

## **ENCINO PARK HOMEOWNER'S ASSOCIATION**

### **ORGANIZATION SANCTIONING AGREEMENT**

The Encino Park Homeowners' Association (EPHOA) sanctions clubs or organizations for the mutual benefit of the EPHOA and the organization. Sanctioned organizations are allowed to use EPHOA common areas, at no cost, to hold monthly meetings and recurring events. Sanctioned organization members, who are also EPHOA members, may use the EPHOA pool for organization events during regular pool hours. Organization members who are not EPHOA members may also use the pool for organization events during regular pool hours, and pay standard pool guest fees. Although sanctioned organizations are requested to use the community center on Monday and Tuesday, they may use the community center at other times with the EPHOA manager's prior approval. When deemed necessary by the EPHOA manager, the organization will be required to pay a deposit, and either pay for or otherwise reimburse the EPHOA for security and clean-up costs.

#### **Sanctioning requirements**

1. Organization must enrich the EPHOA through service to the EPHOA, community events, and/or donations.
2. Organization president or chairperson must be a member of the EPHOA.
3. Organization membership must consist of at least 50 % EPHOA members.
4. Organization must designate a member as a liaison to the EPHOA Board. The liaison attends monthly board meetings and presents a monthly organization activity report.
5. The organization president, or designee, must provide an annual report to EPHOA members during the annual member's meeting.
6. The organization president, or designee, will submit an annual Service Activity Report to the Board by 31 January, and will present the Board with all plans for public events using EPHOA facilities or common areas.
7. The organization may obtain a tax ID number for their exclusive use, in which case the organization will maintain exclusive use of any organization funds, and will not need to provide an accounting of those funds to the Board. Otherwise, organization funds are EPHOA funds and the EPHOA may separately account for those funds.

**PROCESS FOR REVIEWING NON-COMPLIANCE WITH THIS AGREEMENT**

1. Board liaison meets with organization or club president to discuss failure to meet sanctioning requirements. Subsequent to this meeting, the organization or club has 30 calendar days to initiate corrective action.
2. Should club not properly respond or fail to act on their corrective action, a written notice from the EPHOA Board is sent to the organization or club president requiring a meeting with the EPHOA Board to discuss sanctioning issues.
3. Should the above two fail to obtain the desired result the Club is de-sanctioned until such time as it meets the sanctioning requirements and petitions the Board for sanctioning.

By our signatures on \_\_\_\_\_, we agree to this sanctioning agreement.

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President or Chairperson - \_\_\_\_\_

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President, Encino Park Homeowners' Association