

TAVISTOCK AT MAYS LANDING

CLUBHOUSE

RULES and REGULATIONS

ADOPTED SEPTEMBER 23, 2009

The Tavistock at Mays Landing Homeowners Association Clubhouse is provided for the convenience and enjoyment of all resident owners, their tenants. Resident owners must be current in their assessment for them, their tenants to enjoy the use of the Clubhouse.

OBJECTIVES

The objective of the Clubhouse Rules are to insure all residents have equal use during all available hours of operation and to protect the financial investment for all association homeowners.

INTENT

Strict implementation of all the following clubhouse rules.

CLUBHOUSE RULES

The facilities of the Clubhouse are restricted to the activities sponsored by and/or approved by the Tavistock @ Mays Landing Board of Trustees. Residents wishing to sponsor any approved activity (i.e. Book Club, Card Club etc) must send their request to the Board for approval. After approval of the event the Board will then post it on the community calendar located in the Main Room, and the events calendar handled by the Board appointed events calendar manager. Residents must be current in their assessments.

1. Residents must be current in their assessments.
2. The following are strictly PROHIBITED in the Clubhouse:
 - A. Smoking
 - B. Animals, (other than those certified for assistance to physically handicapped persons and accompanying such person).
 - C. Loud, obnoxious, rude or otherwise inappropriate behavior.
 - D. No activities or noise in the Clubhouse should disturb the immediate neighbors.

3. The Association Clubhouse Committee will coordinate all Clubhouse activities. Residents interested in planning an event can contact the Clubhouse Committee for specific details.
4. All activities involving food must be brought in or catered. No cooking (only warming) is permitted in the Clubhouse. No personal grills allowed on Clubhouse property. (See "Kitchen Rules")
5. No food other than canned, bottled, paper or contained condiments should be stored in the Clubhouse.
6. Any social activities must be planned to include a cleaning service. The Clubhouse Committee will provide exact cost to the event planner.
7. No trash may be left overnight in the Clubhouse. Trash must be bagged and put in containers outside. Municipal Recycling rules apply. Residents are urged that whenever possible, trash and recycling from private event are taken to the resident's house for disposal
8. Alcoholic beverages **WILL NOT** be permitted in the Clubhouse or on the grounds of the Clubhouse.
9. Some functions will be considered restricted functions. Example: Board of Trustee, Social Committee, Financial or Architectural Review Meeting. Schedules will be posted.
10. From time to time, homeowners may bring a maximum of (2) two adult guests, subject to entry fee if applicable, to an Association Social function, as long as it is not a restricted function and space is available after all residents have had ample time to purchase a ticket.
11. Single homeowners will be permitted to bring (1) one adult guest to all social functions and will also have the opportunity as stated above to bring (2) two-paid guests if space permits.
12. Clubhouse facilities are for the use of RESIDENTS ONLY. Residents must use the Access Key for entry into the Clubhouse. A

non-resident will be permitted in the Clubhouse when accompanied by a resident and must sign in. Homeowners may bring a maximum of (2) two adult guests to the Clubhouse as long as there are no restricted Association functions in progress. Guests or non-residents may **NOT** use fitness rooms.

13. Children under the age of 19 will not be permitted unless the Association is hosting a function specifically for children. Children should be confined to the main room and absolutely not permitted in the exercise room.
14. An association issued **ACCESS KEY** is required for entry. Each **residence** will be issued **(1) one ACCESS KEY** with a **security deposit fee**. Access keys will only be issued after resident has signed for and received a copy of The Tavistock @ Mays Landing Homeowners Association Rules and Regulations for Use of the Clubhouse. Proof of residency (i.e. Driver's License) will be mandatory. Lost Access Keys should be reported immediately to the appropriate association person, as indicated on the bulletin board. Replacement keys may be obtained for \$25.00.

15. Security Alarms:

Reserved

16. **Parking:** Shall be reserved for resident. Guest must park at homeowners house.
17. **Dress code:** Proper attire required at all times.
18. **Decorations:** No decorations of any kind may be PERMANENTLY affixed to the walls or ceiling of the Clubhouse. Table decorations only.

NOTE: Only the Clubhouse Committee may affix holiday decorations.

19. Storage areas are for Clubhouse property only and are **NOT** to be used by residents for personal storage.

20. Clubhouse Committee products (paper good, utensils, canned goods, etc) are only to be used for Clubhouse Committee organized functions and not to be used by residents.
21. Removal of any Clubhouse property is prohibited.
22. All residents are asked to help control costs by taking an active part in the operation of the facility. If you are the last one out please remove trash, turn off music, TV and shut lights. Remember if we keep costs down by taking an active role we will also keep our monthly association fees from increasing to cover cleaning, electric, heat, etc.
23. The Hamilton Township Fire Official has posted maximum occupancy total for each room in the clubhouse. These occupancy totals shall not be exceeded.
24. **LIABILITY**: A designated resident or committee will be responsible for the facility during all activities. The Leader or Chairperson of all meetings or activities shall be held responsible for damages, clean-up and security as outlined below:

Damages – must ensure that any damages sustained as a result of an activity are reported to the Board and the insurance carrier in writing.

Clean up – must ensure that the facility is left in an orderly condition in order to facilitate use by other groups. Leave it as you found it. Leader or Chairperson of activity/cleaning crew will be responsible for clean up.

Security – must ensure that the facility is locked and that the alarm system is properly activated.

Resident's participating in approved activities shall not be responsible for accidental damages that are covered by insurance. If any resident is assessed for damages that are subsequently paid for by insurance, the resident will be reimbursed by Tavistock @ Mays Landing HOA.

