

## *WoodBridge Ranch* **Lake Park Reservation Procedure**

**Overview:** WoodBridge Ranch Homeowners may reserve a portion of Lake Park for private parties. The area that can be reserved includes the picnic area, basketball court, volleyball court, baseball diamond, disc golf course and adjoining grassy areas. Besides large family gatherings the park can be reserved for company picnics and social club events where a Resident is an employee or member of the outside organization and will be in attendance at all times.

When an **outside organization** (company, club, church, etc.), of which the resident is a member, is holding the event a **Certificate of Insurance** must be provided showing the organization has a policy of General Liability Insurance in force with a minimum of one million dollars of coverage and names WoodBridge Ranch Association as an additional insured.

A **Security Deposit** is required; \$25 for a small gathering and \$100 for a family group of 50 or more and for any outside organization. This is to ensure the park is left in clean condition, all sporting equipment returned, and damage free following the event. The deposit check is made payable to **WoodBridge Ranch Association** and is to be received by a Park Reservation Coordinator, along with the insurance certificate, if required, **at least one week prior to the event**.

**Organized sports** i.e. Little League, Youth Soccer, etc. are not allowed to hold practices in the park due to increased liability exposure that will cause a significant increase in insurance premiums, *(if insurance could even be obtained to cover this exposure)*. Also, daily use of the park due to multiple teams practicing could significantly increase maintenance costs, deteriorate the facilities and deprive children of residents the ability to play in the park after school.

**Homeowners** using Lake Park need to be considerate of the many residents that live adjacent to the park. While it is intended that the park be used for fun filled activities, **music** played at excessively high volume or other exceptionally loud noises can be disturbing to neighboring residents.

### **Procedure:**

1. The WBR Resident phones the Park Reservation Coordinator (Coordinator) and requests to use the park on a certain date for stated hours. Limited to one day from 8:00 a.m. to dusk.
2. Coordinator notes request on the calendar and issues a **tentative reservation** pending the Resident mailing or delivering a deposit check and insurance certificate *(if applicable)* to the Coordinator.
3. The Coordinator also provides the reserving Resident with a copy of the Common Area Rules and the Resident's Responsibilities that must be followed. Resident will sign a copy of the Resident Responsibilities and give it to the Coordinator.
4. The morning of the reservation the Coordinator posts a sign in Lake Park's parking lot showing the date and times the park is reserved.
5. After the event has concluded the Coordinator will remove the sign in the park and inspect the grounds for cleanliness and for any damage to the facilities and sporting equipment.
6. If the grounds have been left in good, clean condition and all the sports equipment has been returned to the storage locker in good condition, the Coordinator will return or shred the deposit check within 5 days after the resident returns the keys.
7. The park's address for vendor deliveries is **8695 Country Creek Drive**, Orangevale.

*WoodBridge Ranch*  
**Lake Park Reservation Procedure**

**CONTACT INFORMATION:**

**Park Reservation Coordinators:**

**Nikki James** (Primary)  
[nikkijames918@gmail.com](mailto:nikkijames918@gmail.com)  
(916) 505-9310

**Deborah St.Clair** (Backup)  
(916) 2133-4488  
[dstclair25@yahoo.com](mailto:dstclair25@yahoo.com)

**Kocal Management Group**

Kelly Kozicki, Association Manager  
P.O. Box 1459  
Folsom, CA 95763-1459

(916) 985-3633 ext. 5127  
[Kelly.kozicki@managementtrust.com](mailto:Kelly.kozicki@managementtrust.com)

**Resident Responsibilities**

1. It is the reserving Resident's responsibility to contact the Coordinator at least 2 days prior to the reservation date to make arrangements to obtain the keys to the padlock on the vehicle gate and the sports equipment closet and equipment locker. The vehicle (double) gate has multiple padlocks that must be hooked daisy chain style (lock to lock).
2. Residents may wish to sweep and/or wash the picnic area before their event to remove any goose droppings in the area. This is the responsibility of the reserving resident.
3. There are two gates to enter the park from the parking lot. **NEVER prop open the automatic gate** as doing so can damage the mechanism. The gate to the right can be propped open as guests arrive but should be closed shortly after the start of the event.

It is suggested that the reserving resident provide all guests with their cell phone number. Late arrivals can call or text to have someone let them in.

4. **Only two (2) vehicles may enter the park and remain in the picnic area during an event.** If necessary, other vehicles may enter the area for loading and unloading but must be parked in the parking lot.
5. Please do not turn on automobile stereos to provide music for the event.
6. Please **Do Not feed the Waterfowl**.
7. The reserving resident is responsible for ensuring that the all the sports equipment is returned to the cabinet.
8. After the event, please lock up the sports equipment cabinet and the storage door, lock the vehicle gate that provides access to the picnic area and return the keys to the Coordinator.
9. **Locking the vehicle gate:** There are three (3) padlocks on the gate, WBR's, SMUD's and a contractor's. These locks need to be "**daisy chained**" so that opening any one of the 3 allows the gate to open. If our padlock bypasses the other two locks, SMUD or the contractor will cut our lock off to gain access.

When the grounds have been left in good, clean condition and all the sports equipment has been returned to the storage locker in good condition, the Coordinator will return or shred the deposit check within 5 days after the resident returns the keys.

If the park or sporting equipment are **not** left in good condition and the resident doesn't remedy the issue immediately, the Coordinator contacts the Association's management company and forwards the resident's security deposit check. The management company will follow up with the resident when advised of the problem in order to remedy the situation and/or deposit the check.

---

Resident's Signature

---

Date