

THE VALLEY CLUB

La Costa Valley Master Association

Rules and Regulations Handbook

LA COSTA VALLEY MASTER ASSOCIATION

RULES AND REGULATIONS HANDBOOK

Overarching Vision for Use of the Valley Club

The Association shall maintain a community and family focused policy for use of the Valley Club Facilities with an understanding that some scheduled or reserved use by residents and groups is to the benefit of the community only when pursuant to guidelines adopted by the Association through the Rules Making process that balance the needs of all residents.

The purpose of the Rules and Regulations Handbook is to define the governing rules of the La Costa Valley Master Association regarding the access and use of La Costa Valley Master Association's common areas. The Association common areas include the following: Valley Club Facilities (Pool, Fitness Center, Tennis Courts and Clubhouse); the Valley Club (including the Facilities and the Tot Lot, park area, arbor, and parking lot adjacent to the Facilities); and the Association Open Space that includes all pocket parks and play areas, the Paseo Aliso park, Association walking paths, and Other Common Areas (e.g. the canyons). The Area Reservations Policy shall govern the access to the Clubhouse including the multipurpose room, kitchen and patio area. Ad hoc use of the Clubhouse facilities is permitted at the discretion of Valley Club Staff.

Enforcement of the rules and regulations shall be by the Association staff at the time the infraction is observed (by a verbal warning), by the Board (through the Enforcement Policy), and may be pursuant to a formal complaint by Residents and/or owners. Adjudication of possible violations shall follow the Enforcement Policy. This handbook is divided into separate sections for convenience.

I. GENERAL

Definitions:

Throughout the document the following definitions shall apply:

- a. **Resident** – any legal resident of La Costa Valley either as a tenant or owner resident
- b. **Owner** – the legal owner of the La Costa Valley property who may or may not be a resident
- c. **Household** – the combined residents at a single address including all Adults, Young Adults, and Children
- d. **Guest** – any individual who is not a resident but who can use the Valley Club Facilities when accompanied by a Resident
- e. **Adult** – Any Resident or guest 18 years of age or older
- f. **Young Adults** – any Resident or guest 14 to 17 years of age
- g. **Child(ren)** – all Resident(s) and Guest(s) less than 14 years of age
- h. **Infant/Toddler** – any child or Guest 5 years of age or younger
- i. **Nanny** – any adult non-resident designated by an adult resident as having a custodial obligation for a resident child, infant/toddler. The individual may or may not be compensated for this role.
- j. **Non-Adult resident sibling** – any sibling aged 14 or older as designated by an Adult Resident with custodial obligations for their Child.
- k. **Association Approved Instructor (AAI)** – any resident or non-resident provider of services to Residents approved by the Board of Directors in accordance with the approval process and an AAI Contract.
- l. **Personal Instructor (PI)** - any Resident or non-resident provider of services to Residents for private or semi-private instruction under the Guest Policy.
- m. **Tennis Court No Show** – when a Resident with a valid reservation for a Tennis Court fails to honor that reservation. A No Show occurs when the Household making that reservation has not arrived 15 minutes after the scheduled court reservation start time.

The La Costa Valley Homeowners Association assumes no liability for the use of the Valley Club and Common Areas. Only La Costa Valley Residents and their Guests are allowed use of The Valley Club.

1. The Valley Club ID card is required for use of The Valley Club Facilities and must be easily accessible for inspection. You may be asked to leave if a valid ID is not presented.
2. No glass of any type is allowed anywhere within the Pool/Spa, Tennis Court, or Fitness Area.

