

WATERFORD II HOMEOWNERS ASSOCIATION

Lexington, Kentucky

Policy on Fee Waiver/Reduction for Facilities Usage

1. Purpose. Establish circumstances and conditions under which eligible groups may use the Waterford II Homeowners Association (HOA) facilities, such as the clubhouse and swimming pool, with waived or reduced rental fees.
2. Background. The Board and Property Management have been regularly contacted by representatives of groups requesting to use the HOA facilities for staff meetings, training workshops, town hall meetings and other purposes. These requests have been decided on a case-by-case basis, though consistent decision criteria have not been adopted or applied.
3. Eligibility. Groups are eligible for the use of HOA facilities provided that each of the following criteria is applicable:
 - a. The group is a non-profit organization whose mission is substantially, if not completely, related to public service.
 - b. The proposed activity/activities constitute public service consistent with the group's mission.
 - c. In fulfillment of its mission, the group does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability, or any other basis of discrimination prohibited by U.S. law.
 - d. The group has neither engaged in nor supported any other group or individual who has engaged in communication that offends, threatens or insults groups based on color, religion, national origin, sexual orientation, disability or other traits.
 - e. The group's mission, membership, history and proposed activities are consistent with the shared values and character of the Waterford neighborhood as judged by the HOA Board of Directors.
4. Process.
 - a. Not less than 30 days prior to the date of requested facilities usage, a representative of the group will appear in person at a Board of Directors meeting to discuss the group's mission, membership and history; to clarify the eligibility of the group and proposed activities; to describe the proposed activities, date(s) of usage, number of attendees and special considerations; and to address any Board questions or concerns.
 - b. A personal appearance and/or the required lead time may be waived by unanimous consent of the Board when indicated by circumstances.
 - c. The Board will decide all requests for waived/reduced fees for facilities usage on a case-by-case basis, taking into account the group's eligibility, the information made available from paragraph 4.a., the existence of any conflicts with paid rentals, and any other relevant factors.
 - d. The Board will normally approve only single events when waived/reduced fee usage is requested. Only under exceptional circumstances will the Board approve more than 12 waived/reduced fee usage events within a single calendar year.
 - e. The Board will not waive provision of a full deposit and a group representative's written acceptance of responsibility for the condition of facilities after conclusion of the event(s). Any cleaning, maintenance and/or repair judged by the Property Manager to have been necessitated by the event will be deducted from the deposit, and the group will be billed for any remaining balance.

5. Other.

- a. At Board discretion, waived/reduced fee events may be cancelled or rescheduled to accommodate paid events, facilities maintenance/repairs, and other circumstances.
- b. Events related to primary election campaigns will not be eligible for waived/reduced fee usage.
- c. When waived/reduced fee usage is approved for general election campaign events, the same usage will be offered to all other candidates in that election provided the candidates are otherwise eligible as specified in paragraph 3.
- d. Event promotion is the responsibility of the group. Neither Board members nor any member of the property management team will perform any activities in support of event promotion.

Approved February 13, 2019, by vote of the Board of Directors