

# Leeland Station Community Association

STANDARD OPERATING PROCEDURE	Belle Air Clubhouse Events and Amenities	Revision 1.3 effective Nov. 14, 2017
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## PURPOSE

The purpose of this document is to define processes and procedures to secure usage of the Leeland Station Community Association's (LSCA) Belle Air Clubhouse, hereafter referred to as "Belle Air Clubhouse," for events, also to define Association Amenities. This operating procedure will define the Belle Air Clubhouse's usage, direct readers to rental forms and rental agreements to secure usage of the Belle Air Clubhouse and the Pool; identify key officials; and define such terms as Member; Organized Community Event; Spontaneous Community Events and Events for Profit, etc...

## BACKGROUND

In 2006, Maryland Development Corporation built the Belle Air Clubhouse and its adjoining amenities as conceptualized in the original plan for the enjoyment and benefit of the Leeland Station Community Members.

Belle Air Clubhouse features an office for conducting the business of the community; a reception area; a cloak room; storage rooms; a multi-purpose room; a sitting/entertaining area; both men's and women's lavatories; a fitness room; a small preparation kitchen with cabinets and closets; and a food service/eating area.

The perimeter doors open to an elevated deck that overlooks and provides access to the pool deck and pool, which is available for rentals during the swim season.

The basement of the facility, accessible only from the pool deck, contains showers, restrooms and the lifeguard station. The additional basement space is off-limits to unauthorized personnel. The basement contains the pool pump room and the chemicals necessary to sustain the pool. The remaining space is for storage of the LSCA and the Leeland Station Swim Team owned property.

## DEFINITIONS

**Activities Liaison** – A Member or associate to the LSCA Board of Directors responsible for oversight and budget of all LSCA Community Activities.

**Association Amenities** – Property owned by Leeland Station Community Association to include its Clubhouse, Swimming Pools, Basketball Courts, Tennis Courts, Volleyball Court, Playgrounds and Nature Trails. Association Amenities are private property and open only to Members, Non-Members and invited guests.

**Belle Air Village** – Active Adult Community within Leeland Station previously referred to as Section 6c.

**Board of Directors** – The five elected members, or its quorum, of the Leeland Station Community Association Board of Directors.

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**Clubhouse Manager** - A Member or associate of the LSCA Board of Directors or designee responsible for oversight of the general operations and care of the Belle Air Clubhouse. The manager is responsible for maintaining the rental and user agreements and scheduling events in unison with the Activities Liaison and Communications Liaison.

**Communications Liaison** – A Member or associate of the LSCA Board of Directors or designee responsible for the oversight of the LSCA’s communication efforts.

**Community** – The Leeland Station Community Association, its Members and Non-Members.

**Community Event** – A planned gathering, or other organized social occasion, to take place within the confine of Belle Air Clubhouse and or Belle Air Clubhouse’s amenities (i.e. Pool and/or parking lot) for the benefit of the community. Any Community Event must not limit who may attend by discriminating against race, color, religion, national origin, sex elderliness, familial status or handicap; unless there is a reasonable exclusion (i.e. Alcoholic beverages are served etc.)

**Member** – An owner and voting Member in good standing of the LSCA, whether they reside within Leeland Station or elsewhere.

**Non-Member** – A non-voting (Lessee) resident of Leeland Station. This includes a person or persons who have purchased a pool membership to either have use of the pool or have joined the swim team.

**Non-Resident** – A person not living in or owning property in Leeland Station.

**Organized Community Event** – An event organized and sanctioned by the LSCA Board of Directors and the Activities Committee for the benefit of Members of the Community or any part thereof.

**Property Management** – The management firm responsible for the daily operations of the Community Association. Currently FirstService Residential.

**Private Event** – A planned gathering, or other organized occasion, to take place within the confines of Belle Air Clubhouse and or Leeland Station Pool for the sole purpose of entertaining guests, including Members, Non-Member and Non-Residents, by private invitation.

