

HARROGATE NORTH CONDOMINIUM ASSOCIATION

CLUBHOUSE AND AMENITY RULES AND REGULATIONS

Clubhouse Location

200 Swan Road
Landenberg Pa. 19350

Management Company

A2Z Property Management, LLC
PO Box 1376
Hockessin, DE 19707
Email: hnca@A2Zpmc.com
Phone: 302 239 6000
Att. Joe Hackman

EFFECTIVE February 2025

CLUB HARROGATE

GENERAL GUIDELINES

The Clubhouse and Community Amenities were created to offer a state-of-the-art facility that supports the lifestyle of an active adult community.

Please show consideration for the feelings and opinions of your neighbors when making use of the Clubhouse and Community Amenities. We believe that this practice will help reap great rewards as well as preserve the aesthetic quality of the Clubhouse and the Community.

The Clubhouse facilities, amenities and privileges are available to all residents at Harrogate, whether an owner or renter.

CLUBHOUSE ORIENTATION: Residents are required to attend an orientation program conducted by the Clubhouse Committee prior to rental of the Clubhouse. Further, residents and guests are required to sign a Waiver prior to use of any exercise equipment.

As provided in the governing documents, the Executive Board may adopt and amend Rules and Regulations from time to time that govern the use and enjoyment of the Community and Community Amenities.

The following pages offer detailed guidelines for the use of the Clubhouse and Community Amenities by all residents and their guests.

A. DAY-TO-DAY UTILIZATION

1. **Contact Information:** To schedule an orientation or for information regarding Clubhouse availability, refer to the community website (harrogatenorth.com) or contact the Management Company listed on page 1.
2. **Hours and use:** Clubhouse hours are 5:00 a.m. to 11:30PM. Access to the Clubhouse is via keypad system. Note: The security system is armed from 11:30PM to 5:00AM, and entry during this time period will trigger an alarm. Our Alarm System is monitored by Simply Safe and triggering will result in a call out to the police.
3. **Guest policy:** Residents may bring guests to the Clubhouse and guests may make use of the facilities. Children under the age of 18 must be escorted by an adult at all times and are not permitted in the exercise, sauna, massage, or shower rooms. **A signed**

and dated Waiver of Liability must be completed and on file prior to use of the facilities.

4. **Pets** are not permitted inside the Clubhouse.
5. **Parking:** residents and guests must use the Clubhouse parking lot – not the private streets and private driveways. Refer to B.13 for exceptions during rentals for large groups.
6. **Smoking areas:** Lighted smoking materials of any kind (i.e. cigars, pipes, cigarettes, etc) are prohibited in the Clubhouse and entrance area. Smoking is permitted in designated outside areas.
7. **Usage of Clubhouse accessories:** Residents are permitted to remove certain clubhouse accessories (i.e., chairs, glasses, silverware) for short time personal use. Before doing so they should notify the Clubhouse Committee Chairman and ensure that the removal does not interfere with already scheduled activities. Likewise, the accessories need to be returned immediately after usage and in the condition that existed prior to the usage.
8. **Membership suspension:** Access to the Clubhouse facilities and Community Amenities (not including Clubhouse mailbox access) may be suspended for the following reasons, including but not limited to: (a) nonpayment of Association fees after sixty (60) days; (b) misuse of facilities; (c) destruction of personal or Community property.

B. CLUBHOUSE USAGE & RENTAL – Exclusive Usage

1. The clubhouse is available to residents for private, social, and non-commercial events whenever free from any scheduled events or activities. Other residents may not use the clubhouse during that event.
2. Use of the clubhouse for business/commercial or political events, events designed for personal gain or for those open to the public are not acceptable.
3. Any clubhouse rental for which more than 15 people will be present is considered to be an exclusive rental.
4. Rentals should be entered in the community calendar to avoid any conflicts and provide adequate notice to the community.

5. Residents are expected to be present during preparations and rental periods
6. Individuals who are interested in using or renting the clubhouse must contact the rental coordinator listed in the newsletter or website, to obtain the required forms, and agreements, and to verify availability. Please review these documents for information regarding rental fees and other requirements. Every effort will be made to facilitate the rental on the desired date and time in a way that will not conflict with other pre-scheduled events and activities.
7. For bereavement events associated with a close family member or private events in which 75% or more of the attendees are Harrogate residents, the fee, inspections and liability clause noted in paragraphs 6,7,16 below are not applied.
8. The rental period is limited to 6 hours during which time the clubhouse will not be available to other residents. Once the rental schedule is confirmed by the rental coordinator, the owner/renter will be required to provide a \$150 rental payment. An additional fee of \$150 (\$300 total) is charged for use by clubs/organizations in which a resident is a member. Check should be made payable to Harrogate North Condominium Association and sent directly to the Management Company. Any exceptions to this require prior approval from the Executive Board.
9. Prior to the event, the renter will conduct an orientation with a Clubhouse Committee representative to review the facility and note any previous damage or unsatisfactory conditions. The renter and the representative will agree on any such conditions, thus protecting the renter from any responsibility for pre-existing negative conditions. Following the event, an inspection will be conducted by the renter and the representative. Any new unsatisfactory conditions will be reported to the Management Company and the Executive Board for their deliberation. The renter is expected to reimburse the community for damage due to misconduct or negligence.
10. The renter is responsible for removal of their trash from the building and the cleanup of the areas used during the event, including vacuuming and clean up of spills. Municipal trash cans are located outside the men's locker room exit. It is expected that the facility will be restored to the condition existing prior to the rental. This includes but is not limited to, the bar, kitchen, stovetop, refrigerator, bathrooms, toilets, sinks, etc. Likewise, any tablecloths used by the renter need to be cleaned after the rental.

