

CLUBHOUSE FACILITIES

1. Facilities: Manager's office, Upstairs of the Clubhouse including the kitchen, Swimming Pool area downstairs, Sauna and Exercise room, and all showers, bathrooms, furniture, plantings and the seawall.

2. General: The Clubhouse Facilities require attention to safety and health. The following rules and regulations are applicable to all Clubhouse Facilities. Further, there are additional rules and regulations that are specific to the different areas of the facilities. These rules and regulations may change from time to time.

a) Use of the Clubhouse Facilities is at the risk of the user. Every person who uses the facilities shall defend, indemnify and hold the Association harmless from and on account of any and all losses, liability, damages, expenses, attorneys' fees and/or costs of any kind or nature whatsoever, arising out of, related to or connected with such use. Every person who uses the facilities shall be liable to the Association for any and all damage to the common elements and/or other Association Property. The Association shall not be liable for claims of personal injury or property damage. It is recommended that children 12 years old and under be accompanied by an adult in the facilities. Parents and guardians are responsible for the conduct of their children while in the facilities and all persons shall use the facilities safely. The Clubhouse Facilities shall not be used in violation of any rule or any law.

b) The Clubhouse facilities are for the primary use of residents and guests. Residents are responsible for their guests and are required to accompany their guests at all times. Use by guests may be limited, depending on the number of residents seeking to use the Facilities at any given time. Posted limitations regarding usage shall be observed.

c) Association employees and their spouse/partner, parents and children, may use the Club House Facilities in accordance with the House Rules. Association employees are responsible for their family and are required to accompany their family at all times. The use of the facilities by Association employees will be at the discretion and monitoring of the Board of Directors and may be amended or rescinded at any time.

d) Specifically prohibited in the facilities are smoking, pets of any kind, skateboarding, any recreational vehicle, damaging or removing any Association property, and consumption of alcoholic beverages (with the exception of their use in the Upstairs of the Clubhouse). Specific permission of the Resident Manager is required before any musical amplifiers may be used. Special attention to the rights of others shall be given, so nuisances and unreasonable disturbances, and loud, boisterous, unsafe or all inappropriate conduct are prohibited. Assistance animals are permitted upon specific permission of the Board or the Resident Manager.

e) Persons may be asked to vacate premises for behavior the Resident Manager deems is in violation of any rules and regulations of the Clubhouse Facilities.

3. Manager's Office: The Resident Manager's office is located on the ground floor of the Clubhouse Facilities. The hours are determined by the Board of Directors and may change from time to time and are posted on the bulletin board.

a) All areas of the Clubhouse Facilities, with the exception of the Resident Manager's office, shall be open from 9:00am to 9:00pm daily; except as may be necessary for maintenance or other operational requirements or to meet special needs (upon prior approval of the Board).

b) The facilities require a key. The charge for a lost key, an unreturned key or an additional key is \$50.00, which may change from time to time.

4. Upstairs of the Clubhouse. General rules and regulations for the Clubhouse Facilities also apply.

a) The upstairs was designed as a gathering place. The area may be reserved by a resident or an Association employee for a private function. The upstairs is limited to a maximum of seventy-six (76) persons or as posted.

b) The AOA has a standing reservation for the use of the upstairs for an Association-wide social event on July 4 and New Year's Eve. In addition, the upstairs has a standing monthly reservation for the AOA Board of Directors' meeting, as determined. The pool area may also be closed at this time.

c) A request to reserve the Upstairs of the Clubhouse for a private function shall be directed to the Resident Manager. The upstairs will be closed to those who are not invited to the function. The Swimming Pool and downstairs facilities are not included in the reservation and are closed to the private function.

d) The Resident Manager may deny an application for a function that he/she reasonably determines to not be in the best interest of the Association.

e) Reservations will be taken on the basis of policies established by the Board from time to time. Any violation of these rules may result in an immediate fine and denial to rent the upstairs for any future event.

i) The application process includes, but may not be limited to:

- (1) Completion of an application process a minimum of one week in advance of the function;
- (2) Completion of a Clubhouse Reservation and Agreement Form;
- (3) Payment of a \$100 cleaning deposit and/or damage deposit as determined by the Board from time to time; and
- (4) Written confirmation to applicant that the Upstairs of the Clubhouse is available and that the reservation is accepted.

ii) Conditions:

- (1) Mandatory attendance at the function is required by the resident or Association employee who applies for the reservation. The resident or Association employee is responsible for his/her guest's behavior.
- (2) Specific permission is required of the Resident Manager before musical amplifiers may be used and may be asked to cease playing as determined by the Resident Manager; and
- (3) Ending of function and guests departing no later than 10:00pm. One addition hour is allowed for quiet cleanup time. Residents who reserve the upstairs are responsible to ensure their guests depart the premises on time and do not linger and the area is cleaned to the satisfaction of the Resident Manager.
- (4) Failure to comply with these rules may result in fines, cleaning fees, and other related charges being deducted from the deposit. In the event the charges exceed the deposit amount, the resident who applied for the reservation shall pay on demand the additional amount.

iii) Reservations by Association employees:

- (1) A reservation of the upstairs area of the Clubhouse for the use of an Association employee and his or her spouse/partner and children may be made by the employee. If a resident has requested the same date as the employee within 14 days of the Resident Manager receiving the employee's request, the resident's request shall take precedence over the employee's request.