**Rental Agreement** – The contract between the LSCA and renter that grants permission for the usage of the Belle Air Clubhouse for a specified period and voids at the end of the rental period.

**Spontaneous Community Event** – An event hastily organized and further sanctioned by any member of the LSCA Board of Directors, Clubhouse Manager, or the Activities Committee for the benefit of the Members of the Community. Any Community Event must not limit who may attend by discriminating against ethnic affiliation, age, religion, gender or handicap, unless there is a reasonable exclusion (i.e. Alcoholic beverages are served etc.).

**Swim Team Liaison** – A Member or associate of the LSCA Board of Directors or Swim Team Committee Volunteer responsible for communicating Leeland Station Swim Team business to the LSCA.

**User Agreement** – The agreement between the LSCA and an Association Member or a Non-Member establishing the use of the Belle Air Clubhouse.

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## PROCEDURES

Usage of Belle Air Clubhouse is for the express benefit of the Members of the Leeland Station Community Association. Members not in good standing with the LSCA will not use of Belle Air Clubhouse for any events, regardless of the benefit to the Community. Belle Air Clubhouse rentals, with certain exceptions, can be reserved on a first-come, first-served basis as outlined in this document with the oversight of the Belle Air Clubhouse Manager.

## EVENTS

The Belle Air Clubhouse Manager communicates events to the Communications Liaison who posts events on the [LSCA Community Calendar](#). The Communications Liaison holds Private Events in confidence and will only appear on the Community calendar as a "Private Event" notating the applicable times. The purpose of posting events is to offer a window to LSCA Members of Belle Air Clubhouse's availability. At no time, should there be dual events in Belle Air Clubhouse and on Belle Air Clubhouse's Parking Lot that would compromise the available parking and the participants' safety. The Belle Air Clubhouse is not available for rental during Leeland Station Swim meets.

Only a Member may request to utilize the Belle Air Clubhouse to hold or organize a Community Event. Any request to use the Belle Air Clubhouse to hold a Community Event may occur through the proper channels (i.e. Belle Air Clubhouse Manager, Activities Liaison, and Communications Liaison, members of the LSCA Board of Directors) who will relay the request to the responsible officials. The Activities Liaison will then bring the request to the Board of Directors for approval. The Activities Liaison upon approval will notify the Communications Liaison of the event scheduling and the Communications Liaison who, at their discretion, will communicate the event by means of available media to the Community. Those means of communication may include, but are not limited to USPS mailer, electronic mail, LSCA Website posting, Facebook, Twitter, the LSCA Community Calendar, or distributed flyer. In the event any one Liaison is indisposed and unable to perform his or her assigned function, another Liaison or member of the LSCA Board of Directors may take over that function to see its completion. Any Community Event must not limit who may attend by discriminating against race, color, religion, national origin, sex, elderliness, familial status or handicap; unless there is a reasonable exclusion (i.e. Alcoholic beverages are served etc.)

Events conducted at the Fire Pit must adhere to Stafford County Fire Department recommendations for open fires and a Fire Pit Usage Application must be on file with the Association's Management.

Charcoal Stoves are provided at various locations throughout the community. Due to insurance reasons, at no time can a member, resident or guest bring a personally owned charcoal, propane gas or portable stove onto any Association owned property. Properly used Sterno heaters, warming trays, Crockpots, and similar small electric devices are permitted for the purpose of warming food inside the Clubhouse during events. Licensed and Bonded Caterers may submit documents related to the use of grills and portable stoves to the Board of Directors for consideration for private events at the Clubhouse.

