



# FOUNTAIN OF THE SUN ASSOCIATION

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## FOS ACTIVITY GROUP POLICY

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5/19/2021

AMENDMENT #1

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# FOUNTAIN OF THE SUN ASSOCIATION FOS

## ACTIVITY GROUP POLICY

### PURPOSE

The purpose of this policy, as amended, is to provide direction and structure to FOS Activity Groups, enabling residents, and non-residents, who have paid a fee to participate, equitable access to common area facilities and programs.

### SCOPE

This policy, as amended, describes the procedures for establishing a FOS Activity Group, membership requirements, group operations, financial procedures, fees, charges, and a set of forms to be used by Groups (Documents are listed in the appendix).

### DEFINITIONS

- Governing Documents: The Covenants, Conditions and Restrictions together with all Supplemental Declarations, the Articles, 1983 Agreement, Bylaws, Rules & Regulations.
- Board: Fountain of the Sun Association Board of Directors.
- Association: Fountain of the Sun Association (FOSA).
- Association Management: General Manager and Activity Manager.
- FOS Activity Group - *hereinafter referred to as GROUP*. This Group is not directly sponsored by FOSA; however, has been recognized by the Board to enjoy certain privileges of room use and is required to follow published rules.
- Operating Rules: The general operating guidelines that the Group follows.
- Group Leader: Minimum of two individual(s) (Chair and Vice Chair) recognized by the Group membership as leaders and spokespersons.
- Group Member: Any FOS resident owner/lessee in good standing OR non-resident who has paid a fee to participate.

### RESPONSIBILITY

The Activity Manager or other Association staff designee is responsible for implementing, enforcing, and administering this policy. The Activity Manager is responsible for answering questions regarding the interpretation, review, or updating of this policy, for review or updating and for recommendations regarding changes to Association Management.

# THE POLICY

## ESTABLISHING A GROUP

Any Group of residents interested in pursuing a particular hobby, recreational, social, or field of interest may join together, and submit a completed **FOS Activity Group** (Document listed in the appendix) application for approval. Recognized FOS Activity Groups are an important part of the Association's programming and provide both structure and guidance to community life. Proper coordination between the Association and prospective groups will ensure that requirements have been satisfied and that common area space is available and adequate to support group functions.

## GUIDELINES FOR APPROVAL

Prospective Groups must submit to the Association Management an **Application for Recognition** (Document listed in the appendix). Approved documents become the Group's official file and will be retained by the Association. In case of conflict between the Group and the Association, the official file will take precedence. The Board of Directors will act on all Group approvals.

A Group must operate within its stated purpose and not duplicate any other group's purpose. Recognition may not be granted to groups with a similar purpose.

## OPERATIONS

**GROUP LEADERS and MEETINGS:** Groups shall be organized with a minimum of two leaders, a Chair and a Vice Chair, who are residents of FOS and serve without salary or compensation. Groups may create other leadership positions it deems necessary to conduct group activities. Refer to the adopted **General Guidelines for All FOSA Committees 06.19.2019** for specific guidelines relating to composition, conduct, qualifications, membership, and operations (Document listed in the appendix).

In order that the Association maintains current records, Groups must annually file the following information with the Activity Manager by May 31<sup>st</sup>.

- Electronic list of Group leaders, with name, address, phone number and email contacts. Update any changes within 30 days of the occurrence.
- Completed Internal Room Use Request form.
- Waiver Agreement.

Failure to provide records to FOSA management in a timely and consistent manner may result in revocation of the Group's recognition.

## FINANCIAL PROCEDURES

Groups shall be financially self-sufficient. No group shall use the FOSA tax I.D. number to open their own account.

## FEES AND CHARGES

DUES: Groups may charge membership dues to cover the general operating expenses.

***Groups seeking facility enhancements and FOSA funding assistance must submit a written project cost estimate along with a completed Budget Request Form (Documents listed in the appendix) to the Association General Manager by June 1<sup>st</sup> for consideration during the following year's annual operating budget process.***

## SAFETY

Groups are responsible to monitor the operational safety, proper care and use of all equipment and facilities. All Groups must adhere to health, fire and safety rules and regulations established by FOSA and governmental agencies, including posted room occupancy numbers. Groups shall report any potential unsafe conditions in writing to the Activity Manager (Document listed in the appendix).

## GROUP COMMUNICATION

All Group matters requiring Association Management action must be communicated by the Group Leader or their designated representative. Communication may be electronic or written. All in-person visits must be scheduled by appointment with the Activity Manager.

## FACILITY USE

Regularly Scheduled Group meeting space is provided on the basis of availability at no charge with the completion of an **Internal Room Use Request Form** (Document listed in the appendix). FOSA Facility Use guidelines prioritize all room reservation - refer to **Facility Use Reservation Priority Order (03.10.2020)** (Document listed in the appendix).

Recognized Groups must:

- Complete a signed **Internal Room Use Request** form (Document listed in the appendix). The reservation may be made up to 12 months in advance of the requested date. Recurring events must submit requests prior to May 31<sup>st</sup> for the subsequent program year.
- Primary responsibility for the scheduling of Association facilities and coordination of events is with the Activity Manager. Approval of event requests is at the discretion of the Activity Manager and Board of Directors according to the adopted facility use rules.
- Once facility reservation requests are confirmed, weekly staffing work orders are issued to ensure event requirements are scheduled for completion in a timely manner. Security personnel will also be notified.
- Group Leader(s) are responsible to ensure that all facility use rules (as listed on the reservation form) are followed and enforced. Failure to do so could result in the suspension of Group's recognized status.
- Allocation of facility use. Refer **Facility Use Reservation Priority Order: 03.10.2020** (document listed in the appendix).
- **Recognized Group activities in the Common Areas and Facilities of Fountain of the Sun are insured**

**under the Association's General Liability Insurance Policy.**

## **FOSA ADMINISTRATIVE SUPPORT**

Administrative assistance to Groups is limited to facility scheduling. Access to community communication sources (i.e., activity calendar, room use calendars, weekly email blast, monthly Sun Times newspaper, and electronic reader boards, etc.) are at the direction of the Activity Manager

A listing of available office services and fees is posted in the FOSA office.

## **DISPUTES**

The FOSA Board is not obligated to involve itself in any group issue unless the Association Management has duly reviewed the action and recommends such review.

## **DISSOLUTION**

The Board of Directors has the authority to revoke any recognized Group. Reasons for revocation include, but are not limited to:

1. Group requests to disband.
2. Group violation of FOSA Governing documents.
3. A situation occurs that places the Group or FOSA in an unfavorable position.
4. Group violation of federal, state, or local government laws, regulations, or ordinances.

## **POLICY EFFECTIVE DATE**

Date \_\_\_\_\_

*FOSA Secretary*

*dated:*

*ACTIVITY Manager*

*dated:*

## APPENDIX A

### Group Application Packet

\* Upon approval these forms constitute the Official Group file

- Group Application
- Group Leaders list (Includes waiver statement)
- Internal Room Use Request
- Waiver Statement

### Additional Association Reference Forms

- Annual Group Update form
- FOSA Annual Budget Request Funding Assistance Request form
- Incident/Accident Report form
- Maintenance Request form