an HOA that is assessed by the VCCA for purposes of maintaining the VCC. (CCRs 1.12)
- d. Occupant means the occupant of a living unit who is the owner, lessee, or any other person authorized by the owner to occupy the living unit on the lot. (CCRs 1.14)
- e. Owner means the person or persons, including a Member Association or Declarant, owning any lot subject to a member association. (CCRs 1.16)
- f. Private reservation: a reservation made by an occupant, HOA, or HOA sponsored committee where attendance is by invitation only.
- g. Public reservation: a reservation that is made by an occupant, HOA, or HOA sponsored committee where attendance is open to all owners and non-owners.

Section 1. General Rules for Villebois Community Center and Pool

A. Eligible Use:

The Villebois Community Center and Pool (VCC) are for the use of the occupants of the living units addressed in the following three Homeowners Associations (HOAs) - Arbor Villebois Owners Association (AVOA), Polygon at Villebois HOA, and Tonquin

Woods HOA - which in turn make up the VCCA members. Pursuant to Article 4.4 of the Declaration of Conditions, Restrictions and Easements for the Villebois Community center ("CCR'S), any Owner in good standing may extend their right to use the VCC to immediate family and their lessees if their Living Unit is rented or leased. Owners who rent or lease their Living Unit shall be deemed to have assigned all rights to use the VCC to their lessee and the lessee's immediate family.

ACCESS and KEY FOB is provided to each VCCA owner for access to the Community Center and Pool. An owner may purchase one additional key fob for his/her living unit at a cost of \$75.00. It is the fob holder's responsibility to replace lost key fobs and notify the management company so they may deactivate the lost key fob.

The VCCA considers the key fob to be an asset of the living unit and shall be transferred to a new owner whenever a living unit is sold. A new owner who did not receive a key fob as part of sale can purchase one or two at a cost of \$75.00 each.

B. Hours:

1. The COMMUNITY CENTER building is open seven (7) days a week. The hours for the Community Center generally are from 4:00 a.m. to 10:00 p.m.
2. The POOL is generally open from Memorial Day Weekend to Labor Day Weekend or later at the discretion of the VCCA Board of Directors. The Pool is open from 4:00 a.m. to 8:00 a.m. for Quiet Lap Swim, 8:00 a.m. to 9:00 p.m. for Open Swim and from 9:00 p.m. to 10:00 p.m. for Quiet Lap Swim.
3. The FITNESS ROOM is open seven (7) days a week from 4:00 a.m. to 10:00 p.m.
4. The Large COMMUNITY ROOM may be open during pool season for open recreation during the time the pool is open and while a pool monitor is on duty.
5. The Large COMMUNITY ROOM is available for Private Events, Public Events and Community Events to all VCCA occupants at no charge from 4:00 a.m. to no later than 10:00 a.m. of the following morning for overnight events. See COMMUNITY ROOM Rules for restrictions.
6. The CONFERENCE ROOM and GAME ROOM are open for use from 4:00 a.m. to 10:00 p.m. The CONFERENCE ROOM may be reserved. See CONFERENCE ROOM Rules for restrictions.

C. General Rules and Policies:

1. NO PETS are allowed within the Community Center or Pool Deck with the exception of assistance dogs.
2. NO PROFANITY or inappropriate language in the Community Center and Pool.
3. ADULTS of at least 18 years of age are required to accompany and supervise children under the age of 16.