KITCHEN RULES

1. Food being brought in for an activity must be home cooked or catered since cooking is prohibited in the Clubhouse. Microwave or oven reheating is permitted.
2. No food other than canned, bottled, paper or contained condiments should be stored in the Clubhouse.
3. Do not leave any open food in the refrigerator or on the counters. Anything left will be thrown out. Dated condiments can be stored in the refrigerator for other events if approved by the Clubhouse Committee.
4. The use of paper/plastic for the serving/consumption of food and beverages is encouraged.
5. See Clubhouse Committee for supplies when planning your social committee function. They will supply most products and a small fee should be added to the event to cover replacement costs.
6. Wash, dry and put away any dishes or utensils you use. If you use the dishwasher you are responsible for putting dishes, etc. away.
7. Clean counter tops and any other tables that were used. Clean up all spills. Sweep floors if needed. If other rooms are used, be sure they are clean. Leave the Clubhouse in the condition you found it. Use only paper towels, not cloth.
8. Failure to leave the Clubhouse in a clean condition will result in an assessment equal to the cost of the outside cleaning service.
9. Be sure all appliances are turned off and cleaned. Trash must be bagged and placed in outside containers or taken to the resident's home for disposal.
10. Non-Alcoholic beverages are permitted at the expense of the resident.

11. Kitchen and appliances are not for personal use.

Fitness Equipment and Fitness Room Rules

1. It is necessary for you to comply with any/all rules and regulations regarding the fitness equipment and room. These rules are not all-inclusive. Amendments may be made from time to time on an as needed basis.
2. All residents must sign-in when utilizing the fitness equipment. Indicate your name, date and the starting time on the sign-in sheet. Equipment is for use on a first come, first served basis. If other residents are waiting for a piece of equipment your use will be limited to (30) thirty minutes. If an individual failed to sign in then another individual wants the use of the equipment it will be assumed that the 30 minutes are up.
3. Fitness equipment is for the use of **RESIDENT'S** only.
4. All residents must use their own access key to gain entrance to the Facility.
5. Food is **not permitted** in the fitness room. However, a non-breakable container of liquid beverages such as water and sports beverages are permitted.
6. Refer to the equipment manuals to ensure proper use of all equipment. The equipment is to be used at your own risk. The Association is not liable for any injuries sustained through the use of any fitness equipment. Proper foot attire must be worn at all times.
7. When listening to music, use personal sound equipment with headphone or/or earphones at all times.
8. Place all equipment back to its original settings and wipe down/clean the equipment after each use. Cleaner and paper towel will be available in the room for this purpose. **NO EQUIPMENT OR MANUALS MAY BE REMOVED FROM THE CLUBHOUSE AT ANY TIME.**

9. Maintain the equipment and room in a neat and orderly manner. Use of personal equipment is permitted, however, must be removed after use and is not allowed to be stored in the Clubhouse.
10. Report any damage to equipment or room/facility to the Clubhouse Committee/Association Board in writing. The Association will repair the damages. The Board of Directors will conduct an assessment to determine the liability if any of the resident responsible for the damage.
11. The Board of Directors may suspend facility privileges to any resident that violates the above rules. A fine may be imposed for the violation. Privileges may be suspended for any resident who is in arrears on the Association assessment and/or is found in violation of any Association rules and/or regulations.
12. Be courteous and considerate of your fellow residents.
13. Scheduled classes for fitness and aerobics take precedence over personal use and are only open to residents. No guests may participate.
14. Hours of operation are from 5:30am to 11:30pm

CARD/GAME ROOM RULES

Card/Game players are requested to sign in and go to a table in that order. If there are more players than seats the maximum stay is (2) two games. Losing players are to relinquish their seats to the next person on the list. Clubhouse cards/games are not to be removed from the game room. When a person/persons come off a table because of loss or maximum games, his/her name goes to the bottom of the list and plays when name reaches top again.

These rules also apply to the WII equipment when installed.

WII equipment may be used except when someone is running an exercise class. Please read instructions for WII carefully.

NO EQUIPMENT IS TO BE REMOVED FROM THE CLUBHOUSE.

LIBRARY

Books are for the enjoyment of all and must be signed out and returned and signed back in, in a reasonable amount of time. Please do not take any books unless you agree to follow the rules.

KEYS FOR ENTRANCE TO CLUBHOUSE

Each residence will be entitled one access key per address with a \$10.00 deposit.

Additional access keys may be purchased for \$10.00 with an additional deposit of \$10.00.

If access keys are lost you will have to notify the Board immediately so that it can be deactivated. You will receive a new access key for \$25.00.

All access key deposits will be deposited into the Clubhouse account. When access keys are turned in (e.g. moving) you will receive your deposit back. Any access keys not turned in will forfeit the deposit and be immediately deactivated.

Anyone who is three (3) months or more in arrears or in non-compliance **will not have access** to the Clubhouse, as their access keys will be deactivated.

Clubhouse will be open daily from 5:30am to 11:00pm, unless, there is an activity planned to run later.

GLOSSARY

1. **Resident:** A person legally registered with the Management Company and living in the community who is over 19 years of age and is in Good Standing.
2. **Good Standing:** No community violations, association dues paid in full, no community assessments are against the property and no community suspension of community privileges.
3. **Children:** Person under the age of 19 years old.
4. **Occupancy:** The approved amount of people allowed in the building as directed by the Fire Marshall.
5. **Restricted Events:** Events that are sponsored for or residents only, not open to invited guests.
6. **Homeowner:** Person or persons that appear on the deed of property.
7. **Private Parties: Residents holding a private party.**
8. **Invited Guests:** Individuals who are over the age of 19; and are paying for the event and is sponsored by a homeowner.
9. **Events:** A meeting of Board of Trustees, Committees or social functions sponsored by the Board.