

## Edgebrook Swim & Tennis Club General Club Policies

These policies, rules, and regulations shall govern each member of The Edgebrook Club, Inc, hereafter referred to as "Club". Policies concerning Club operation and use of facilities are determined solely by Board of Directors and club management and, due to circumstances, are subject to change from time to time. Publishing of policy changes in the club e-newsletter is agreed to be satisfactory written notice, HENCEFORTH AWARENESS OF NEW POLICY BECOMES THE SOLE RESPONSIBILITY OF THE MEMBER.

**Cancellation of Membership by Club:** The Club has the right to cancel or suspend the membership privilege at any time of a member whose conduct is contrary to club rules and policies or deemed by the Board of Directors to be detrimental to the business of the Club or enjoyment of the Club by other members. Member agrees to pay all attorney's fees and costs associated with collection.

**Lost Items** The Club shall not be held responsible for lost, stolen, or damaged personal property in, or about the Club/or its properties. PLEASE DO NOT LEAVE VALUABLES UNATTENDED IN YOUR VEHICLES, THE LOCKER ROOMS OR ACTIVITY AREA. There are Lost and Found boxes in the tennis court hallway and outside the women locker room.

**Charging Privileges:** Summer Members may not charge. For full-time members, the club reserves the right to reduce, suspend, or terminate member charging privileges.

**NSF or Returned Checks:** A \$20.00 handling fee will be charged for each returned (NSF) check. (RCW 62A.3-104).

**Club Closures:** There may be periods of time each year when a certain area of the club will be temporarily closed due to maintenance, private parties, or other related club functions. It may also be determined by management and Board that areas of the club are insufficiently utilized, and therefore, portions of the club may be altered, modified, or changed for new activities. SUCH CLUB CLOSURES OR ALTERATIONS DO NOT GIVE THE MEMBER THE RIGHT TO A SUSPENSION OF MONTHLY DUES PAYMENT OR TO AN INITIATION FEE REFUND.

**Holiday Club Hours:** The Club will be open on the following holidays with reduced hours: New Year's Eve, Memorial Day, 4th of July, Christmas Eve, Thanksgiving Day and New Year's Day. The Club will be closed on Christmas Day. If a member wishes to use the Club on a closed day, arrangements may be made in advance to have access to the facility.

**Address, Email or Phone Changes:** Members should promptly notify the club of any changes in address, email or telephone number(s). Please e-mail [frontdesk@edgebrookclub.org](mailto:frontdesk@edgebrookclub.org) or fill out a "Change of Member Information Form" available at the front office.

**Delinquent Account Policy** As a not-for-profit organization, it is critical that all monthly dues and fees are paid in a timely manner. The Delinquent Policy is as follows: After 30 days we will assess a \$25.00 late fee. If after 60 days and no arrangements have been made, the club has the power to suspend court privileges. After 90 days delinquent, termination process can begin.

**Cancellation of Equity or Jr Tennis Membership** Members wishing to cancel their membership may elect to do one of the below *5 days prior to the month end*:

- 1) Completing the appropriate club termination form located at the front office
- 2) Mail Edgebrook Club a written termination letter or
- 3) E-mail the [frontdesk@edgebrookclub.org](mailto:frontdesk@edgebrookclub.org)

Failure to do so will result in a continued monthly dues assessment. Cancellation of membership has no force or effect until received and approved by the Club Manager.

**SALE OF MEMBERSHIP** Any member may sell or transfer his membership at any time on such conditions as set forth by the Board of Directors. Any change in the conditions for selling or transferring memberships established by the Board of Directors must be communicated in writing to the members within ten (10) days after the determination or change of such conditions, and shall not be valid until such written notice is sent.

No active member shall transfer or sell, or agree to transfer or sell his membership without first tendering the same in writing to the Club.

The Club shall have thirty (30) days within which to exercise its option to purchase such membership at not less than eighty (80) percent of the then current price determined by the Board of Trustees, less taxes thereon, if any. Should the Club refuse, or within the said thirty (30) days fail to exercise its option, the offering member may then transfer his membership, subject to the approval of the transferee by the Board of Directors, to any eligible person. Upon transfer of a membership as herein provided, a transfer fee equaling ten (10) percent of the current membership fee shall be paid to the Club. No portion of any membership fee or assessment shall be refunded to any member. Members who have been expelled shall not have the right to sell their memberships subsequent to the effective date of expulsion. No member shall have the right nor shall attempt to sell their membership until all indebtedness to the Club is paid. If you have any questions on selling your membership, please contact the Club Manager.

**Restrictions On Use Of Club After Cancellation/ Sale** Any member who cancels or sells their membership within three (3) months of a Club Special Assessment shall be restricted from using the facility for a period of six months as a guest of a current member or as part of a team. This restriction may be lifted under special circumstances and with authorization by the Club Manager. They (family or single user) shall be allowed access to Club facilities under the normal Edgebrook Club Guest policy.

## **Conflict of Interest Policy**

**The purposes of this Conflict of Interest Policy are to protect the integrity of The Edgebrook Swim & Tennis Club (the “Club”) and the Club’s decision-making process, as well as to enable our members to have confidence in the integrity, intentions and actions of the directors, officers and staff members of the Club.**

**Whenever a director, officer or staff member of the Club has a financial or personal interest (directly or indirectly) in any transaction or similar matter with the Club (a “Conflict of Interest”), the affected person shall (a) fully disclose the nature of the interest to the Board of Directors of the Club and (b) withdraw from discussion, lobbying, and voting on the matter. Before the Club enters into any transaction or similar matter involving a Conflict of Interest, such transaction or similar matter shall be approved by a majority of the disinterested members of the Board of Directors determining that it is in the best interest of the Club to enter into such transaction or similar matter. The minutes of Board of Directors meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.**

**As approved by the Board of Directors on October 23, 2014.**