### **Organized Community Events**

Organized Community Events will have precedence over all rentals. Rental requests will be vetted by the Belle Air Clubhouse Manager against the LSCA Website Community Calendar and determine if the requested rental date and time conflicts with an Organized Community Event. In the event a rental is secured, an Organized Community Event must be planned around a secured rental. All Members and

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residents in good standing will be invited and welcomed to attend Organized Community Events. The Communications Liaison, in conjunction with the Activities Liaison and, in certain circumstances the Swim Team Liaison, will communicate and advertise Organized Community Events as determined by the available media. The Communications Liaison will also notify the Belle Air Clubhouse Manager of the applicable dates. Those means of communication may include, but are not limited to, US Postal Service mailing, electronic mail via LSCA Website or Property Management Residential; [LSCA Website posting](#); [Facebook](#); [Twitter](#); the LSCA Community Calendar, or distributed flyer.

Organized Community Events include; any predetermined meeting of the LSCA Board of Directors; Committee Meetings; Leeland Station Swim Team Meetings and Swim Meets; Annual Pumpkin Run; Breakfast with Santa; New Year's Eve Ball Drop; Family Game Nights, Chartered Cub Scout Meetings, and other Annually occurring Community Events, etc.

The organizer must submit a rental agreement and a security deposit then held in abeyance against any damage. Any clean up, as the result of Community Organized Event, will be the responsibility of the event organizer(s). No Member will take profit in any form from an Organized Community Event, except to avoid spoilage of food, beverage, etc. Any Community Event must not limit who may attend by discriminating against race, color, religion, national origin, sex elderliness, familial status or handicap; unless there is a reasonable exclusion (i.e. Alcoholic beverages are served etc.)

#### **Private Events**

Only Members and Non-Members may organize Private events for the purposes of entertaining guests by invitation. Private events are not subject to restrictions related to profiting as outlined in the "Events for Profit" section of this procedure since rental fees apply. At no time will a Private Event be organized by a Non-Resident.

A Private Event will require a rental application and applicable fees related to the rental as outlined in the Belle Air Clubhouse rental agreement.

#### **Spontaneous Community Events**

Only a Member or Members in good standing can create, request, and organize Spontaneous Community Events for the good of the Community. All Spontaneous Community Event requests will be vetted against the LSCA Website Community Calendar and have no precedence over any previously scheduled event in Belle Air Clubhouse. An advertisement will be sent to invite Members of the Community to attend if they have genuine interest. A Spontaneous Community Event communicated by the Belle Air Clubhouse Manager to the Communications Liaison will be communicated to the Community by the means available to the Community. Those means may include, but are not limited to, e-mail, LSCA Website posting, Facebook, Twitter, the LSCA Community Calendar, or distributed flyer. There is no charge to attend a Spontaneous Community Event, unless it is agreed and advertised prior to the event that a fee benefits the attendees (i.e. ordering food or services from a local vendor). No Member will take profit, in any form, from a Spontaneous Community Event, except to avoid spoilage of food, beverage, etc.

Spontaneous Community Events include; Member meetings to arrange Community Events/projects; homecoming/prom photos due to inclement weather; meetings of religious leaders/groups; Community Job/Vendor Fairs, etc. Any Community Event must not limit who may attend by discriminating against

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race, color, religion, national origin, sex, elderliness, familial status or handicap; unless there is a reasonable exclusion (i.e. Alcoholic beverages are served etc.)

A rental agreement and deposit is required for a Spontaneous Community Event from the requestor(s) who will be responsible for the condition of Belle Air Clubhouse upon departing. Any cleanup costs associated as the result of a Spontaneous Community Event will be the responsibility of the requestor(s) on the rental agreement.

### **Belle Air Village Events**

Belle Air Village is an age-restricted Community and any event planned on behalf of Belle Air Village is for the sole entertainment of the Belle Air Village Community. Events scheduled by the residents of Belle Air Village are not subject to the notification guidelines as are Organized Community Events and Spontaneous Community Events. For the purposes of booking preference of the Belle Air Clubhouse, residents of Belle Air Village are Members. Events scheduled in Belle Air Clubhouse by the residents of Belle Air Village are communicated by the Belle Air Clubhouse Manager to the Communications Liaison places the event on the LSCA Community Calendar and will, if requested by Belle Air Village event organizer, communicate the event by means of available media to the Community as they see fit.

