

THE VILLAS AT FIVE PONDS COMMUNITY ASSOCIATION

Clubhouse Rules and Regulations

1. Hours of Operation
 - a. 6:00am to 11:00pm daily
 - b. Hours may be extended for Villas at Five Ponds sponsored functions
2. Access “FOBS”
 - a. Entry into the clubhouse is allowed only with an association issued FOB
 - b. Two “FOBS per unit owner(s) will be issued
 - i. Renters will have to obtain use of clubhouse by getting their FOBS from the unit owner
 - c. For those that have an additional resident in their home, a FOB may be purchased at association cost with proof of residency (i.e. driver’s license)
 - d. Lost FOBS will be replaced at a cost of \$ _____
 - e. A 10 day clubhouse suspension will be imposed for more than three replacement FOBS
 - f. No borrowing or sharing of access cards
 - g. Unit owners not in “good standing” with the Association could be denied access to the clubhouse.
3. Guest
 - a. Clubhouse facilities are for the use of residents
 - b. All residents with guests must sign in when entering the clubhouse
 - c. A resident must accompany all guests
 - d. Renters whose unit owners are in good standing with the Association are considered residents
 - e. Residents will be responsible for their guest’s behavior
 - f. Guest policy limitations:
 - i. Immediate family-welcome up to four guests
 - ii. Local friends-limited to same guest two times per month
 - iii. Overnight out of town guests-unlimited participation for the duration of their stay
 - iv. The pool, fitness room and tennis court have their own separate guest policies
4. Alcoholic Beverages
 - a. All are reminded that the State of Pennsylvania has established the legal drinking age as 21 years old. **WE STRICTLY ENFORCE THIS LAW**
 - b. All functions are **Bring Your Own**
5. Card Rooms and Conference rooms
 - a. Card Tables and conference rooms may be reserved for community activities by notifying the calendar coordinator and logging them into the clubhouse reservation book
 - b. Reservations will not be held for more that 15 minutes

6. Ballroom reservations
 - a. Reserved by residents; must be put on the calendar by the coordinator and logging them into the clubhouse reservation book
 - b. For non-community affairs, the resident must sign contracts and all terms and conditions adhered to
7. Billiard Table
 - a. The billiard table may be reserved for (1) one hour at a time; no consecutive reservations allowed
 - b. Use the sign up sheet in the clubhouse lobby
 - c. Individuals using the billiard table must be 16 years of age or older
 - d. Guest must be accompanied by a resident
8. Smoking Policy
 - a. Smoking is not permitted anywhere in and around the clubhouse; No exceptions. **THIS FACILITY IS A SMOKE FREE ENVIRONMENT**
9. Clubhouse Prohibitions
 - a. Smoking
 - b. Animals (other than those certified for assistance to physically handicapped persons and accompany such person)
 - c. Wet bathing suits other than appropriate areas. Appropriate areas include the pool areas and locker rooms only
 - d. Bare feet
 - e. Loud, obnoxious, rude or otherwise inappropriate behavior
 - f. Activities or noise in the clubhouse that disturb the immediate neighbors
 - g. Lockers are "bring your own lock;" there is no overnight usage of lockers.
 - i. Locks left overnight on lockers will be cut and removed.
10. Damages
 - a. Report any damage of equipment or facility to the clubhouse manager, front desk, or Board member
 - b. Any damage to the clubhouse or its equipment will be repaired by the Association and an assessment will be made by the Executive Board concerning the liability of the resident responsible
11. General Rules
 - a. Cell phones must be turned off or put on vibrate. Conversations must be kept private so as not to disturb others
 - b. A bulletin board will be posted with information regarding emergency contacts
 - c. Control Costs-Take an active part in the operation of your facility. Keep it neat and clean. If you are the last one out of a room, turn off the lights and make sure all TV's are off as well
 - d. After each community function, everyone is responsible for cleaning up his/her area
 - e. If card tables are full, residents may use conference room and/or library if they are not being used

- f. Do not touch any switch other than light switches; leave everything else to a clubhouse committee member
- g. Clubhouse activities are only open and available to all residents in good standing

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Clubhouse Kitchen Rules

- 1. When using the kitchen, it is important that you throw all trash into trash containers
- 2. Please wipe up any spills or direct on the tables and floor immediately
- 3. Any food left in the refrigerator will be thrown out on Sundays
- 4. The refrigerator must be cleaned once per month
- 5. Make sure all appliances are left in the off position
- 6. After use, unplug the used coffee pots and wash them

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Library Rules and Regulations

- 1. The Library operates on the honor system
 - a. There are no sign-out cards in the books and no sign-out logs
- 2. When you return a book or donate a book, put it in the appropriate place
- 3. An adult must accompany children under the age of 14
- 4. Please use proper library behavior (quiet voices, cell phones on vibrate or silent, and respect for your surroundings)
- 5. No food or drink in the library