3. Smoking (including vaping) or the use of any tobacco product is not allowed in La Costa Valley common areas.
4. Alcohol is not allowed on Valley Club property except for events scheduled in accordance with the Areas Reservations Policy.
5. Chewing gum is not allowed in The Valley Club Facilities.
6. Food is not allowed on the Tennis Courts or in the Fitness Center.
7. Food and drinks are allowed in the Pool/Spa area but not in the Pool or Spa themselves.
8. Shoes and shirt must be worn at all times and no wet clothing is allowed in the Valley Club Facilities other than in the Pool/Spa area.
9. Any conduct considered potentially dangerous, disorderly or disruptive, whether physical or verbal is not allowed and may result in a request by staff to leave The Valley Club.
10. To enjoy music anywhere in The Valley Club residents and guests are required to use headphones. The open playing of music is not allowed unless waived through the Area Reservations Process.
11. La Costa Valley Master Association (LCVMA) is not responsible for property lost or stolen on the premises.
12. All Residents and Guests must follow any and all verbal directives from The Valley Club staff or La Costa Valley Master Association management. Staff may request that anyone in violation of the rules leave the Valley Club.
13. The Valley Club is available to Residents and their Guests during operational hours only. Hours are posted and subject to change without notice. Reserved Use takes precedence over first come first served use and the Association may from time to time reserve use for Association sponsored events and functions.
14. Additionally, La Costa Valley Master Association reserves the right to close the facility, in whole or in part, for holidays, private functions, safety, maintenance, etc.
15. All Children (as defined above) must have direct and constant adult supervision when using The Valley Club. Supervision cannot exceed 8 children per adult Resident at any one time. Children cannot possess The Valley Club ID or entry card.
16. The Rulebook and policies herein are subject to change upon action by the Board of Directors of LCVMA ("Board").
17. Use of The Valley Club is a privilege, not a right. Violations of the rules may result in fines or revocation of access pursuant to the Enforcement Policy.
18. Residents must inform The Valley Club staff of all events or activities scheduled at The Valley Club that exceed the maximum guest limits. These events must be arranged no less than three weeks in advance and a service fee and deposit may be required for use of the area pursuant to the Area Reservations Policy and approval. Residents are asked to inquire with the recreation staff regarding the specifics and process related to the Area Reservations Policies.
19. An owner who leases or rents their home, releases his right of access to The Valley Club to the tenant (now a Resident for the purposes of this policy). Once the property is leased, the Owner is not permitted dual use of The Valley Club or Valley Club Facilities. The Owner, however, retains all responsibility for the actions of their tenants, their guests, and/or their pets and must also sign a rental statement prior to any tenant being issued Valley Club ID cards.
20. Acceptance of the issued The Valley Club ID card confirms the cardholder's acceptance and agreement to all policies stated by La Costa Valley Master Association and as amended from time to time.
21. Pets (dogs, cats, birds, etc.) other than service animals as defined by California law, are not allowed in the Valley Club Facilities or in the Clubhouse Facilities at any time. Pets, properly leashed, are allowed in other areas of the Valley Club or in the Common Areas. Residents are required to clean up after their pets.
22. There is no skateboarding, rollerblading or biking in the Valley Club including the park area and parking lot. Bikes should be locked in the bike rack when using the Valley Club. Bikes cannot be brought into the Pool/Spa area.

23. The use of Personal Instructors engaged by Residents for private (one Resident) or semi-private instruction (two or more Residents from no more than two Households) is permitted when it complies with the Guest Policy. A Resident may bring and use our facilities accompanied by their Personal Instructor on a first come first served basis or other applicable (e.g. Tennis) Reservations Policy.
24. The Association through its management, the Recreation Committee, and the Board of Directors may from time to time identify and supply access to Residents to private, semi-private, or group instruction by an Association Approved Instructor (AAI). An AAI shall be formally vetted by the Association and work under a defined contract that outlines the requirements for qualification, oversight, conduct, and removal. The Association may, but is not required to, provide the AAI with Reserved Use privileges and such privileges, if granted, shall be clearly specified and monitored. Management of the AAI process shall be the responsibility of the Recreation Committee and the approval of any AAI and AAI Contract shall be a decision of the Board of Directors.
25. AAIs are not required to be Residents and AAIs may provide instruction to individuals or groups. AAI instruction shall be eligible for Reserved Use per their contract. All AAI contracts will be reviewed annually and renewal shall be the decision of the Board of Directors.
26. Authorized AAI programs that include Reserved Use of a portion of the facilities shall be restricted to Residents as verified by the Association management.
27. AAIs may charge a fee to users when the use includes a prior reservation to Valley Club Facilities, such fees to represent a discount as approved by the Association or may, as an alternative, provide free services to the community in lieu of a fee discount. The amount of discount required or the in lieu of services alternative shall be negotiated as part of the AAI contract, shall be commensurate with the cost to the Association for the Reserved Use requested, and clearly disclosed to Residents.
28. In no case shall the Association charge a use fee to Residents or AAI users for approved AAI programs.