A user agreement is required and any clean up, as the result of a Belle Air Village Community Event, will be the responsibility of the event organizer(s) and the LSCA. There will be no charge at the door or otherwise to attend a Belle Air Village Community Event unless it is agreed and advertised prior that the fee benefits the attendees (i.e. ordering food or services from a local vendor). No Member will take profit in any form from a Belle Air Village Community Event, except to avoid spoilage of food, beverage, etc. Any Event must not limit who may attend within the Belle Air Village Community by discriminating against race, color, religion, national origin, sex, elderliness, familial status or handicap; unless there is a reasonable exclusion (i.e. Alcoholic beverages are served etc.).

### **Events for Profit**

Members will not use the Belle Air Clubhouse or any Association amenity for profit in any private business venture or commercial interest under any pretense. Any event that creates a profit for a Member by any means, (i.e. money, product, personal services, etc.) will require a rental application and applicable fees related to the rental as outlined in the Belle Air Clubhouse rental agreement. Members will not use any Association owned property (i.e. Tennis Courts, Swimming Pool, Nature Trails, etc...) for profit, except for the use of the swimming pool by the Leeland Station Swim Team and its coaches to develop new swimmers under the memorandum of understanding (MOU).

The exception are those events planned and/or sanctioned by the LSCA Activities Committee or the Activities Liaison where a private vendor/vendors are hired or contracted for the purpose of facilitating an event and is paid for services. Any payment made by the LSCA from Association funds to a Member as the result of a Community Event must be first meet the approval of the LSCA Board of Directors. Multiple vendors consisting of Members, Non-Members and or Non-Residents at any event not approved by the Association will require payment of the associated rental fees related to the rental as outlined in the Belle Air Clubhouse rental agreement. Additionally, all Member participants must be in good standing with the LSCA to rent or be part of a community event.

Any net proceeds as the result of a Community Event are property of the LSCA for deposit into the general fund.

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Any Member determined to have profited from a private business venture or commercial interest by utilizing the Belle Air Clubhouse under the pretense of a Community Event in order to avoid paying rental fees, will pay the applicable fees associated with the rental and barred from future use the facility. Appeals to this sanction are by a hearing at the monthly meeting of the LSCA Board of Directors.

### **Unauthorized Events**

The LSCA does not conduct Association business through social media. All events must be requested and scheduled by contacting a recognized official of LSCA as defined in this document either by electronic mail, telephone, through the LSCA Website, or in person at the Belle Air Clubhouse business office at 115 Riggs Road, Leeland Station during the hours of operation. Any event organized or sponsored on Facebook, Twitter, Instagram or any electronic social media site, and not previously approved by the means outlined in this document and by the LSCA Board of Directors, will not be recognized or sanctioned and considered unauthorized.

In the event the individual that announced the Unauthorized Event gains access, they are financially responsible for the condition of Belle Air Clubhouse upon departing. Any cleanup costs associated as the result of an Unauthorized Event will be the responsibility of the originator. Any Member determined to have used their standing in the Community to secure use of the Belle Air Clubhouse for an Unauthorized Event will pay the applicable fees associated with the rental and barred from future use the facility. Appeals to this sanction are by a hearing at the monthly meeting of the LSCA Board of Directors.

## **RENTALS**

### **Members**

Members in good standing may rent Belle Air Clubhouse for private events by completing the rental agreement form found on the [Leeland Station Community Association website](#) under the forms tab or by obtaining a copy at Belle Air Clubhouse Office during hours of operation and forward the request to the Belle Air Clubhouse Manager for scheduling. A check to determine the Member's standing in the Association will be conducted by the Property Management Representative at the time of the reservation, or by the Clubhouse Manager via communication with the Property Management Representative.

Members must pay the related discounted fees to the rental as outlined in the Belle Air Clubhouse rental agreement.

