REGENCY
AT MONTAINE

September 24, 2026

Club Guidelines

Resident clubs are strongly supported and encouraged by the Regency Montaine Community Association. Clubs should be designed to help residents pursue common interests in hobby, recreational, social, service and cultural endeavors, while building community spirit. Clubs should encourage their members to fully participate and enjoy the diverse programs and amenities within the Regency community that make life here so enjoyable and rewarding.

RMCA's Expectations of Clubs and Club Organizers

Residency

Club Organizer must be a resident of Regency (owner or renter) and current with all payment and other obligations with the Regency Montaine Community Association. Club Organizer must notify RMCA immediately should their residency status change. It is at the Club's discretion whether non-Regency residents may participate in Club activities; the majority of members must be Regency residents.
All Clubs are subject to the Regency Amenity Agreement, club leaders should review and familiarize themselves with this policy.

Representation

All clubs must always have a designated Club Organizer, as approved by RMCA. More than one Club Organizer will be considered as requested by individual clubs. Promptly notify RMCA if the Club Organizer resigns, so a new leader can be identified. The Club Organizer will serve as a liaison between RMCA and the club members. The organizer will provide and demonstrate leadership by being organized, hospitable, enthusiastic, and diligently following through with club commitments. The Club Organizer will serve as a role model and ambassador for the community, upholding Regency community brand values, community standards and always representing RMCA and stakeholders in a positive and uplifting manner. Any concerns or questions heard from members should be addressed directly with RMCA as necessary. The Club Organizer can direct club under their vision and leadership, as long as no conflict occurs with RMCA, state or federal law, community standards, or community vision, and remains in the best interest of the community at large. The Club Organizer will make immediate decisions regarding the direction and membership of the club, as well as ensure proactive, feasible solutions are provided to correct concerns. Should any decision raise a conflict or question among the membership of the club, the Club Organizer should proactively engage RMCA for direction.

Outreach

Clubs are encouraged to seek and engage new members through community outreach efforts. Please contact the RMCA to discuss options. Clubs should remain open to welcoming new members unless a maximum capacity is established in the club application and has been reached. Clubs should look for ways to connect with community stakeholders and partners.

Communications

Club Organizer will communicate with RMCA, Club members and prospective members in a regular and constructive manner. At a minimum, Club Organizer will communicate with RMCA on a quarterly basis to provide Club updates. If Club uses social media or a website, ensure it is regularly updated to keep Club members and prospective Club members are aware of Club activities. Member's contact information may only be used for the purpose of Club-related communications. Club membership lists may not be used for any other personal or business purpose and may not be shared with anyone without prior permission of each Club member.

Finances

Ensure Club's mission and activities are not for profit and do not benefit any particular person or business. Funds, such as monthly dues, are allowed to be collected, but are not for the personal benefit or financial gain of the Club Organizer or Club members, including charging of admission fees and solicitation of donations for time or services. Funds collected are solely allowed for the purposes of: obtaining supplies (i.e., mosaic pieces, glue, yarn, etc.); purchasing equipment (i.e., balls, music, matching uniforms, etc.); educational/training purposes (i.e., hiring a guest speaker, outside instructor, etc.); or to support general Club functions (i.e., food, beverages, prizes, etc.). Any supplies or equipment purchased for the Club's use must be within reason and for an appropriate purpose of the Club's operations. All supplies or equipment purchased with Club funds must be turned over to RMCA upon Club disbandment, or if a Club Organizer resigns from the position and there is not a secondary admin in place to turn over the materials and continue the Club's activities.

Equipment/materials/supplies purchased by Clubs ultimately belong to the community and will be made available by RMCA for a future community program/Club use. Financial records must be kept by the Club Organizer at all times and may be reviewed by RMCA at any time. Any mismanagement of funds will be subject to proper repercussions and may include Club termination and/or repayment of funds to the Club members. If your Club is interested in raising funds for charitable causes, please contact RMCA in advance for guidelines. RMCA assumes no responsibility or liability for any cash collected or any accounting done in connection with Club activities.

Contracts & Insurance

Connect with RMCA at least one month in advance before hiring a contractor, consultant, business, etc. for a Club function, as the transaction is subject to RMCA's legal agreements and insurance requirements. Ensure that your vendor can provide a certificate of liability insurance naming RMCA as an additional insured before engaging with that vendor.

Nondiscrimination

RMCA is a housing provider under state and federal Fair Housing laws. Therefore, it is unlawful to discriminate or refuse to allow participation in a Club on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, age, marital status, and disability.