Guest Policy

1. La Costa Valley Master Association recognizes that non-residents may wish to accompany Residents and use The Valley Club and Valley Club Facilities. To ensure that all residents can enjoy the Valley Club, the Association limits the number of Guests allowed each Household at any one time. LCVMA also limits which Residents may bring Guests.
2. All Adult Residents are limited to four Guests per Household at any one time. Young Adult residents are limited to one guest, 14 years of age or older. Valley Club Staff may, at their discretion and in consideration of the number of homeowners using the facilities, may make exceptions to the limits for special situations (family gatherings, birthday's, or similar events). Residents are advised to request an exception as soon as possible and understand that the exception may not be granted. Conditions may apply.
3. Residents may designate a Non-resident Adult Nanny and provide authorization for their access to the Valley Club Facilities when accompanying a non-adult Resident. Resident and the Nanny must complete an authorization and indemnification form before accessing the facilities.
4. Residents may designate a non-adult Resident sibling aged 14 or older to provide supervision to their child or toddler/infant at the Valley Club Facilities. Resident and the non-adult Resident sibling must complete an authorization and indemnification form before accessing the facilities.
5. The number of Guests may be limited at certain times due to capacity constraints. Due to its size, the Fitness Center limit is TWO guests per Household at any one time.
6. Residents are fully responsible for their Guests when using The Valley Club. This responsibility includes following all policies maintained by The Valley Club and La Costa Valley Master Association.
7. In certain circumstances and at the discretion of the Valley Club staff, a "V.I.P." pass may be made available to a guest of a Resident from out of city, state or country only. This pass allows the holder to access The Valley Club as a resident without the Resident being present. The Pass is not to exceed 2 weeks in duration. After the 2-week time expires, an extension may (but is not required) be given.

II. TOT LOT

1. All Children must have direct and constant adult supervision when at the tot lot. Young Adults are discouraged from using the tot lot at anytime.
2. The tot lot closes at sundown every day.
3. All play or activity must occur in a safe and controlled manner.

III. FITNESS CENTER

1. Workout towels are required at all times and must be used to wipe down equipment after use and while exercising.
2. Proper workout attire is required, including appropriate athletic shoes and clothing. No jeans, sandals, etc. are permitted.
3. Only Adults and Young Adults may use the Fitness Center. Children cannot be left unsupervised to wait or play in the room or other areas of The Valley Club.
4. No jumping rope inside of the exercise room.
5. Dumbbells and other equipment must remain in the exercise room at all times.
6. All equipment is to be used in a safe and correct manner as posted or as deemed by staff.
7. Please observe traditional weight room etiquette such as:
 - a. Allowing others to work in between sets.
 - b. Limit your cardiovascular workout to 20 minutes while others are waiting.
 - c. Wipe off equipment after use.
 - d. No slamming or dropping of weights.
8. Do not use any equipment that is posted as broken or appears to be broken. Report any improperly functioning or broken equipment to The Valley Club staff immediately.

V. TENNIS COURTS

1. Tennis courts are available daily through a reservation system. Each Household shall have a single Login to the reservations system.
2. Courts are reserved for a maximum time of 1 1/2 hours per day for either single or doubles play.
3. Individual Residents or Households will not be allowed to reserve back-to-back court times, or multiple courts simultaneously. All courts in use must be occupied by at least one LCV resident.
4. Late shows will not receive additional playing time and the reservation is automatically canceled if arriving more than 10 minutes late and recorded as a No Show.
5. Residents may extend their play and reserve more court time, if, at the end of the first reservation, the court has not been reserved.
6. Residents may “walk on” if there is no reservation at the time of their request.
7. The Resident must give their ID number or home address with the partner's name when reserving the court.
8. Court reservations may be made up to one week in advance. Any Household may make no more than two reservations per day with the second reservation one hour past the end of the initial reservation for any single day and the second reservation beginning at 12 noon, or later.