### **Non-Members**

Non-Members leasing property within Leeland Station, where the property and owning Member is in good standing, may rent the Belle Air Clubhouse for private events by completing the rental agreement form found on the [Leeland Station Community Association website](#) under the forms tab or by obtaining a copy at Belle Air Clubhouse Office during hours of operation and forward the request to the Belle Air Clubhouse Manager for scheduling.

Non-Members must pay the fees related to the rental as outlined in the Belle Air Clubhouse rental agreement. Non-Members are eligible for discounted Member fees, provided the property owner Member sponsors the rental. A check to determine the Member's standing in the Association will be

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conducted by the Property Management Representative at the time of the reservation, or by the Clubhouse Manager via communication with the Property Management Representative.

### **Non-Residents**

At no time is a Non-Resident permitted to rent the Belle Air Clubhouse.

Non-Residents possessing a valid family pool membership (e.g. Swim Team Members) may rent the pool paying the related rental fees and Life Guard fees. There is no implied consent or privilege to rent the Clubhouse.

### **Public Service Exception (Private Events)**

In keeping with a proud heritage of Community Service in Leeland Station, the LSCA waives the rental fee for use of the Belle Air Clubhouse for requests made by service members. These include members of the United States Military; Boy Scouts of America; Girl Scouts of America or any First Responder, in order to hold an event to honor an individual for a service related milestone or contribution to our Community. A rental agreement is completed and security deposit provided and held in abeyance against damage to the Belle Air Clubhouse. Realizing our Youth Troops draw from an area beyond the Leeland Station's borders, a Member must sponsor any Non-Resident from a Boy Scout Troop or Girl Scout Troop and attend the event.

### **Rentals by Members or Non-Members for Restricted Persons**

No Member or Non-Member may use their standing in the Community to rent the Belle Air Clubhouse for any Non-Resident, Member or Non-Member not in good standing to hold an event in order to secure use of the Belle Air Clubhouse for an otherwise restricted person.

Any Member determined to be using their standing in the Community to rent the Belle Air Clubhouse for an otherwise restricted person will pay the applicable fees associated with the rental, forfeit any deposits, and barred from future use the facility. Appeals to this sanction are by a hearing held at the monthly meeting of the LSCA Board of Directors.

## **DISCLOSURES**

The Belle Air Clubhouse Manager, with concurrence of any member of the LSCA Board of Directors reserves the right to cancel or end any event for just cause or close Belle Air Clubhouse at any time in the interest of public safety or a breach of the peace and quiet of the neighborhood. Any two concurring members of the LSCA Board of Directors, after notifying the Belle Air Clubhouse Manager, may initiate a cancelation or terminate any event for just cause in the interest of public safety or a breach of the peace and quiet of the neighborhood. If the Clubhouse Manager is not available, he is deemed to have consented in abstention to the cancelation or termination of a rental. An e-mail will be forwarded to the Clubhouse Manager, the Community Manager at Property Management Residential and President of the Board of Directors or their designee.

In the event of a breach of the peace, danger to public safety, violations of applicable local ordinance or state laws, and action taken by the LSCA to end an event, the renter forfeits any deposits, fees or payments used to secure the use of the Belle Air Clubhouse. Additionally, the individual that secured the facility permanently barred from renting the Belle Air Clubhouse. Appeals to this sanction are by a hearing held at the monthly meeting of the LSCA Board of Directors.

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**Initially Approved: November 3, 2015**  
**Board Advisory Committee**  
**Leeland Station Community Association**

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**Document Change History**  
**Standard Operating Procedures - Belle Air Clubhouse and Amenities**

Version	Name of Editor	Date of Update	Comments
1.1	Philip Herbert	11/03/2015	Approved by BAC/HOA
1.1	Philip Herbert	01/01/ 2016	Enacted
1.2	Philip Herbert	09/06/2017	Revision to rentals by Non-Residents and Non-Members. (Pg. 6) Addition of a Public Service Exception. (Pg. 7)
1.3	Philip Herbert	11/14/2017	Removal of Board Advisory Committee and addition of the Board of Directors. Reasonable Access and Inclusion added.

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