4. SMOKING is prohibited anywhere within the Villebois Community Center and within 10 feet of the Villebois Community Center and Pool.
5. ROOM OR AREA OCCUPANCY limits are established by the building code and determined by the County Fire Marshal's Office. The maximum occupancy for the Large Community room is 174 with chairs only and 82 with chairs and tables. The maximum occupancy for the Conference Room is 14. Occupants who host events at the Villebois Community Center are responsible for ensuring compliance with occupancy standards.
6. NO COMMERCIAL ACTIVITY of any kind is allowed on Villebois Community Center property. No one may use any area of the Center for sales of materials or services. No display of materials or services for the purpose of soliciting business may occur.
7. Occupants are responsible for ensuring that they secure any necessary licenses for copyrighted movies, television, music, media and other intellectual property played, displayed or otherwise consumed at the Villebois Community Center. Occupants are responsible, at all times, for ensuring compliance with copyright laws relating to their use of such content.
8. WI-FI is provided at the Community Center to VCCA occupants. By signing in you agree to abide by the rules set forth by VCCA and Fibersphere, the provider.
 - a) Access is limited to a 2-hour continuous segment - reenter login info for additional access.
 - b) No downloading of copyrighted or illegal material is allowed at anytime. Downloading illegal or copyrighted information using this Wi-Fi access is subject to automatic suspension of all Community Center privileges for the entire household for a period of one (1) year.
 - c) No sharing of the username and password with anyone. Sharing and/or posting the username and/or password (including but not limited to bulletin boards, websites, or social media) is subject to an automatic suspension of all Community Center privileges for the entire household for a period of one (1) month. If a second offense occurs, it is subject to an automatic suspension of all Community Center privileges for the entire household for a period of one (1) year.
 - d) Password assistance: Contact CMI at (503) 445-1122 or email VCCA@ourvillebois.com.
 - e) Technical assistance will be provided by Fibersphere at 503-681-8755.
9. NO ILLICIT DRUG USE OR UNDERAGE DRINKING is allowed anywhere on the premises at any time and will result in the automatic suspension of all Community Center privileges for the entire household for a period of one (1) year.
10. CONSUMPTION OF MARIJUANA IS PROHIBITED anywhere on the premises of the VCC and within 10 feet of the property.

11. ACTS OF VANDALISM will result in automatic suspension of all Community Center privileges for the entire living unit for a period of one (1) year. The cost of repairing any such vandalism will be a fine upon the responsible Owner (including if the vandalism was caused by a renter/lessee of that Owner) and if unpaid an Individual Assessment (pursuant to 7.3(d) of the CCRs) against the Member Association in which the applicable Owner owns a Living Unit.
12. CRIMINAL ACTIVITY or TRESPASSING WILL NOT BE TOLERATED on VILLEBOIS COMMUNITY CENTER premises. ANYONE who observes criminal activity, suspected criminal activity or suspicious behavior at the VCC are encouraged to immediately contact the the Wilsonville Police Department at 503-682-1012. Pursuant to Article 5.5(k) of the CCRs, the Association is unable to guarantee the physical safety and security of Owners, Lessees, Invitees or Guests using the VCC.

Rules are subject to change.

D. General Rule Violations (except where otherwise stipulated):

1. First offense of any VCCA general rule will result in a formal written warning sent to the fob address of record and living unit address of record.
2. Second offense of any VCCA general rule will result in the automatic suspension of all Community Center privileges for the entire living unit.
3. Any cost incurred by the VCCA due to rule violations is the responsibility of the VCCA member association whether it was the VCCA owner, a living unit occupant, or a guest that violated the rule.
4. Notices of rule violation(s) will be mailed to the member Association address of record, to the fob address of record and to the living unit address of record via the United States Postal Service.
5. Suspension of Community Center privileges will not result in a decrease in HOA member assessments.
6. Appeal of suspension or assessment or request for reinstatement of privileges must be made to the VCCA Board in writing within ten days of notification. The Board will then schedule a hearing at which the owner must appear.

Rules regarding violations are subject to change.

Section 2. Facility Reservations and Use

1. General Rules

Definitions

- a. Community reservation: a reservation made by an occupant, HOA, or HOA sponsored committee where attendance is limited to occupants of one or more member HOAs.

- b. Public reservation: a reservation that is made by an occupant, HOA, or HOA sponsored committee where attendance is open to all owners and non-owners.
- c. Private reservation: a reservation made by an occupant, HOA, or HOA sponsored committee where attendance is by invitation only.
- d. Good Standing: good standing is defined as being current with respect to assessment payments owed to the occupant's Member Association, and having no outstanding violation of the rules and regulations of the Member Association and the VCCA. The Member Associations must inform the VCCA of any owners who are not in good standing.

Reservations

- a. Single event reservations:
These are reservations made by an occupant, HOA, or HOA sponsored committee where the event does not meet the definition of a recurring event below. They may be community, public, or private.
- b. Recurring events:
These are events that occur on a regular weekly or monthly schedule. Examples are: Monday and Wednesday at 10 a.m., Fourth Tuesday of every month at 6:30pm, every other Wednesday at 2 p.m. A recurring reservation may be made by an occupant, HOA or HOA sponsored committee and may be community, public, or private. Reservations for reoccurring events shall be prohibited from 12pm on Fridays through 10pm on Sundays. Any accepted reservation during this time period shall not be repeated during the four weeks following the accepted reservations. The purpose of this language is to keep weekends available for all VCCA community users.
- c. There are no fees or deposits for facility reservations and use.

