

Rules for Recreational Facilities Use

The following rules apply to the use of all recreational facilities and buildings which are under the jurisdiction of the Pennbrooke Homeowners' Association (PHOA):

A. Scheduling of Events

All events are to be scheduled and approved by the Activities Coordinator.

B. Borrowing of Equipment

Borrowing of certain PHOA equipment is permitted, subject to the following:

1. Banquet tables, chairs, canopies, and card tables may be borrowed.
2. All borrowed items must be checked out through Resident Services Office (RSO) and returned to the appropriate facility.
3. A "Check-out Book" must be signed and the return date must be reflected. The check-out book is kept in the RSO.
4. Items are checked out subject to availability.
5. Any lost or damaged item is the responsibility of the borrower.
6. Medical equipment is available to all residents. See RSO for contact.

C. Smoking

For the health and well-being of all residents and the preservation of the furnishings in all buildings, smoking is not allowed in any PHOA building, pool / spa area or PHOA-owned vehicles.

D. Use of PHOA Recreational Facilities

1. Residents have full use of the facilities but must comply with the *Rules for Recreational Facilities Use* and *Rules for Community Living*.
2. Outside groups are not permitted to use the pool facilities.
3. Any guest under the age of sixteen (16) using the recreational facilities must be accompanied by a responsible adult (18 or older) while using such facilities. This includes swimming pools, spas, tennis courts, pool tables, shuffleboard courts, bocce courts, horseshoe pits, dart boards (plastic tips only), softball field, and the Fitness Center.
4. The homeowner is responsible for his or her guests' or approved tenant's actions and is liable for damages.
5. Wet attire or uncovered bathing suits or trunks are not allowed in the Activity Center, Fitness Center, Welcome Center, or Grand Hall. Dry off before entering these facilities. Shoes must be worn in these facilities.
6. Golf shoes with metal spikes are not allowed in any PHOA facility.

7. Attendance at certain scheduled parties, affairs, or functions may require an admission fee. A limit may be placed on the number of attendees. This does not exclude residents from using, simultaneously, other areas of the Activity Center or Grand Hall, provided that such does not interfere with said party, affair, or function.
8. Oxygen and first-aid kits are available in the Activity Center, Fitness Center, Gate House, and Grand Hall. If oxygen is required, follow instructions on equipment.
9. Automatic External Defibrillators (AEDs) are located in the Activity Center, Fitness Center, and Grand Hall.
10. Wash tables and chairs after each function.
11. Tables and chairs should be returned as per the layout posted on door in chair storage room.

E. Billiard Room

1. Limit to one hour of play, if someone is waiting.
2. Specific rules are posted in the billiard room.
3. When play is completed, clean the tables with the equipment provided and cover them.
4. Close doors to the billiard room when leaving.
5. The billiard table in the Activity Center main room shall not be used when other activities are scheduled in the room.

F. Library

The library is provided for the use of residents and their guests.

G. Kitchens

1. Kitchen equipment may be moved from one building to another with prior approval from the Activities Coordinator. It must be returned immediately following its use.
2. Wash kitchen counters and cupboards with disinfectant after use.
3. Clean the outdoor grills after use while they are still warm.
4. Clean the ovens in the buildings after use. The Grand Hall oven is not self-cleaning.
5. Use cloth towels. Wash them at home and return them after each use at a function.
6. Leftovers being stored in refrigerator or freezer after a function must be labeled with: a) contents; b) date; and c) name of person storing item. Any food or drink left more than three (3) days will be discarded.
7. Empty all trash containers. New bags for containers are in a drawer at each kitchen.
8. Place trash bags in refuse dumpsters. Close lids and secure doors.

9. Recycle aluminum cans.
10. Only authorized personnel may light the stove or oven in the Activity Center. See bulletin board for names of authorized personnel.
11. Stoves, ovens, refrigerators, and freezer must be wiped down on the outside and inside, and spills cleaned up after each function at which these appliances are used. Use ONLY stainless cleaner for the Grand Hall appliances. Cleaner is located under the sinks.
12. Mop and dry any spills as they occur in the kitchen and/or hall areas. Mops and buckets are provided at both locations.