Incident Report
Report any injury, escalated conflict, or situation putting Club members, community members, stakeholder, land/equipment, or children into unlawful or dangerous situations immediately and complete an Incident Report with RMCA.

Active Status
To remain as an "active" Club with RMCA and retain Club benefits, one must: recruit residents for Club participation; host at least one activity/meeting per year; have at least two active Club members in addition to the Club Organizer; majority of Club members must be Regency residents. If your Club hits capacity, please discuss it with management immediately.

RMCA's Support Responsibilities

Communication
RMCA encourages regular communication with Club Organizer for exchanging of ideas, monitoring, resources, etc.

Guest Policy
We warmly invite guests to participate in Club events alongside our residents. We kindly ask for your understanding that residents will have priority if the event becomes full or at capacity.

Promotion
RMCA will support Club Organizer in announcing, advertising, and promoting Club to community at-large and refer interested residents to join Club. RMCA will promote the Club using community-wide communication tools when possible and at its sole discretion. RMCA offers complimentary in-house printing of promotional collateral materials, as well as appropriate and designated opportunities to participate in community events and programs. RMCA has the right to post photographs and articles of Club activities and its members in its communication tools, including websites, social media and email blasts.

Facility Usage
RMCA will assist in booking facilities for Club-related meetings, events, socials, etc., based upon availability and at no charge (when possible). We encourage open lines of communication to ensure that we adequately accommodate your facility needs. Usage of a Regency facility is on a space availability

basis, not guaranteed and all facility rules and regulations apply. Please remember that the facility must be put back to its original order after each Club activity (i.e., all decorations need to be removed; tables, chairs, and equipment must be placed back to their original position, etc.). Damaged or missing equipment, furniture, etc. resulting from a Club activity must be reported immediately to RMCA on the first business day after the event.

Important Information

Authority

RMCA reserves the right to grant or reasonably deny a request for a Club, including in cases where another similar Club already exists. The Club Organizer, as well as Club events, activities, programs, etc., should always reflect the spirit and values of RMCA. RMCA reserves the right to cancel a Club at any time, for reasons including but not limited to: Club does not abide by the regulations set forth by RMCA; inactivity by Club Organizer and/or lack of participation by members, Club Organizer not being current in obligations to RMCA, unreasonable actions of the Club Organizer; action arising from members' concerns, etc. RMCA reserves the right but not the obligation, in its sole discretion, to grant incentives for volunteerism or established, approved Clubs - including financial support; material support; facility use privileges, either with or without charge; priority for facility use and administrative and technical support. All Clubs and their respective members are solely responsible for, and Regency's developer and Regency Montaine Community Association, assume no liability or responsibility for, the financial management of funds, maintenance, repair and safe operation of the equipment provided or otherwise obtained by the Club, as well as for the safety of members and others participating in Club activities or using the Club's equipment. Regency reserves the right, without further approval or compensation, to include Club activities, photographs, etc. for marketing, promotional and educational purposes.

Protections

Club Organizers and Club operations generally fall under the corporate protections offered by RMCA and its insurance policies, including commercial general liability insurance and Director's and Officers liability insurance, as long as they are acting in their Club capacity and are not *grossly* negligent. Gross negligence occurs when a person has reckless disregard for the safety or rights of others. RMCA's insurance policies will not protect a Club Organizer who stabs a Club member in a fit of passion, but they will protect a Club Organizer whose enthusiastic Zumba moves cause a member to fall and hurt a hip.

a) No use of the Regency at Montaine logo will be permitted.

b)

Clubs shall not publish, post or display any discriminatory, obscene, libelous, defamatory, offensive, unethical or unreliable, or inaccurate paraphrasing, facts (either by way of writing or oral communication in any manner) or illegal content or materials in connection with the Club's activities. The Club also shall not frame, mimic or otherwise copy the look or layout of the Regency web site.

The rights granted to a Club will be non-exclusive and may not be assigned, transferred, sub-licensed, pledged, mortgaged, or otherwise encumbered in whole or in part, without the prior express written consent of RMCA, which RMCA may grant or withhold in its sole and absolute discretion. The Club will

comply with all applicable laws and regulations. If a Club violates these guidelines, RMCA shall have right to terminate the Club's name, the License granted and all usage of the Name.

Agreement & Signature

I have read the entirety of this packet; understand the roles and responsibilities of a Club Organizer and acknowledge the receipt of the License for Use of Trademarks; and confirm all the information that I have provided is correct. I understand that, if approved, I will be responsible for promptly informing RMCA of any revisions or updates to this information.

_____ _____
Name Date

_____ _____
Name Date