



**Highland Palms Senior Estates & Country Club, Inc.**  
**A 55+ Senior Community in Riverside County**

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**CLUBS POLICY OF THE HIGHLAND PALMS SENIOR  
ESTATES & COUNTRY CLUB, INC.**

Clubs provide an important opportunity for all Highland Palms residents to pursue common interests in hobbies, recreational, social, and cultural endeavors. Because clubs and interest groups use common properties, transparency and accountability are essential. Therefore, the Board has instituted this policy to guide the formation, activities, and affairs of HOA-supported clubs and interest groups. All clubs/interest groups are also subject to the restrictions/conditions of the Association's governing documents.

1. Organizing a club. Residents who are interested in pursuing a particular hobby, vocation, recreational, or cultural interest may apply for a charter to operate under the auspices of the HOA. Application for approval as a club shall be submitted to the HOA Board Secretary, and shall include the reason for the club, a list of prospective officers, a set of bylaws, a schedule of dues/fees, and a Membership list. Any clubs in existence at the time this policy is enacted shall also provide a copy of their minutes and financial statements for the preceding 12 months.
2. Organizing an interest group. Recognizing that some activities do not lend themselves to the formal structure outlined in item 1, a separate category is authorized for "interest groups," which shall include (but is not limited to) small groups organized around crafts, card playing, dominoes, exercise, or similar activities. An application for an interest group may be submitted by any group of at least 5 residents and do not require bylaws. Interest groups may not charge dues but will be responsible for accounting for any monies collected or expended by the group.
3. Board approval. Upon receiving the application, the Board will schedule an open Board meeting for the sole purpose of hearing arguments for or against the club/interest group and shall decide, by majority vote at the meeting, whether to grant a charter. The charter will remain valid unless and until revoked by the HOA Board or surrendered by the club/interest group.
4. Non-Profit status. All clubs and interest groups shall function as not-for-profit organizations and shall be responsible for any reporting requirements and/or taxes imposed by the local, county, state, or federal government.
5. Bylaws. Bylaws of all clubs must include specific provisions/protections as outlined in the accompanying set of sample bylaws. Any changes in the bylaws must be reviewed and approved by the HOA Board before taking effect. Interest groups are not required to have bylaws or officers but must have a mission statement and must select a person to be responsible for reporting its activities and financial information to the HOA Board at the conclusion of each calendar year.

6. **Membership.** Membership in all clubs and interest groups is restricted to residents (including tenants) of Highland Palms. Guests are permitted if accompanied/sponsored by a resident. Non-resident HOA Members, caregivers and Qualified Legal Residents are considered guests.
7. **Club Year.** Clubs and interest groups shall operate on a calendar year basis, beginning in January, and shall, at the beginning of each year, provide the Board with an updated list of officers and a copy of its audited financial statement for the previous year.
8. **Facility use.** Except as otherwise provided for under California law or the HOA's governing documents, approval of club status by the HOA Board confers on the club priority for facility use, authorization for temporary exclusive use of common properties for specific HOA Board approved activities, waiver of facility fees, reserved facility storage space, limited administrative support from the HOA, and extended coverage under the Association's insurance policies. Interest groups may be allocated storage space at no cost, subject to the discretion of the HOA Board, and their use of facilities without payment of any facility fees shall be on an as-available basis. All reservations for use of common property facilities must be cleared in advance with the keeper of the Association's official calendar.
8. **Admission Charges.** Clubs/interest groups may charge an admission fee or request a donation for attendance at any of its sponsored events, subject to prior approval by the Board of Directors.
9. **Alcoholic Beverages.**
  - A. No alcoholic beverages may be sold on HOA premises.
  - B. If alcohol is served or otherwise provided as part of a club/interest group function, the club shall obtain a certificate of host liquor liability insurance coverage naming Highland Palms Senior Estates & Country Club, Inc, as additionally insured for at least \$1,000,000 in liability coverage for the date of the event. This is due (2) weeks prior to the event and failure to do so shall result in the cancellation of the event. This does not apply to events where attendees bring their own alcohol.
  - C. In accordance with California State Law, no one under the age of twenty-one shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at the function, no minors are to be present without a consenting parent or guardian. Any party or event where minors have consumed alcoholic beverages, including beer or wine, will be immediately discontinued.
  - D. It is the responsibility of the sponsoring club/interest group to monitor the dispensing of alcohol to remain within legal limits as well as to ensure the safe driving conduct of their family and guests.
10. **Revocation of Charter.** If the HOA Board receives written complaints alleging serious improprieties in the management of a club or interest group that cannot be resolved under the club's bylaws, the HOA Board shall convene an open Board hearing to investigate. If it determines the complaints are valid, the HOA Board may:
  - A. Remove any or all of the club's officers and appoint a temporary conservator pending a Membership election to select replacements. Club Board Members so removed shall be prohibited from again serving on the club's Board;
  - B. Revoke the club's charter, thereby dissolving the club and taking custody on behalf of the Association of all assets and records of the club, including its name.
11. **Dissolution.** If the Members of a club or interest group voluntarily disband, all assets and records of the organization, including its name, shall be surrendered to the HOA.

12. Grandfathering. Clubs and Interest Groups established and recognized by the HOA prior to the date of the adoption of this policy are exempted from the application process in sections 1 and 2 above, but are subject to all other provisions of this policy.

This policy was adopted by the HOA Board of Directors on May 9, 2018 and amended Aug. 3, 2023.