



Welcome to Hidden Valley

Information for New Members

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Introduction

Welcome to Hidden Valley. We hope your membership will be a long and happy one and that you will have many hilarious experiences and make many new friends.

This booklet is intended to provide some basic information to help you get started at Hidden Valley. It is not intended to be the last word on everything. There are rules and bye-laws for that. As a cooperative Hidden Valley is registered with the Registry of Cooperatives and governed by a set of rules that have been approved and registered with the Registry. You can look at these rules (all 96 pages of them) on the Hidden Valley website at your leisure, or there is a copy kept in the Hidden Valley Office.

The bye-laws are of greater interest for day to day usage of the valley. These are maintained by the Board of Directors which has the authority to change them. The bye-laws contain just about everything you need to know in terms of what is acceptable and what is not at the valley. These can also be found on the website, but you will be issued with a copy as a new member. However owing to the particular importance of some of the bye-laws, some of them have crept into this document

Please can I particularly draw your attention to the section on 'Common Courtesy', which contains a few everyday issues (including one or two important bye-laws)

If you have any questions about anything please ask any member who, if they can't specifically answer your question, will direct you to a Board member or the manager who should be able to help you.

If you have any concerns please see a board member.

Cabins

Most of the cabins are 4 berth, except for cabins 7, 8, 21 and 22 which are 6 berth. Cabins 7 and 22 have 2 sets of bunk beds and a double bed; the other 2 have 3 sets of bunk beds. Cabins 9 – 14, 26 and 27 have a double bed with single bunk on top and a trundle bed; cabins 1 – 6, 15 – 20, 23 – 25 and 28 have 2 sets of bunk beds.

The cabins contain:

- Beds and mattress protectors
- A bar type fridge with a small freezing compartment
- Some shelving and hanging space
- A table and 2 bench seats
- A long handled broom and a dustpan and brush.

So you will need to bring:

- All your own bedding and towels
- All your food, drink and nibbles (the nearest bottle shop is 10 kms. away)
- All your own crockery and cutlery, glasses, toaster, kettle, cooking utensils etc.
- Washing up bowl, liquid, brush, tea towel. (A bucket is very handy for carrying dishes in)
- A heater in the winter and a fan in the summer.
- A torch
- Horse riding gear, tennis racquets and swimmers
- Your shed key if you have a shed.

When you leave please:

- Put your table and benches back in the cabin to protect them against the elements
- Defrost the fridge if necessary and leave the fridge shut on setting 2.
- Leave your cabin key on the keyboard at the end of your cabin block
- Wipe down benches, window sills and give the glass a shine
- Sweep the floor and mop if necessary (a mop can be found near the washing up area)

Booking cabins:

- Cabins can be booked on line at www.hiddenvalley.com.au where you will be able to see the cabin availability. Or you can phone the office and leave a message if no one is in the office
- Please only book a 6 berth cabin if you need it for your family size. If you need a 6 berth and can't get one, you may book 2 4 berth cabins.
- Members are always encouraged to bring guests however the 3rd weekend of every month has been especially designated as a weekend for guest **group** bookings. If you want to bring a group of guests (ie if you need several cabins), even if there seems to be the number of cabins that you need available, please talk to the manager about it first.
- Payment for your cabin will automatically be deducted from your accommodation allowance. After you have used accommodation you will receive a statement indicating how much accommodation credit you have left (it will be a negative amount while you are still in credit) When your credit has run out you will have to pay for your accommodation.
- Guest cabins cannot be paid for out of your accommodation credit. You will be billed for your guests if the account is not settled at the end of their stay.

Communal Areas

The following areas are for communal use:

- Rec. Room (a.k.a. Rec. Hut, Barn) with relaxing and eating areas
- Kitchen area, with ovens, some kettles and toasters, limited cooking utensils and washing up facilities. Also here you will find the only source of **drinking** water for members
- BBQ area, with gas BBQ's . Head for here with a bottle of wine and some nibbles early evening to make new friends. There are also washing up facilities by the BBQ's.
- Bathrooms with shower facilities (separate male and female) Please note the water in the bathrooms is not drinking water.
- Tennis courts and swimming pool. You can use these at any time but please supervise children, especially in the pool. There are toilets and showers by the pool area.
- Caravan Rec. Room. The recreation room by the caravans is for everyone's enjoyment. There is a kitchen attached and people regularly book this room for private parties.

First Aid

First Aid kits are kept in:

- the Office
- the Rec. Hut
- the Tack Shed

If you require an ambulance and have trouble getting through on the phone, ask the manager or any board member for help.