2. COMMUNITY ROOM (Large room)

A. Eligible Use

- 1. VCCA occupant aged 18 and older may reserve the Community Room for a community event, public event or private event. Any eligible VCCA occupant wishing to reserve the Community Room for a community event, public event, or private event shall sign a non-transferable Policy for Use of the Community Center by Occupants (hereinafter "Contract"), and such contract shall be binding on the reserving individual (hereinafter "Contract Holder"). HOA sponsored reservations shall have priority over occupant reservations.
- 2. The Community Room may be reserved on a first come/first serve basis by

contacting the VCCA current management company at VCCA_rental@ourvillebois.com or by calling 503-445-1122. The room will be considered to be reserved at the time that the current management company receives the reservation forms properly filled out and signed.

3. Occupants reserving the space must be in good standing, (good standing is defined as being current with respect to assessment payments owed to the occupant's Member Association, and having no outstanding violation of the rules and regulations of the Member Association and the VCCA). The reserving individual (Contract Holder) must be in attendance during the full use of the Community Room.
4. Each contract submitted to the VCCA for use of the Community Room may be subject to review and approval by a representative of the VCCA.
5. The VCCA reserves the right to review all requests for reserved use and may deny any request if such use is deemed to put the Community Room or its property at unusual risk, or if such use of the Community Room is deemed to be contrary to the best interests of the Villebois Community Center Association.

B. Occupancy

The occupancy limits established by the building code and determined by the County Fire Marshal's office states the maximum occupancy for the Community Room is 174 persons with chairs only and 82 persons with tables and chairs. All use of the Community Room must conform to these occupancy limits. There are 9 6' tables, 2 4' tables and 30 chairs available in the game room closet.

C. Pre-use and Post-use Inspections

There are pre-use and post-use walk-through inspections of the Community Room by a VCCA community volunteer. If the Contract Holder does not feel the Community Room is acceptable at the time of his/her arrival, it is the Contract Holder's responsibility to document the deficiencies and contact the VCCA management company right away. After the event, it is the Contract Holder's responsibility to ensure the room, kitchen and bathrooms are cleaned in accordance with the Community Room Check List. Otherwise a cleaning fee may be charged.

D. Limits on Times of Use

1. The Community Room can be reserved for 2, 3 or 4 plus hours. Reservation hours are between 5:00 a.m. to no later than 10:00 a.m. of the following day. Reservation time must include set up and clean up time.
2. Access to the room with the Contract Holder's key fob will start at the beginning of the rental time. The key fob will be de-activated at the end of the rental time at which time the Community Room and bathrooms must be cleaned and everything returned to its original place (i.e., folding chairs and tables in Conference Room Closet, Community Room chairs, sofas, game tables, coffee and side tables back in their original configuration). The post-use inspection will occur shortly after the end of the contract time by a VCCA community volunteer.
3. The VCCA reserves the right to change or modify the permitted hours a Contract

Holder may reserve the Community Room.

E. General Conditions of Use

1. Reservations should be made at least two weeks in advance whenever possible. Reservations requested with less than a 72-hour notice may not be granted due to application processing.
2. The main external front doors to the VCC may not be propped open at any time. The ADA/ wheel chair access door in the Community Room should be used to allow ease of entry for guests.
3. No admission fees shall be collected for any event held in the Community Room.
4. Community Room reservations do not include use of the pool.
5. Any activity to be attended by persons 17 years of age and younger shall be chaperoned. All chaperones shall be 18 years of age or older, and there shall be one chaperone including the Contract Holder for each 10 persons 17 years of age and younger present within the Community Room at all times.
6. The VCCA reserves the right to refuse any requests for events where the event is deemed illegal, dangerous, unhealthy, or there is possibility of damage.
7. All Community Room furniture and equipment moved or used as a direct or indirect result of use of the Community Room shall be cleaned and returned to its proper location or storage area following use, and under no circumstances shall furniture or other equipment belonging to the VCCA be removed from the Community Center.
8. If major decorations, auxiliary lights, or sound equipment are contemplated for use during any reserved time, the VCCA management company shall be notified five (5) working days in advance. The VCCA reserves the right to request the Contract Holder complete an inspection by a representative of the Wilsonville Fire Department or by a licensed Clackamas County electrician of the decorations or equipment to be used. Documentation of the inspection must be provided to the VCCA Management company prior to the event.
9. Absolutely no objects such as nails, tacks, candles or substances that cause permanent damage shall be placed on the walls, window surfaces, or floors. Any and all decorations shall be fireproof, and shall be removed entirely immediately following the reserved use of the Community Room.
10. Absolutely no helium balloons are to be used in the building due to possible entanglement in the ceiling fans. Use of helium balloons will be cause for suspension of privileges. No glitter shall be used at any event as glitter has proven very difficult to clean up.
11. Under no circumstances shall Contract Holder make any structural or electrical alterations in the Community Center.
12. No hazardous materials of any kind will be permitted in the Community Center. Any supplies and materials that may present a potential for any possible damage are prohibited from the Community Center.

