

Hiddenwood West Condo Association

Rules and Recommendations

Section Number 6 Clubhouse Information and Use

A copy is available on our website and in the notebook on the front hallway table at the clubhouse.

Community Goal

To maintain the clubhouse building for business, individual and community activities. The building is an asset for the community.

Management of the Facility, Surrounding Grounds and Parking

The clubhouse committee is responsible for the management of the facility. The board is responsible for ensuring that financial support is available for maintaining the facility. Both the building and the contents are insured. Board approved volunteers are also insured. We are a non-profit business.

Building History

The building has historical significance and has been well maintained. It was the original farmhouse on the property. A history of the building is located on a wall on the main floor of the house, including a photo of the property. The property was sold, and the condos were built in 1978 – 1979, when the area was unincorporated Pierce County. The adjoining plots of land on the left and right of the entry way road were both part of the original farm. They no longer belong to the current property.

Current Use

The rules and procedures for use are listed on the Hiddenwood website in the public section. www.hiddenwoodwest.com They were updated in 2023.

The building may be used for association business and community events. It can be rented by individual residents/ owners for activities, events, meetings, and celebrations. Those selling a unit are welcome to tour potential buyers through the clubhouse or to contact a board member to set up a time to do this.

Scheduling to Use the Facility

To sign up to reserve the facility, place your name and unit number and the type of activity on the calendar on the table in the front entry hallway. The calendar is for the current year. To schedule into the following year check with the board.

The board has the right to annually reserve space for association business meetings, committee meetings and social events.

First time users or those who have limited experience using the facility are required to have a brief orientation before renting the building, since conditions for use can change.

If several residents wish to use the building on the same date and time, the person signing up first has priority, but residents may contact each other to see if a compromise is possible.

The building may be closed to the community for maintenance, inventory, or special events.

Time is allowed for event set up and clean up, but the time must be reasonable and not interfere with other groups using the facility.

The main floor of the building can be rented by individual residents/owners for personal, club, hobby, family, and social events. It can be rented by the Association to outside groups within the defined limits.

Activities

All residents and off-site owners are welcome to use the facility's main floor and limited parking for personal events. The basement can be reserved on a case-by-case basis. There is some limited outside space available for activities on the land behind the clubhouse.

Past events have included: memorial services, celebrations of birthdays, anniversaries, graduations, retirements, and holidays. There have been art groups, club meetings, game nights and other hobby group meetings with varied interests.

A resident renting the main floor can also rent the basement or it can be rented separately. The basement cannot be used by a separate group at the same time as a different group rents the upstairs, since there is no sound proofing between the two levels. The basement is set up for playing pool and ping pong. An adult must supervise and be responsible for any children under the age of 16 in this area.

The maximum number of people that can be accommodated in the building depends on the type of activity and available parking.

The building is not available to be used as a base for personal or company business.

Any rental to a group without a member of the community is limited and is handled on a case-by-case basis. There must be board approval and a member of the board or clubhouse committee must be responsible for being available while the group is meeting.

Outdoor activities involving guests must end by dark or 10 pm. All activity must stay within the clubhouse area and the noise level needs to be reasonable for surrounding units and the neighbors over the fence.

Children can play on the deck and the area behind the clubhouse, but not down in the wooded areas, on gravel pathways or in the limited area of any unit.

Outside activities must be directly supervised by an adult. Children may not play in the roadway or parking lots where there are vehicles that could be damaged.

There are cards and games in the blue tote near the library that can be used at the clubhouse.

Books and puzzles can be taken home and returned on the honor system.

Horseshoes located behind the clubhouse and billiards located in the basement may be played by adult residents and guests. The horseshoes are located in the basement room.

No affixed, free standing or movable basketball hoops are allowed in the parking lots of the clubhouse.

Restricted Use

No overnight occupancy.

Contractors/ workers are allowed to use the restroom in the basement with permission from the owner they are working for. That hiring owner is allowed to unlock the door and is responsible for locking it back up when the workers are no longer on the property.

Only service animals are allowed inside the building.

No entry into the tool room or electrical room without permission from management.

Maintenance and Improvements

The Association will budget for routine maintenance and required replacements. Upgrades to the facilities, landscaping and parking will be included in the Reserve Study.

Cost of Use

To cover the cost of electricity, water and limited supplies, residents using the facility will be charged a fee of \$10.00 per event. Time is allowed for set up and clean up, but the amount of time is dependent on the schedule of other events on the calendar.

Those groups serving food or doing art/crafts may be required to make a refundable damage deposit that will be used for carpet and furniture cleaning and any other additional maintenance resulting from their use.

Liability

The Association is not responsible for any personal items that are damaged or stolen from the clubhouse or parking lots during use nor is the Association liable for any accidents or injury to guests and owners while they are attending an event.

All users are required to sign a hold harmless agreement.

Any damage caused by a person or group renting or using the facility will be charged to the individual or group. The group will be held responsible for the cost of repair.

Safety Information

1. No smoking inside the building, on the deck or in the parking lot. Smokers may smoke in their enclosed vehicle.
2. Care must be taken to not overload the electrical circuits in the building. The main electrical panel is in the unlocked room at the back of the pool table room in the basement. Your keys to the main floor will also work to open the basement recreational area. Fire and Police numbers are listed on the bulletin board in the kitchen area.
3. The attic area is for storage only and is kept locked.

