

Shore Woods Maintenance Commission

RULES AND REGULATIONS

Revised October, 2022

A. GENERAL RULES

1. Shore Woods is a residential and recreational community which exists for the pleasure and comfort of its members. The presence of both children and adults on Shore Woods roadways makes it essential that Kitsap County regulations (including one-way roads) are observed.
2. All facilities are for the benefit of members and their guests. Members have a responsibility to see that their guests are familiar with and conform to the rules of shore Woods.
3. Non-Smoking Policy: Neither members, guests, nor any other person shall be allowed to smoke in the clubhouse, pool area, or tennis courts, nor within 25 feet of the main clubhouse entrance or fenced pool area, or playground equipment.
4. Renters may use Shore Woods facilities only if both the owner/member and renter sign a "Rental Registration Form" and file it with the Caretaker for each separate rental term. Owners are responsible for their renters' compliance with all rules and regulations within the Shore Woods community. Owners are responsible for all costs of damage to community property caused by their renters. An owner who grants a Rental Registration forfeits the right to use Shore Woods facilities for that lot. Renters must sign the form, agreeing to comply with all rules of Shore Woods Maintenance Commission, Inc.
5. The Caretakers and any authorized Club Monitors are responsible to the Executive Board of the Shore Woods Maintenance Commission, Inc. The immediate supervision of the work done by the Caretakers and Monitors is normally delegated by the President to the Vice President. The Executive Board will review the job descriptions and evaluate the performance of all Commission employees or representatives at least annually. Members are invited to call to the attention of the Board any information they believe useful in helping the Board fulfill this responsibility.
6. Members wishing to make donations of furniture or decorative items to Shore Woods should secure the approval of the President or the President's designated representative before placing the items in the clubhouse or other facilities.
7. As provided in the Shore Woods Declaration of Restrictive Covenants, the installation on any lot of trailers, mobile homes, tent houses, or other temporary structures (except during the active construction of a permanent single family residence approved by the Shore Woods Architectural Control Committee) is prohibited.
8. Tags are required to be visibly worn by all users of the swimming pool area, clubhouse, tennis and sport courts, and beach area. Owners will receive 6 tags per lot owned. If lost, these tags will be replaced at a charge of \$10.00 per tag. If more tags are needed for guests, "one-day-use" tags may be obtained from the Caretaker or Monitor, for a fee of \$1.00 each, which is refundable if the tags are returned the same day.
9. Use of Shore Woods facilities (clubhouse, pool, tennis/sports courts, etc.) or the right to sit on the Executive Board, will be prohibited to those members delinquent in their annual dues for three or more months.
10. Foreclosure proceedings will ensue on those lots whose owners are fifteen or more months delinquent in dues.
11. Suggestions for the improvement of Shore Woods are always welcome. They may be directed to any member of the Executive Board.

B. CLUBHOUSE

1. The Shore Woods clubhouse is open for general use by all members according to the current schedule established by the Executive Board. The current schedule will be posted at the clubhouse and printed in newsletters, and may vary according to season, finances, and other conditions. No overnight use of the clubhouse is permitted.
2. 2Members may entertain up to eight guests in the clubhouse without prior reservation. If additional guests are anticipated, reservations for the use of the clubhouse on a specific date must be made by members on a first come, first served basis. The facilities must be shared; a reservation does not entitle a party to exclusive use of the facilities, but does ensure that no other parties are scheduled for that time. The earliest a reservation can be confirmed is one year prior to the requested event date. In the event there are two or more applications of file at the date one year prior, a lottery will decide the reservation to be confirmed. Reservations are not available for July 4th, Memorial Day weekend (Friday through Monday), or Labor Day weekend (Friday through Monday). In the interest of fairness, only ONE ADVANCED RESERVATION PER SUMMER (May through September), per lot, will be accepted. If a date has not been reserved one week ahead, an owner who has reserved another summer date may request additional short-lead-time reservations. Each application on file requires a separate deposit and fee.
3. Before a reservation can be confirmed, a completed "Facility Reservation Form" must be submitted by the member to the Caretaker at the clubhouse along with two checks written by the member: \$100.00 damage/cleaning deposit and a non-refundable rental fee for the number of individuals you expect to attend. (The rental fee check will be deposited.) Please include a stamped, self-addressed envelope for Caretakers to return your damage/cleaning deposit check. *(For reservations made more than 3 months in advance, the damage deposit also will be deposited, so you may submit just one check. The deposit will be refunded by our bookkeeper.)*
4. A non-refundable **rental** fee will apply to all private parties using the clubhouse and/or pool area. The fee does not apply to small groups using the clubhouse spontaneously, or to Hansville-area community group activities. This fee will be deposited. Fees are dependent on the number of people in the party.

9-20 persons:	\$35
21-35 people:	\$50
36 or more people	\$100
5. If a reservation is cancelled within fifteen days of an event, a \$20 reservation fee will be retained.
6. The kitchen is open to all members, at all times, when the clubhouse is open. It must be shared if more than one member requires its use at the same time. The kitchen is for light cooking only...no heavy frying. No glassware (beverage glasses, bowls, plates, pitchers, etc...anything that could shatter and fall to the deck below) is allowed on the upstairs clubhouse deck.
7. After using the clubhouse kitchen or grounds, the facility is to be cleaned to at least the condition in which it was found. The caretaker will inspect the facilities and note any discrepancies on the application form. If adequate cleaning is not done a cleaning charge based on Caretaker hourly pay rate will be deducted from the damage/cleaning deposit. Flagrant or repeated violations may result in the suspension of clubhouse or kitchen privileges.
8. Wood for the fireplace is not provided. If the fireplace is used, be sure the fire is extinguished before leaving the clubhouse.
9. Heat to the clubhouse is normally set to 55 degrees. If you will require a heated clubhouse, please notify the caretaker in advance and the clubhouse will be warm when you arrive. Please turn the thermostat down again when you leave.