Your responsibilities and a few Common Courtesies

- The Property Manager's house is his family home. Please respect the manager and his family's personal privacy and only contact the manager during working hours when he is on duty. Please don't knock on the door of his house at any time except in the case of extreme emergency.
- Noise issues. Some people like to turn in early so please can the noise be kept down between 10pm and 8 am. You can go inside the Rec. Room if you want to party on. Please wear soft shoes on the decks in front of the cabins instead of riding boots between 10pm and 8am.
- The Rec. Room comfy chairs and the cushions are for sitting on and not for use as trampolines, cubby houses or a resting place for tired feet in muddy boots. We do get through an alarming number of sofas, so please help us preserve them as long as possible and ask your children to respect them.
- Please leave bathrooms, kitchens, cabins etc in the state in which you would like to find them.
- Please pay any outstanding bills as soon as possible as this greatly assists Hidden Valley's cash flow
- Where underage drinking is concerned, children of 16 years of age and over may consume a reasonable amount of alcohol, while under the supervision of a responsible adult.,
- Drugs are not tolerated in any shape or form at Hidden Valley
- As a Hidden Valley member it is requested and preferred that you attend at least 2 co-op working bees per calendar year or contribute in some other way to the maintenance or running of the Valley. If this is not possible, you may opt to pay an additional fee instead (currently set at \$200).

Horse Riding - Trail Rides and Horse Weekend

Trial Rides

- Trail rides on Company horses (ie the horses owned by Hidden Valley) operate from the Round yard at weekends and during school holidays.
- Weekend trail ride times are generally Saturday and Sunday. 9.15am and 11.15am. but are subject to change, due to weather conditions and the demand for rides. (Check the notice board outside the Rec. room for any changes).
- Riders are requested to be at the round yard 30 minutes before the trail to assist with horse organization. Tacking up must only be done by, or under strict supervision of, the HV manager or wrangler. The trail leaves at the designated time
- School holiday times. Check the notice board for school holiday trail ride times. The horses have two rest days during the school holidays, usually Monday and Friday, but check with the manager.
- Trail rides must be booked, either on-line with cabin booking, or on the form that is put up on the notice board the day before each trail ride, by 5.00pm.
- Approved hard hats and proper boots or heeled shoes must be worn when riding horses (no trainers).
- New riders should be assessed by an approved wrangler before going out on a trail ride.
- Each family must complete a HV waiver form before they commence trail riding. The form only has to be completed once by members. Guests must complete a waiver form every time they ride.
- Company horses can be hired outside trail ride times at the manager's discretion and subject to the rider's experience. A fee does apply.
- If you decide to buy your own horse, please check the availability of agistment and if it is your first horse do seek advice. There are people around who have contacts and who can be of help when buying your first horse.

Horse Weekends

- These are organized by the Social club on the second weekend of the months February – November
- Participants are grouped according to riding ability for instruction and fun on horseback.
- Bring your own horse or hire a company horse for a small fee.
- Sign up for the whole year (at a discount) or just come for the months that suit you
- A BBQ lunch is provided by the Social Club (who will ask for volunteers from those attending the weekend to help with the BBQ on a roster system)

- Please advise the manager if you are coming to facilitate the booking of instructors and horses

Motor Bikes

- Bike details must be registered with the property manager and riders will receive a copy of and must comply with Hidden Valley motor bike rules.
- The bike shed/area is opened by property manager each morning from 9am and locked at 5pm
- All petrol /flammable liquids are **strictly not to be kept in or around cabins**
- Bikes are not to be ridden near cabins. Engines must be turned off and pushed to the bike area.
- No riding of bikes is permitted past the managers house
- Guests riding bikes must sign an indemnity form and comply with the Plan of Management
- No riding on Ourimbah Creek Road unless the bike is licensed and the rider is licensed
- Unlicensed riders must be supervised by a person with a motor vehicle driver's license or a person over 18 years.
- Bikes may be stored in the bike shed at owners own discretion and risk.

Communication – some useful numbers etc

Office phone number:	0243 621 438
Office Fax:	0243 622 176
Website:	www.hiddenvalley.com.au
Email Manager:	manager@hiddenvalley.com.au
Email HV Board:	board@hiddenvalley.com.au
Phone box number (outside cabins)	0243 622 320
Hidden Valley Address:	986 Ourimbah Creek Road, Palmgrove 2268
Cheques Payable to:	Hidden Valley Owners Cooperative Society
Hidden Valley Hotline:	You will be kept up to date on what is happening at the valley via the Hidden Valley Hot line so check your emails regularly. You will also receive Hidden Valley News Letters via email.