4. To ensure privacy, event planners need to put the occupied signs located in the entry hall into the kitchen window over the kitchen sink and in the window in the entry hallway.

5. The fireplace is not safe to use.

Parking

Guests may park in the east or west side parking lots next to the building. There is one marked handicapped parking space on the south side of the building reserved for those with legal permits. The parking space may be available to load or unload supplies for an event if the space is not in use. Cars may not block the main road or the mail center.

Overflow parking is available for 2 cars across the street and 3 or 4 out at the fountain parking area across from the entry way stop sign. There is a direct path from that parking lot to the clubhouse. Overflow parking is also available down the hill in the gravel area next to unit 18.

Setting Up for an Event

The clubhouse has dishes, silverware, a coffee pot, ice buckets, coffee cups, bowls, cooking utensils, platters and trays, wine glasses, and a variety of cooking utensils that those using the facility can use. There are also some tablecloths that can be used, laundered, and returned.

Some of the furniture can be moved, if necessary, to better accommodate your activities. Please check with the committee before moving the larger items.

No nails, picture hangers or adhesive that can damage the walls can be used to post items on the walls.

No items currently on the wall can be removed from the walls without permission from the committee.

The closet on the main floor has several card tables and additional folding chairs that can be used.

There are larger folding tables in several places leaning against walls that can be used.

Those owners using the clubhouse can bring their own dishes, silver, glasses, and decorations to use. Due to limited space for storage and the tax laws for donations, the board cannot generally accept donations or items on loan.

Heating: There are 4 heaters on the main floor. They are kept at 55 degrees. They can be turned up to warm up the area before an event and must be turned back down to 55 when you leave. No furniture or tablecloths on tables should be placed close to any heater vent.

Fans: We have 3 large rotating fans for cooling. They can be requested. They will be available on the main floor, when needed in the warmer weather.

Keys and Security

All owners are entitled to have a clubhouse key. It should not be loaned to non-residents. When moving, the clubhouse key should be returned to a committee or board member. The key will work for the main floor patio door and the basement door. The key does not work for the front door. The attic area is locked and is used for storage.

There are fire extinguishers on all floors and the current phone numbers for Police and Fire are listed on the bulletin board in the kitchen. There is no landline phone connection in the building.

There are 2 wheelchairs and other medical equipment that can be loaned to residents. These are not insured for use and are available only on a temporary basis.

Clean Up Following Use

Small Group and Committee Meetings: (limited to 1 -2 hours in length)

1. Empty garbage from the bathrooms and meeting area into the kitchen garbage can.
2. If you moved furniture, move it back to the original location.
3. Return the occupied signs from the kitchen and hall windows and place them back on the hall table.
4. Turn off lights, turn down the heat to 55 degrees and secure the building.

Larger Group and Event Information

1. Empty all garbage, including waste baskets from the bathrooms and the kitchen and take the garbage with you when leaving to dispose of. Put new liners in waste baskets and kitchen garbage can, if needed.
2. Remove all food you brought from the refrigerator. Wipe off counters, tables, and any areas you had food or crafts materials on.
3. Run the dishwasher and return all items to the location where you found them.
4. If you moved furniture, move it back to the original location.
5. Clean the bathrooms, if used. (Supplies are under the sinks)
6. Vacuum all carpets and floors. (Vacuum is in the closet)
7. Return the occupied signs from the kitchen and hall windows to the hall table.
8. Turn off lights, turn down the heaters to 55 and secure the building.

Supplies

The Association will provide a limited number of supplies and cleaning materials including:

Dishwasher soap, paper towels, toilet paper, hand soap, garbage bags, light bulbs, vacuum bags, Windex and other cleaning products, when needed.

Inventory and Borrowing items for Personal Use

For insurance purposes, the Association conducts an inventory review annually. Consumable items are not included.

To maintain an accurate inventory, items may no longer be borrowed from the facility, except for some gardening tools and emergency equipment. These tools are in the basement room, where the electrical panel is located. See a board member or clubhouse community member to arrange the loan of these items.

Donations

While the Association has accepted donations in the past, we now need to approve any items that are accepted for a donation. These items will then be accounted for in our annual inventory.

Books and puzzles will not be inventoried. These items can be taken out and returned on an honor system.

If you have new items to add to the collections, please contact a committee or board member.

Supplies and consumable items that are brought in for private events must be removed by the person bringing them in.

Rule History

Original Rules were adopted in 2009 and modifications were made in 2012, 2015 and 2018.

The rules were revised in 2023 by the clubhouse committee and the revisions were approved by the board on April 19, 2023.

These rules can be modified at any time following the accepted procedure for change.

Payment for Use: Checks need to be mailed within 10 days of use.

Make out the check to Hiddenwood West. Indicate it is for rental of the clubhouse and the date it was used. Mail your check out to Diamond Community Management- Attention: Lisa

7512 Stanich Lane Suite 6 Gig Harbor, WA 98335

Questions about use? Need a tour? Contact: a clubhouse committee member or board member.

Contact information is in the Clubhouse Information Book on the front hall table.