9. Residents holding a reservation for play are expected to honor that reservation or cancel the reservation at minimum 12 hours prior to the reserved time. Cancellations can be made on-line or by calling the Valley Club. Failure to cancel a reservation on time is deemed as a No Show.
10. At the time of a No Show, the reservation is deemed cancelled and the court may be used by a walk-up Resident. All No Shows will be tracked by Household logon account. Two No Shows per month are considered an Association Rules Violation and will result in loss of all tennis privileges for 30 days.
11. Black soled, marking and/or non-athletic shoes are not allowed on the courts and appropriate attire, including a shirt must be worn at all times.
12. No skateboards, in-line skates, bicycles, or similar objects are allowed on the courts.
13. An Adult must accompany Children at all times.
14. Only individuals playing may be on the court at any time. Infants and toddlers are not permitted on the courts at any time. Spectators are permitted to sit on the spectator bench.
15. Courts will be used periodically for The Valley Club group tennis lessons or sanctioned events. Please be courteous in vacating any court you may be using during these times. Check calendar and posted court signs for such changes.
16. Use of the tennis courts for any activity other than tennis is not allowed without prior permission from Management or the Board of Directors.
17. The courts may be closed temporarily for cleaning, maintenance, etc.
18. All tennis players and their guests are required to sign in at the Valley Club Office, must present their membership ID, and obtain a key prior to start of play. Keys must be returned to the Office at the conclusion of play.

VII. POOL AND SPA

1. The wading pool is for infants and toddlers only (children 5 years of age and younger). Direct and constant adult supervision is required at all times.
2. The Spa is intended for the use of Adults and Young Adults. Children may use the Spa only under the direct supervision of an Adult. Infants and Toddlers are not allowed in the Spa at any time.
3. The lap lanes are intended for instruction and training/exercise purposes only - recreational use of the lap lanes is not allowed at any time. The Association reserves the right to add or remove lanes depending on the needs and demand.
4. Running, "horse-play", diving into the pool, diving or jumping into the Spa and other potentially dangerous, disorderly or disruptive behavior is not allowed in the Pool/Spa area.
5. Inflated rafts, inner tubes, balls (other than Beach Balls when feasible as determined by staff), or related swim toys (e.g. Frisbees, squirt guns) are not allowed in the pool or spa area at any time except on Mad Max Saturdays.
6. Swimming accessories for learning or exercising are allowed. This includes "noodles" when used as flotation devices.
7. Safety equipment has been provided for emergency use only.
8. All persons using the pool and spa must wear appropriate swimwear and shower prior to entering the water. Infants and toddlers must wear a swim diaper and plastic pants covered with a swimming suit.
9. Non-waterproof suntan oils and lotions and hair clips with metal parts are harmful to the pool systems and should be removed prior to entering this water.
10. The barbecue at the pool area is available on a first come, first served basis.

11. Absolutely no cans, foreign objects, foreign substances (bubble bath, soap, beverages, etc.), or pool furniture are to be thrown into the pool or spa. The Owner responsible for doing so will be assessed the cost of draining, cleaning, and refilling the pool, together with all other costs incurred due to pool or spa damage. Owners are reminded that they are responsible for and will be assessed the cost of any damage caused by the Owners, their family members, tenants, lessees, guests, visitors, or residents and occupants of the Owners' units.
12. Persons with open cuts, sores, or rashes are not to use the Pool or Spa.

IX. PARK AREA

1. The park area is available for daily resident use. The arbor is available on a first-come first-served basis unless reserved through The Valley Club.

X. MULTI-PURPOSE ROOM, PATIO AND KITCHEN AREAS

1. See Recreation Staff regarding Area Reservation policies.

XI. PARKING

1. The Valley Club has one parking area, located immediately in front of The Valley Club. The area in front of La Costa Valley Preschool is for use by the preschool staff and patrons only. This area may only be used for overflow parking when the preschool is not open.
2. The parking area is available for resident and guest use only when using The Valley Club facilities. Parking is not allowed if not using The Valley Club facilities. No long-term parking is permitted at any time.
3. No overnight parking is allowed. Vehicles may be subject to towing at owner's expense, without notice.