13. Open flames are not permitted in or within 10 ten feet of the Community Center.
14. All refuse shall be removed when the event is over and put in the SEALED trashcans.
15. The County noise ordinance prohibits loud noise after 10:00 p.m. and the Contract Holder must conform to the requirements of this ordinance. Use of a sound (including live bands, DJs, TV's, etc.) system will be limited to inside the Community Room during the time of reserved use. All doors and windows of the Community Center should remain closed while the sound system is in use.
16. The Contract Holder is responsible for making a thorough inspection of the Community Room at the end of his/her reserved use, including inspections of the bathrooms and kitchen. The Contract Holder is responsible for completing the Community Room Check list, being sure to sign and date the form indicating the room is clean.
17. The Contract Holder agrees to be held responsible for any cleaning fees charged if the Community Room, kitchen and bathrooms are not cleaned in accordance with the Community Room Check List.
18. All appliances and lights shall be turned off. All exterior doors shall be locked. Any issues requiring attention must be reported to the VCCA management company as soon as possible during regular business hours.
19. Smoking is prohibited within 10 feet of the Community Center and pool.
20. The Community Room and other Center premises are to be vacated quietly.

F. Advertising for Community or Public Events

1. It is suggested that an invite to a public or community event open to all VCCA occupants may be advertised on (2) two separate sources within the community providing the event details. Advertising sources include but may not be limited to:
 - a) Laminated Flyers: All AVOA, Polygon at Villebois and Tonquin Woods mailbox kiosks. Event notices/flyers need to be posted two weeks prior to the event. The notices need to be laminated and cannot be more than 4 inches wide. Please remove notices when your event is over.
 - b) Website Postings: send your posting to VCCA_rental@ourvillebois.com. It will be forwarded to the VCCA management company representative who will post it on the VCCA Web page.
 - c) Commercial and non-profit activities will be restricted for advertising purposes to the OurVillebois.com website or the VCCA bulletin board. No electronic posting or flyers around the community center will be permitted, per Board of Directors meeting held 02-28-17.
 - d) Email Blast: An email blast sent to VCCA_rental@ourvillebois.com. The VCCA management company will send it to the management companies representing AVOA, Polygon at Villebois and Tonquin Woods associations.
 - e) Posting: Flyer on the announcement board in the Community Center or pool

entryway.

G. Use/Sale of Alcohol

Community or public events hosted by an individual VCCA occupant or sponsored by the VCCA or a member HOA, must abide by the State of Oregon and City of Wilsonville laws and use a licensed, insured, OLCC bartender. VCCA reserves the right to require proof of insurance prior to the event.

A private event Contract Holder must sign EXHIBIT B in the contract and follow the regulations regarding the serving of alcoholic beverage at the VCC.

H. Fees and Charges

1. There are no fees or security deposits for reserving the community room for a community, public, or private event.
2. Damage to the room or furnishings shall result in fines covering all expenses and any administrative fees incurred. Notice of fines will be mailed to the fob address of record, the fob Member Association, and the contract holder address of record. Unpaid fines will be levied against the Contract Holder's HOA in accordance with the VCCA CC&Rs 7.3(d).
3. A cleaning fee will be charged if the Community Room, kitchen and bathrooms are not cleaned in accordance with the Community Room Check List. Fees will be based on actual costs of janitorial service plus any administrative fees incurred. Notice of fees will be mailed to the fob address of record, the fob Member Association, and the contract holder address of record. Unpaid fees will be levied against the Contract Holder's HOA in accordance with the VCCA CC&Rs 7.3(d).
4. Appeals of notices must be made in writing to the VCCA Board within 10 ten days of notification. The board will then schedule a hearing at which the contract holder must be present.

I. Set-up/Breakdown Time

Contract Holder may not enter the Community Room earlier than the time reserved on his/her contract without permission from the VCCA management company. Contract Holder must vacate the premises at the end of the specified time slot on his/her contract as the volunteer recheck representative will be arriving shortly after the specified time. Therefore, when making a reservation, VCCA members must reserve the room to allow ample time to set up before the event and clean up after the event.