11. The renter may conduct preparation and cleanup activities prior to and after the scheduled event time. If additional prep or clean up time is needed, please contact the rental coordinator to make the necessary arrangements.
12. The number of attendees at any one time during a rental function should not exceed 75 people.
13. Unless authorized prior to the event by the Clubhouse Committee and Executive Board, the renter's guests are not permitted to use exercise rooms and equipment, shower or sauna.
14. The renter may not use any decorations that will cause damage to the walls, wood, floor, windows or any other part of the club. Renter must return all furnishings to the positions originally found prior to the start of the rental. The facility is leased "as is" and any additional equipment must be supplied by the renter and removed promptly after the event.
15. The renter should advise their guests to make every effort to park their automobiles in the Clubhouse parking lot, and when full to park along the "side" streets: Swan, Tower, Crescent, Cornwall, and Hyde Park Roads. Signs are posted on these streets indicating prohibited parking locations. Vehicles should not be parked on the main access road – Hollins Road.
16. All functions and events at the Clubhouse will cease no later than 11:30 PM on any day unless approved by the Executive Board. Noise and music during a rental event should be contained to the Clubhouse interior so as not to disturb neighboring residents.
17. The renter is responsible to ensure that the Clubhouse is secure upon departure, both post event and after any preparations prior to the event. Examples of access that must be secured are: front entry way, ballroom entry doors, and bathrooms' closet/storage and exit door.
18. The renter shall sign a Clubhouse Rental Agreement thus acknowledging their understanding of this Policy and Procedure and their agreement to indemnify and hold harmless the Harrogate North Condominium Association of all liability for the property, bodily injury, or other damages created by the actions of guests and invitees until such time as they leave the property. Such actions include, but are not limited to the use alcohol by minors or any other illegal conduct. The renter agrees to hold the

Association harmless in any liability action resulting from this agreement.

19. Changing Rental Basis:

Residents need to be aware of the rental date, type (exclusive or non exclusive) and duration in order to plan their usage around the rental time period.

If circumstances arise that require the renter to change the rental basis after the initial approval, they are asked to give 1 week notice to the rental coordinator. This will allow sufficient time to notify the community of the change via the on - line calendar or other means.

C. CLUBHOUSE USAGE AND RENTAL – Non-Exclusive Use

1. The Clubhouse is also available for small group non-exclusive events on a first come-first served basis assuming there is no conflict with another scheduled Clubhouse event. Residents will have access to Clubhouse areas not used by the renter during this period.
2. All Policies and Procedures in Paragraph B apply to this usage with the following exceptions:

The fee, inspections and liability clause noted in Paragraphs B6, B7, B16 are not applied
3. The group size is limited to 15 people for the non-exclusive usage.
4. The rental period is limited to 4 hours.
5. Rentals should be included in the community calendar to avoid conflicts.
6. The host must be mindful of keeping the noise level down as other residents may be using the Clubhouse.
7. The intent of this policy is to provide a “living room extension” for home occupants to host events for family and friends, not to offer a “rent free” site for work groups, social/service clubs or other outside organizations. Residents are limited to one free non-exclusive rental per calendar year. If a second rental is requested, the fee will be \$50. This increases to \$100 with the

third rental. The limit for non-exclusive rentals per household is three per calendar year.

D. CLUBHOUSE ACCESS, SECURITY, AND FACILITIES

1. **Access:** Entry via the front door is available at all times to allow twenty-four (24) hour access to the community postal mailboxes located in the vestibule. A second interior door at the main entrance allows access to the Clubhouse via a keypad system.
 - a. **Security system:** An automated alarm system is activated from 11:30PM to 5:00AM.

E. CLUBHOUSE CANDLE AND OPEN FLAME GUIDELINES (May 2008)

INSIDE THE CLUBHOUSE

Candles

- Birthday candles and simulated (battery operated) birthday candles are permitted.
- Hand held candles are not permitted.
- All other candles must be stable, securely mounted in chimneys made of non-combustible materials, with the flame at least two inches below the top of the chimney.
- The Board is authorized to halt the use of candles they deem hazardous.

Food Service Devices

- Food warmers placed on non-combustible surfaces are permitted
- The flame height in such devices must not be adjustable, and the flame must self extinguish when tipped over
- All materials within six inches of an open flame must be non-combustible.
- Fuel canisters must be securely contained within a holder or affixed to prevent tipping over.

