

CLUBHOUSE ORIENTATION PACKAGE

ENTRANCE

The interior clubhouse entrance door is locked to protect the safety of Harrogate residents and the contents of the Clubhouse.

Entry to the clubhouse is controlled by a keypad located to the left of the interior door. A small white dot on the keypad indicates the door is locked. To enter the Clubhouse, enter your 4-digit pin and press the arrow on the lower right side of the keypad. The white dot will enlarge into a larger white circle which indicates the door is now unlocked. Pull open the right-hand door for entry. If you see a small red dot on the keypad, your pin has not been accepted.

If you are having issues with the system, immediately contact Athena Smith (a.athensmith1@gmail.com or harrogatenorth@gmail.com)

The Clubhouse is available for use by all residents between 5:00 a.m. and 11:30 p.m., except when exclusive rentals are scheduled.

The Clubhouse security system is activated at 11:30 p.m. If anyone enters or is in the Clubhouse after 11:30 p.m., the security company will be alerted. They will phone the Clubhouse. When you answer the phone, they will ask you for the password, which is underlined on the notice posted to the left of the foyer doors. Otherwise, the police will be called. Residents may be required to pay fees that result.

EXIT

If you are the last to leave the Clubhouse, please turn off the ceiling lights in all interior areas except the recessed lights over the bar area. These are left on for security reasons, as are the recessed lights in the foyer. The chandeliers in the bar area are on motion detectors and will go off after a period of no movement. Some table lights are on timers and should not be turned off. The fireplace, cardio equipment and the TVs on the cardio equipment should also be turned off.

A sensor above the interior door to the Clubhouse unlocks the door to the left whenever it is approached from the inside. This permits exit by simply pushing on the left-hand door. If the door does not unlock, push the green EXIT button to the left of the door to enable exit from the Clubhouse.

Shortly after closing, the door relocks automatically and a small white dot appears on the keypad,

SECURITY SYSTEM BASICS

Our Clubhouse security system monitoring company is SimplySafe.

If the Clubhouse alarm is activated, SimplySafe will call the Clubhouse phone located in the Library. Provide the safe word if this is a false alarm. The safe word is Swan Road.

They will ask if there is a need for Police or Fire Department responses.

If an alarm occurs and the Clubhouse phone is called but not answered, the Police and

Fire Companies will be called.

SimplySafe will then call the people on the Harrogate contact list that they maintain (Joe Boykevitch, Les Clarke and Bob Herr).

SAFETY AND CLUBHOUSE ETIQUETTE

There are four portable fire extinguishers in the Clubhouse. One is on the side of the kitchen between the two doors. One is located to the left of the front door. One is in each of the locker rooms adjacent to the doors to the utility rooms.

A first-aid kit is in the cabinet above the kitchen sink.

Smoking is not permitted in the Clubhouse. A cigarette butt container is provided for smokers near the left front corner of the Clubhouse.

Children under 18 must be accompanied by an adult while in the Clubhouse. They are not permitted to use the exercise equipment, sauna, or showers.

Pets are not permitted in the Clubhouse.

The bulletin boards in the foyer are to be used only for public service announcements (when fertilizer applications will be made, adjustments to the trash pick-up times, etc.) and Activities Committee announcements. They are not for posting personal items for sale or for advertisements of any type. To publicize these kinds of things, contact Sonnie Sperati (484-508- 8227, slsweaver@comcast.net) for inclusion in the monthly newsletter.

MAIL

The foyer where the mailboxes are located is never locked and is lit 24/7.

If you receive a package too large for your foyer mailbox, you will find a numbered key in your regular mailbox. Use it to open the appropriately numbered large mailbox located to the right of the door used to enter the Clubhouse. After removing your package, leave the numbered key in the mailbox lock. Packages that will not fit in these large, numbered mailboxes will be delivered to your door.

Outgoing mail goes in the long slot also located to the right of the door used to enter the Clubhouse.

If the key to your mailbox becomes difficult to turn, a small amount of WD40 in the lock should allow the key to turn easily.

If you lose your mailbox keys or your mailbox key will no longer open your mailbox, contact David Trexler (302-593-8902, dtrexler@comcast.net) for help.