J. Special Rule Provisions for Community Room

The Community Room may be reserved for a private sleep over party under the following conditions:

1. Contract Holder must be present at all times.
2. Youth are 17 years of age or younger must be chaperoned.
3. Party is contained to the Community Room only, no loitering in the hallway or

bathrooms.

4. No pool or fitness room use/access is allowed by attendees at any time.
5. Failure to comply with the above noted special provisions will result in suspension of Community Center privileges.
6. All other general rules and policies must be followed at all times.

Community Room General Rules are subject to change.

3. CONFERENCE ROOM (Small room)

A. Eligible Use

1. VCCA occupants may reserve the VCC Conference Room for a community event, public event, or for a private event.
2. The conference room may be reserved at any time during the regular hours of the community center -- 4:00 a.m. to 10:00 p.m.
3. The Conference Room may be reserved on a first come/first serve basis by contacting the VCCA current management company.
4. Occupants reserving the space must be in good standing, (good standing is defined as being current with respect to assessment payments owed to the occupants HOA, and having no outstanding violation of the rules and regulations of the Member Association and the VCCA). The reserving individual (Contract Holder) must be in attendance during the full use of the Conference Room.

B. Occupancy

The occupancy limits established by the building code and determined by the County Fire Marshal's office states the maximum occupancy for the Conference Room is 14 persons. All use must conform to this occupancy limit.

C. General Conditions of Use

1. There are no fees for use of the Conference room.
2. No admission fees shall be collected for any event held in the Conference Room.
3. Any activity in the Conference Room to be attended by persons 17 years of age and younger shall be chaperoned by at least one authorized VCCA occupant during the entire duration of the activity. All chaperones shall be 18 years of age or older.
4. **No movement of the Conference Room table is allowed at any time.** All other furniture and equipment moved or used as a direct or indirect result of use in the Conference Room shall be returned to its proper location or storage area following use, and under no circumstances shall furniture or other equipment belonging to the Villebois Community Center Association be removed from the Community Center.

Conference Room General Rules are subject to change.

4. FITNESS ROOM

A. Eligible Use

The VCC Fitness Room is for use ONLY by occupants, their immediate families, and guests of the following three HOAs -- AVOA, Polygon at Villebois OA, and Tonquin Woods OA-- which, in turn, make up the VCCA members. Non-members are not allowed to use the Fitness Room.

B. Hours

Open seven (7) days a week.

Daily hours: 4:00 a.m. to 10:00 p.m.

C. General Rules

1. Use equipment only for intended purposes.
2. Thirty-minute limit per station while others are waiting.
3. No movement of Fitness Room equipment is allowed at any time without prior written authorization from the VCCA Board of Directors.
4. No swimwear or bare feet permitted in the Fitness Room. People using the pool must dry off and change before using the Fitness Room.
5. No glass or breakable objects in the Fitness Room.
6. No consumption of food or alcohol in the Fitness Room.
7. Do not exercise while impaired by alcohol or drugs.
8. Fitness Room users are responsible for knowing their own physical limitations.
9. Parents/guardians are responsible for the behavior of children that accompany them.

Fitness Room General Rules are subject to change.

5. VILLEBOIS COMMUNITY CENTER POOL

A. Eligible Use

The VCC pool is for use by occupants of the following three HOAs -- AVOA, Polygon at Villebois OA, and Tonquin Woods OA – which, in turn, make up the VCCA members.

FAMILY MEMBERS AND GUESTS are welcome in the pool area under the following conditions.

- 1) The following family members are allowed to join a VCCA occupant at any time: one's parents, step-parents, siblings, spouse, children, step-children,

foster children, in-laws, sibling in-laws, grandparents, great grandparents, step-great grandparents, grandchildren, aunts, uncles, nieces, and nephews.

- 2) Two (2) guests (non-relatives) may be allowed per household and must be accompanied by the occupant (16 years of age or older) who is their host.

B. Pool Hours

Open seven (7) days a week - Memorial Day Weekend to Labor Day Weekend or later at the discretion of the VCCA Board of Directors.