Other

- Open flames fueled by propane or other flammable materials are prohibited inside the Clubhouse unless approved by the Board.

OUTSIDE THE CLUBHOUSE

On the Patio

- Use of charcoal or propane fueled grills and heaters is permitted

- Use of citronella candles is permitted for insect control.
- Pyrotechnics are not permitted unless approved by the Board
- Use of any other flammable materials on the patio requires Board approval.

Fire Extinguishers

Prior to using open flames in or outside the Clubhouse, those using open flames must familiarize themselves with the location and operation of the fire extinguishers in the Clubhouse.

F. USE OF KITCHEN OR DINING FACILITIES

The serving and consumption of food and beverages must be confined to the kitchen and dining areas for private parties.

Anyone using the kitchen is responsible for clean up afterwards. Clean up includes emptying the dishwasher, washing towels and linens, taking out trash, wiping out the refrigerator, washing the floor, cleaning the sink, wiping all counter surfaces, cleaning the microwave (inside and out), and cleaning up spills in the oven. All food and beverage brought in for an event or meeting should be removed as part of the “after event” clean up.

G. PHYSICAL FITNESS ROOMS

Each home occupant or guest who uses the Physical Fitness Rooms accepts and agrees to be bound by the following rules:

1. **REQUIRED:** Residents and guests are required, before using the fitness equipment and the facility, to register and sign a Waiver of Liability Form. Please contact the management company for a copy of the form. Blank copies of the waiver are also available in the library
2. The equipment installed in the physical fitness rooms represents a substantial investment and the mechanical and electronic controls require informed and qualified operators in order to avoid damage and costly repairs. Anyone found using the equipment in a negligent manner may be found financially liable for the repair and/or replacement of the device(s).
3. Children under the age of eighteen (18) are not permitted in the exercise rooms or saunas.
4. **ETIQUETTE:** Please be courteous and consider the following rules of etiquette:

- a. Please be mindful of others waiting for the equipment to become available. As a courtesy, limit your use to 30 minutes when others are waiting.
 - b. Please wipe down equipment after each use.
 - c. Absolutely no food or drink, with the exception of a water bottle is allowed in the physical fitness rooms. NO GLASS CONTAINERS.
 - d. Use earbuds or headphones to listen to music or the television.
 - e. Please turn off television set(s), lights, and equipment when finished exercising.
- 5. Personal belongings, gym bags, backpacks, etc., are not permitted in hallways, lobby, or activity areas. Please utilize lockers to store all items while you are exercising.
 - 6. Closed-toe athletic footwear required. In order to minimize wear and tear on the equipment, please change into athletic footwear after arriving at the Clubhouse.
 - 7. For your safety, please report maintenance problems or other facility problems to the Management Company or clubhouse coordinator.
 - 8. Leaning weights or bars against the walls or mirrors is prohibited. All weights must be placed on racks when not in use.
 - 9. Dropping or slamming weights is prohibited when using free weights and the weight machines.
 - 10. In the locker room, using a lock which can be removed after each use is recommended. Valuables should not be stored in lockers.
 - 11. Damp clothing or towels should not be stored in lockers or draped over wooden surfaces.
 - 12. Food may not be stored in lockers or consumed in the locker rooms.
 - 13. Users should provide their own shower supplies and accessories.

14. Wet surfaces in the locker room may be slippery. Please watch your step.

H. SAUNA

Overuse of the sauna may be physically harmful. Individuals with heart conditions or other disabilities should consult with their physician before extensive use of the sauna. Sauna guidelines include but are not limited to the following:

1. All persons must shower prior to use.
2. **Maximum time in sauna should be fifteen (15) minutes. Maximum use per day should be thirty (30) minutes.**
3. **Children under the age of eighteen (18) are not permitted in the saunas.**
4. Please turn off when finished.
5. Users must supply their own towels.
6. Please keep the area clean.
7. No food, alcoholic beverages or glass containers are permitted.
8. Allow a five (5) minute cool-down period following exercise and before entering sauna room.
9. Drink plenty of water before and after using the sauna.
10. The sauna is an electrical appliance. Therefore, do not pour liquid on the rocks or place newspapers, towels, or any combustible material on the heater or guard fence.
11. Pregnant women should not enter the sauna without prior medical consultation. Use of sauna is not recommended for persons with high blood pressure, cardiovascular disorders or pulmonary diseases.
12. Do not use the sauna while under the influence of any type of alcohol, drugs, anticoagulants, antihistamines, vasoconstrictors, vasodilators, stimulants, hypnotics, narcotics or tranquilizers.
13. Users who feel faint or dizzy in the sauna should leave the sauna immediately.

14. Strenuous exercise is prohibited in the sauna.
15. Please note that the temperature of the sauna is set according to industry standards.

I. MESSAGE ROOM

The message room is available for use by residents. Residents can use it with a masseuse of their choice. We do not maintain a calendar for reserving the room, and suggest posting a note on the door to reserve a time.

Following use, please remove, launder and return the message table cover and head cover.