H. Bulletin Boards

1. It is the responsibility of the Activities Coordinator to establish guidelines for the use of community bulletin boards.
2. The Activities Coordinator must approve any resident announcements, notices, or posters prior to posting on the bulletin boards. Commercial notices of any kind are not permitted. (Notices of community travel options are deemed non-commercial.)
3. The maximum size of signs allowed to be posted by residents is 8½" x 11".
4. "For Sale" notices and announcements shall be posted no longer than thirty (30) days. A board for these purposes is located in the hallway of the Activity Center.

I. Private Functions

1. Only homeowners and approved tenants may reserve the Activity Center or Grand Hall for private functions. See Activities Coordinator for reservation form.
2. The sponsor of an event is responsible for the facility's condition following the event.
3. Informational seminars may be held in the Activity Center and Grand Hall as they are designed to inform and enlighten residents about services and programs available in the area and are not to be used as a forum for solicitation.
4. Private homeowner/tenant functions must not conflict with scheduled functions and are not to be used as a forum for solicitation.

*****Memorial services, when needed, take precedence*****

J. Swimming Pools & Spas

For the safety of all residents and their guests, observe posted pool rules.

1. No animals allowed in pools, on pool deck, or in associated building.
2. No food or beverages allowed within four (4) feet of the pool curb. (This is a state law.)

3. No glass containers of any kind are allowed on the pool deck, in the pool or spa areas. Paper and plastic containers are acceptable.
4. Bathing load at the Activity Center is twenty-one (21) persons in the pool and six (6) persons in the spa. The Grand Hall pool bathing load is sixty (60) persons in the pool and eleven (11) persons in the spa. (These loads are regulated by the State Department of Health.)
5. Regular pool hours are from 7:00 a.m. to 10:00 p.m.
6. The pool hours and the water temperature settings for heating the pools and spas are set by the Board of Directors and are subject to change.
7. Running, diving, playing tag, and all horseplay are prohibited. Diving could result in permanent injury or death.
8. Bicycles, skates, and skateboards are prohibited on the pool decks.
9. Children not toilet trained but wearing swim diapers are allowed in the pools. Persons wearing diapers of any other kind are not allowed in the pools or spas. A children's wading pool is provided at the Grand Hall pool for small children and babies and must be drained and cleaned after use.
10. Children under the age of twelve (12) are not allowed in the spas.
11. Radios may only be used with headsets.
12. No children are allowed in the pool during exercise classes or other special functions.
13. Children shall not monopolize the pool or pool furniture when capacity becomes a factor.
14. Residents are responsible to see that the pool rules are obeyed and are responsible for the conduct of their guests. Homeowners are financially responsible for any environmental occurrence resulting from the conduct of themselves or their guests requiring the closing of the pools to clean and clear the pools in order to meet public safety standards.
15. Red 9-1-1 Emergency telephones are outside at the Grand Hall and the Activity Center pool area.

K. Pool and Spa Housekeeping

1. Replace tables and chairs when leaving pool area and dispose of trash.
2. Place aluminum cans in appropriate container in pool area.
3. Fold umbrellas when not in use.

L. Tennis, Shuffleboard, Bocce Courts, and Horseshoes

1. Follow the rules for use as posted at the courts.
2. Limit playing time to one hour when other persons are waiting.
3. These courts are to be used only for their intended purpose, e.g. no rollerblading, skateboarding, etc.

M. Fitness Center

1. The Fitness Center is to be used by residents and their guests only.
2. If you are the last person leaving the Fitness Center, turn off all lights and television sets.
3. Use caution when operating fitness equipment. Do not attempt to exercise beyond your capabilities.
4. A red telephone is located on the south wall of the Fitness Center and is for emergency use only. Dial 9·1·1 to contact Lake County Emergency Services.
5. Observe all safety guidelines posted in the Fitness Center.

N. Softball Field

League play takes precedence over use by individual residents and guests.

Approved: October 14, 2008

Amended and Approved: July 27, 2010

Amended and Approved: December 20, 2011

For the Board of Directors: _____ President
(Name) (Title)