Daily hours:

4:00 a.m. to 8:00 a.m.	Lap Swim
8:00 a.m. to 9:00 p.m.	Open Swim
9:00 p.m. to 10:00 p.m.	Lap Swim

C. General Rules

1. There is NO LIFEGUARD ON DUTY. Swimmers swim at their own risk.
2. All pool users must be able to show fob upon request.
3. During LAP SWIM HOURS all individuals in the pool are required to swim laps.
4. All pool users MUST take a CLEANSING SHOWER prior to entering the pool. Sun tan lotion clogs the water filters, impairing their efficiency.
5. All persons must wear APPROPRIATE SWIM WEAR when in the pool: no cut off, t-shirts or cotton clothing is allowed in the pool.
6. NO SMOKING within 10 feet of the Community Center and Pool.
7. GLASS CONTAINERS are not allowed.
8. NO ALCOHOL or drugs allowed anywhere within the pool area or pool deck.
9. Consumption of food in the pool area is only allowed in designated "food court" areas. No eating of food, fruit or snack is allowed on the pool deck, except in designated areas (as unanimously passed at the board of directors meeting on June 2017).
10. NO PETS allowed within the Community Center or Pool Deck, except assistance dogs.
11. ADULT of at least 18 years of age must accompany and supervise children 15 years of age and under.
12. NO DIAPERS, including cloth, or disposable diapers allowed in the pool. "Little Swimmers" type diapers only.
13. NO RUNNING, DIVING, OR HORSEPLAY allowed anywhere within the Community Center or Pool Area.
14. NO HANGING OR SWINGING from the ADA chair lift. If the ADA chair lift is required, please ask the pool guard for assistance.

15. NO PROFANITY or inappropriate language in the Community Center and Pool.
16. NO INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION allowed in the pool area.
17. All State of Oregon pool rules are to be followed at all times.
18. INSTRUCTIONAL FLOTATION DEVICES such as small kick boards (no larger than 18" in length), small safety flotation devices for non-swimmers, or pool noodles are allowed in the pool. No tubes, rafts, balls or other inflatable are allowed in the pool area. No blow-up inner tubes or floating loungers permitted in the pool. Adults must be able to see underneath all swimmers.
19. No use of the Fitness Room equipment while using the pool facility. No wet swimwear permitted in the Community, Conference, Game or Fitness Rooms.
20. No audible music in the pool area.
21. No reserving chairs with towels. After 30 minutes unattended your towel may be removed and placed in the lost and found.
22. Please call the Clackamas County Police Department at 503-655-8281 if you observe trespassers of any age or any illegal or suspicious activity within the Community Center and Pool.
23. Any fecal or unsanitary incident must be reported immediately to the management company at 503-233-0300 or to the appropriate authority. Pool must be immediately vacated until such time as safe usage can be determined.

Pool General Rules are subject to change.

BE IT RESOLVED that this Villebois Community Center and Pool Policies and Rules have been adopted by the Board of Directors for the VCCA. Pursuant to Article 4.5 of the CCRs, a copy of these Policies and Rules will be delivered to each Member Association who will then have the obligation of furnishing a copy of these Policies and Rules promptly to each Owner within the relevant Member Association.

ATTEST:

Victor Buccieri

Jacob Adams

 President
 Board of Directors
 VCCA

 Secretary
 Board of Directors
 VCCA

DATED this 22 of August, 2017.

VILLEBOIS COMMUNITY CENTER ASSOCIATION

KEY FOB ORDER FORM

Homeowners may use this form to order a key fob for access into the Villebois Community Center. There is a maximum of two (2) key fobs allowed per property address. (When selling the property, the key fob should be given to the new owner.)

The cost per key fob is \$75.00 and must be included with this order form. For owners at Tonquin Woods or Polygon (managed by Pinnacle) make checks payable to Villebois Community Center Association and write FOB on the memo line. For owners at Arbor Villebois Association (managed by CMI) please make checks payable to Arbor Villebois Homeowners Association with your AVOA account number on the check. A fob will be mailed to the mailing address provided below.

By signing below, I acknowledge I have received a copy of the Villebois Community Center Association and Pool Policy Rules. I also acknowledge that I will be responsible for adherence to all of the information contained in these policies and rules for myself and my guests.

VCCA Property Address

Mailing Address

Print Name of Lot Owner

Date

Signature of Lot Owner

Phone

HOA Name:

- Arbor Villebois Owners Association
- Polygon at Villebois
- Tonquin Woods

Return form and payment to:

**Villebois Community Center Association
c/o CMI
2105 SE 9th Ave
Portland, OR 97214**

Questions? Contact Daniel Kent at 503-445-1122 or by email at danielk@communitymgmt.com.