CLUBHOUSE RENTAL

The Clubhouse can be rented for private events. Contact Nita Trexler (302-593-8904 trexlernita@comcast.net) for details on how to reserve the Clubhouse for such events. Rentals can be non-exclusive (less than 15 people) or exclusive.

Paperwork, fee structure, and additional information are available on the Harrogate North web site (www.harrogatenorth.com) in the Forms section under Document Library.

BAR AREA AND KITCHEN

The Wednesday Lunch Bunch (fellow) residents prepare a light lunch at the Clubhouse from noon to 1:00 p.m. every Wednesday from September through June. Reservations are not required. There is a nominal fee to cover costs.

Complimentary bottled water is available in the bar refrigerator for use in the Clubhouse. Do not remove any beverages from the Clubhouse for personal home use.

Ice for use in the Clubhouse is available in the ice maker located in the bar area and in the kitchen refrigerator.

Dishes, utensils, and glasses for use in the Clubhouse area located in the bar area. If you use them, please rinse and put them in the dishwasher. Run the dishwasher when appropriate. Dishwasher detergent is located under the kitchen sink. Extra paper plates and cups are also available for use and are in the bar area cabinets.

If you use towels or dishcloths, please launder and return them as soon as convenient.

When you finish using the bar area and kitchen, please leave them in clean condition. Cleaning supplies are located under the kitchen sink.

When kitchen trash or recycle containers are full, please remove the lining bag and place it in the appropriate container. Trash bags go in one of the two large containers outside the utility room next to the men's locker room. Recycle materials go in a container also located there. Make sure the outside door is locked after you reenter the Clubhouse. New liner bags are kept under the kitchen sink.

EXERCISE ROOMS

Clubhouse exercise equipment is for use by residents and their guests age 18 and over.

Prior to use of the equipment, weights, and/or sauna, a Waiver of Liability is required for each resident and guest. Blank forms are available in a three-bin file tray in the library bookcase. Please be sure a form is filled out and signed for each resident and guest. Leave the signed form(s) in the bottom tray.

Bring your own earphones for use with the television on the cardio equipment.

You may bring a personal trainer if you desire.

Please make sure that clean, appropriate shoes are worn while using the aerobic equipment, especially during the winter when there is a lot of dirt and snow melt on the outside walks. This debris will damage the equipment. It's best to keep a pair of shoes specifically for Clubhouse exercising.

If people are waiting to use equipment, please limit your use to 30 minutes.

After you finish using a machine, please wipe it down with the disinfectant wipes provided in the cardio and weight rooms.

LOCKER ROOMS

Since there are not enough lockers to provide long-term storage for everyone, please use lockers for storage during workouts only.

If you use the sauna, please make sure the timer is returned to the **OFF** position before you leave the locker room.

Please bring your own towel, soap, shampoo, etc.

As a safety consideration, please do not use glass containers in the locker rooms.

LIBRARY AND LOUNGE

Residents and their guests are encouraged to use the Library and Lounge areas.

You may turn on the gas fireplace. The switch that operates it is located to the right of the fireplace. Please be sure to turn the fireplace off prior to leaving the Clubhouse.

Residents are encouraged to remove books and puzzles from the library for their personal use and/or donate books and puzzles that may be of interest to the community.

Donated books should primarily be hardcover or trade paperbacks in good condition. Please limit your donations to a few books at a time.

The Clubhouse Committee will periodically organize and purge the library if the number of books and puzzles exceeds capacity. Books removed will be donated to the Hockessin Library Book Sale or Goodwill.

MASSAGE ROOM

The Harrogate Clubhouse has a fully equipped massage room which is available to all residents. It is in a room adjacent to the women's locker room. You can use it with a masseuse of your choice. While massages are being conducted, a sign is normally posted outside the massage room.

CLUBHOUSE CLEANING

The Clubhouse is professionally cleaned every week on Monday mornings. If interim clean-up is required, a mop, bucket, and broom are located in the utility room in the women's locker room. A vacuum cleaner is located in the storage room in the men's locker room. A hand vacuum cleaner is located behind the juice bar in the cabinet below the glasses.

For more information, refer to the **Clubhouse and Amenity Rules and Regulations** on the Harrogate North web site (www.harrogatenorth.com) under Document Library – Community Documents.