

CLUB RIO HOMEOWNERS ASSOCIATION, INC.

STANDING POLICY

SOCIAL COMMITTEE STANDING POLICIES FOR PARTY HOSTS

In accordance to the Bylaws, Section 1.4, line I, which states "Standing Rule: the Board may adopt standing rules for items not specifically covered in the Bylaws such as, but not limited to, the conduct and/or order of business at a meeting." At a duly convened Board of Directors meeting held on March 29, 2023, a motion was made, seconded, and approved by all to adopt the following policy.

SOCIAL COMMITTEE POLICIES FOR PARTY HOSTS

At a duly convened Board of Directors meeting held on Wednesday, March 29, 2023 it was voted to adopt the following policy:

The Social Committee will strive to hold a party at least once a month.

All party host(s) are responsible for the planning and preparation of the assigned event and are under these procedures

Final approval remains with the 3 person advisory committee approved annually by the Social Committee.

Seating capacity should not exceed the posted number of each clubhouse.

The total number of attendees will be at the discretion of the party host(s) with approval of the advisory committee.

Everyone, including the party host must pay the fee set for the event to attend a Social Committee event. This includes anyone that works at the event, however contracted, excludes contracted persons.

Each party host with the approval is responsible for setting the ticket price considering the costs of:

1. Entertainment
2. Refreshments/food

3. Beverages
4. Miscellaneous supplies/door prizes and strive to make income over the total expenditure.

Other responsibilities include, but are not limited to, the following:

1. Ticket sales. Tickets priority will be (1) HOA paid up members, (2) residents and (3) guests. Each paid HOA member may purchase 2 tickets maximum for themselves or an overnight resident of the ticket purchaser or a significant other.
2. Advertising, posters, TV, etc. Social Committee events cannot be advertised outside of the Hacienda Del Rio community.
3. Inventory of kitchen supplies required for the party/event.
4. Prepare article describing all details of the event to the editor of the newsletter/calendar by the 12th of the previous month.

Prior to purchasing items not directly connected to the cost of an event, approval by the Social Committee is required for any expenditure greater than \$100.00 in total value: i.e., purchasing an item/ items that will be used for other Social Committee events in the future and at your event).

Host(s) cannot break any contract unless it is approved by the Social Committee and the Board of Directors.

In order to prevent confusion, no two groups should sell tickets at the same time.

A breakdown of the total expenditures and income will be provided along with the proceeds for each event to the HOA Treasurer within (7) days.

A copy of the event expense sheet is to be provided to the Social Committee Chairperson. A form is supplied in the party packed.

Disposition of leftover food and/or refreshments:

1. An announcement must be made, after all guests have eaten, there is food left over, if any party guest and workers would like additional food or drinks.
2. A "Leftover party the next day at poolside, as long as food and refreshments last.
3. Unopened soft drink bottles, wine, and/or liquor, totaling a value of \$50.00 or greater must be returned for credit.

*** DO NOT LEAVE OPEN CONTAINERS IN
REFRIGERATORS OR FREEZER***

When circumstances beyond our control arise, and up to the time the event food has been ordered, the party host(s) may grant individuals 100% ticketed refund. After the food has been ordered, any request for ticket refund(s) will be at the discretion of the Social Committee Chairperson.

Donations and/or charitable contributions will be handled via the HOA Board of Directors, under its standing policy and/or budget allocations.

Concerns and questions that cannot be resolved via the party host(s) should be directed to the Social Committee Chairperson or HOA President, respectively.

A party packet must be obtained, from the Social Committee Chairperson, two months before the party, by the party host(s).

This packet is approved by the BOD's and all contracts, if applicable MUST be used.

If you are in question, please contact the social Committee Chairperson. There are forms for you to use which will help you

determine the cost of the party and to assist the HOA treasurer when balancing your party recap, these forms are also required by the auditor.

HOA BOARD APPROVED: March 29, 2023

CLUB RIO HOMEOWNERS ASSOCIATION

_____ **Ken Rausch, President**