

**SHADY CANYON COMMUNITY ASSOCIATION  
HOMEOWNER PARTIES & SPECIAL EVENTS  
FUND RAISERS & CHARITABLE EVENTS  
RULES & REGULATONS**

**PARTIES & SPECIAL EVENTS**

1. Homeowners hosting parties or other such events that require more than five (5) vehicles to access through the gate must submit a guest list to the gate no less than *five (5) days prior to the event.*
2. If the guest list exceeds forty nine (49) people or there are multiple events, the homeowner will be required to hire an additional patrol officer of the effective gate under the following schedule:

0-49	No additional Patrol Officer unless there are multiple events (in which case the owners would evenly share the costs).
50-100	One Additional Patrol Officer
Over 101	Two Additional Patrol Officers
3. The security guards must be hired through the security company then under contract with the Association.
4. The security guards must remain on duty for the anticipated duration of guest arrivals. (A minimum shift of four (4) hours at twenty five dollars (\$25.00) per hour.)
5. The homeowner must pay costs for the additional security five (5) days in advance of the function.
6. Those owners desiring to conduct a party or social event in their home or Lot prior to occupancy are not permitted to do so unless advanced written consent of the Master Association Board of Directors is obtained.

## **FUND RAISERS/CHARITABLE EVENTS**

From time to time and in its sole discretion, the Board of Directors may consider a Homeowner's request to sponsor a charitable event at their residence that would require the admission of the public. In considering any such requests, the Board of Directors will require the following in addition to other specific reasonable condition:

1. The event must be non-commercial in nature.
2. The sponsoring Homeowner and the charitable association must provide for and pay for the cost of security. In the usual circumstance, security must be provided by the security service employed at the entry gates.
3. Depending upon the anticipated number of guests, the Board of Directors may require one or more additional guards at the entry gates, according to the Parties and Special Events Rules.
4. Additionally, one or more guards will be required at the residence to ensure that the attendees only have access to the home of the sponsoring Homeowner and that they leave the community after attending the event.
5. The Homeowner and charitable organization must abide by all parking requirements and provide evidence of ability to comply with such parking regulations and requirements that are directed by the Board.
6. The sponsoring Homeowner and charitable organization must hold the Master Association and its Members harmless from and indemnify against any liabilities on a form prepared by the Master Association's attorney and pay for the cost of the preparation of such form in advance.
7. The sponsoring Homeowner and charitable organization must be responsible for any and all costs associated with the special event and must submit a deposit at least fourteen (14) days in advance of that special event for deposit in the Master Association's general account. The amount of the deposit will be determined by the Board of Directors to pay for any costs incurred, and any surplus funds will be returned to the homeowner or charitable organization.

**SHADY CANYON COMMUNITY ASSOCIATION**

**MEMBER SPECIAL EVENT ACCESS REQUEST**

*These procedures and regulations have been established for the benefit of members and their guests to avoid the inconvenience of unnecessary admittance delays.*

**Please complete this form in its entirety and deliver with payment, if required, FIVE (5) days prior to the event to:**

Shady Canyon Community Association c/o Keystone Pacific Property Management, Inc.  
75 Shady Canyon Dr. Irvine, CA 92603  
Facsimile: (949) 833-0919

Any questions or assistance may be directed to Keystone Pacific Property Management, Inc. at (949) 679-5557

Homeowner: \_\_\_\_\_ Address: \_\_\_\_\_ Event Contact Person: \_\_\_\_\_  
Phone Number-Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Contact's Phone #: \_\_\_\_\_  
Request Date: \_\_\_\_\_ Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End  
Time: \_\_\_\_\_  
Total Number of Guests: \_\_\_\_\_ Total Number of Vehicles: \_\_\_\_\_  
Guest List Provided to Attendant Alphabetically Yes \_\_\_\_\_ Date Provided \_\_\_\_\_  
No \_\_\_\_\_ Date Provided \_\_\_\_\_

Check one box below describing your event.

- 0 - 49 People – Additional patrol officer not required, access will be controlled by existing attendant. (Unless there are multiple events).
- 50 - 100 People – Additional patrol officer is not required, however it is requested that an additional attendant be provided, submit \$100 check.
- Over 100 People – 2 additional attendants required, submit \$200 check.

*I/We, Members of the Shady Canyon Community Association, agree to abide by the Rules and Regulations and Master Declaration provisions including, but not limited to, special events and parking requirements for the benefit of all Members of Shady Canyon Community Association.*

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**KEYSTONE PACIFIC USE ONLY – DO NOT WRITE BELOW THIS LINE**

**Instructions to Vendor (only with authorized signature):**

Gate: \_\_\_\_\_ No. Additional Attendant(s): \_\_\_\_\_ Note the specifics above and have attendant(s) arrive 15 minutes prior to the *Start Time* and end the shift at \_\_\_\_\_ am/pm. Invoice separately. Should you have any questions or need clarification contact the signer below at (949) 833-2600, immediately.

Agent: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

**Management Use – H/O or F/UP:**

Check Date \_\_\_\_\_ Check Number \_\_\_\_\_ Check Amount \_\_\_\_\_ Guest List at Gate \_\_\_\_\_

**Management Use – Vendor F/UP:**

Date Security Company Notified Via Fax \_\_\_\_\_ Confirmation No. \_\_\_\_\_ Confirm Receipt of Form \_\_\_\_\_