10. Normal garbage from parties may be placed in any of the large trash cans. These are not to be used by home owners, summer, or weekend occupants for garbage disposal from their homes.
11. Wet towels, wet beach items, and persons in wet bathing suits are not allowed upstairs inside the clubhouse.
12. Supervision of children under 12 years of age within the clubhouse, or on the upper deck, is required.
13. Pets are not allowed in the clubhouse or pool area.

C. SWIMMING POOL

1. The Shore Woods pools are for the use of members, their guests, and eligible renters. The pools are open from as posted each year, for periods between May 1 and September 30 depending on the seasonal weather outlook. Pool hours are as posted according to weather, pool condition, staffing, and other factors.
2. Clearly visible tags must be worn by all pool users. In order to avoid overcrowding (pool capacity is 50), no more than eight guests per member are permitted in the pool when patronage is heavy (more than 30).
3. NO LIFEGUARD IS ON DUTY. All persons using the pool do so at their own risk. The Shore Woods Maintenance Commission, Inc., is not responsible for accident or injuries related to pool use. In the interest of safety, children 12 and under must be accompanied by an adult (18 or over) while using either pool. Teens 13 – 17 must use the “Buddy System”, and are not allowed in the pool area alone. A first aid kit is hanging in the pool area; a larger kit is located in the kitchen along with emergency blankets. An AED device is located in the area at the top of the clubhouse main entry stairs. A telephone for 911 access is located on the lower floor of the clubhouse near the pool area.
4. To reduce maintenance costs and to keep our pools cleaner certain rules MUST be followed. Sand, threads from clothing, oils, Styrofoam, glitter, chewing gum, band-aids, hair pins, tobacco, etc., all clog the filters and may cause breakdowns which require closing the pool. Please dispose of these items before entering the pool area. A shower is required before entering either pool. Bathing suits are the only acceptable attire for swimming. No street clothes are allowed. Children in diapers are required to wear tight fitting plastic pants.
5. NO FOOD is allowed in the pool area. Non-alcoholic beverages are permitted only in cans or closed plastic containers. No pets are allowed within the fenced pool area. Rules posted at poolside and in the shower rooms must be followed.
6. The cooperation of all users of the pool can help prevent accidents and damage to the pools. Careless or dangerous activities such as running, wrestling, dunking, cannon-balling, and throwing hard objects are prohibited.
7. Please do not remove filter caps or tamper with skimmers or underwater lights. These are for your safety.
8. Flagrant or repeated violations of these rules will result in temporary or permanent suspension of clubhouse privileges.
9. No breakable glass items of any kind are allowed in the pool area. (This includes glass eyeglasses.)
10. No large inflatables may be used without permission of the Caretaker. Often the pool is too crowded to use these without bothering other swimmers.

D. TENNIS AND SPORTS COURTS

1. The tennis/sports courts are for the use of members, their guests, and eligible renters. All users must wear current tags. A day-use key may be obtained from the Caretaker, during Clubhouse open hours only.
2. Be courteous. Members have priority over guests when courts are crowded. No deuce or consecutive sets are allowed if others are waiting to play. However, two sets are permitted if doubles are being played.
3. To protect the surface of the courts, roller skates, skateboards, bicycles, etc. are not allowed. Food and beverages are to be kept outside of the fenced area. Soft-soled shoes are required. No pets are allowed inside.
4. Please keep the gates closed at all times to prevent animals from wandering into the court area.
5. Please do not hang from the basketball hoop.

E. BEACH AND OTHER PROPERTIES

1. The Shore Woods beach is for the use of members, eligible renters, and their guests. Tags are required.
2. Beach fires are permitted except during county fire closures. Beach fires must never be built against a large log or against the banks. Make sure your fire is out and litter is picked up before leaving.
3. A garbage can is provided on the meadow above the beach. Do not bring home or cabin garbage to this can. We appreciate your help in keeping the beach free of litter. Please do not take glass items onto beach area for the safety of others and their pets.
4. Do not remove logs or large pieces of driftwood from the beach areas without permission.
5. Washington State Department of Fisheries regulations must be followed when clamming or digging on the beach. (This includes refilling dug holes before leaving.)
6. The State and County regulate vegetation trimming and removal along the creek and other wetland areas. View trimming is permitted only as outlined in Green-Way documents posted on the Shore Woods website. No volunteer vegetation trimming or removal is permitted on any of the grounds unless under the direct supervision of the Board or Caretaker. In non-wetland areas, only non-native plants, or trees that present a danger to persons or private property will be removed.
7. No dumping of yard waste, ashes, or other material is permitted on the common areas.
8. The Shore Woods Maintenance Commission, Inc., is not responsible for accidents or injuries received from play-structure use. Parents are responsible for the safety and conduct of their children and use this at their own risk. The Caretaker is not expected to babysit/ please do not leave small children here unattended.
9. Driving of motorized vehicles off roads in common areas is prohibited.
10. Driving of golf balls on common areas is prohibited.
11. Horseshoes are available from the Caretaker.
12. Dogs must be on leashes while on the club grounds, out of consideration for other members and their guests. Please use provided Mutt Mitt or other plastic bags to pick up after your dogs. Discard bags in the garbage can or dumpster.