



# Swim & Racquet Club

## House Rules

*Updated July 2018*

# Table of Contents

- I. Membership / pp. 3-4*
- II. General In-House Rules / pp. 4-11*
- III. Exercise Equipment / pp. 11*
- IV. Pool, Locker Rooms, Jacuzzi, Steam Room, and Sauna / pp. 11-13*
- V. Guest Fees and Passes / pp. 13*
- VI. Tennis, Racquetball, Basketball, and Ping-Pong / pp. 13-15*
- VII. Aerobics / pp. 15-16*
- VIII. Pottery Class / pp. 16*
- IX. Mini Parks and Playgrounds / pp. 16-17*
- X. Clubhouse Parking Lot Hours / pp. 17*
- XI. Homeowner Fees / pp. 17-18*
- XII. Violation of Rules / pp. 18*

## **I. Membership**

### **a. Membership Requirements**

- i. All verifiable full-time residents of Baybridge are eligible for membership in the club. If residents are not present in Baybridge, children of said residents may also be members.
- ii. The term “resident” does not include any of the following:
  1. a babysitter;
  2. nanny;
  3. housekeeper;
  4. maid;
  5. live-in help of any kind; or
  6. a relative, friend, boyfriend or girlfriend of an owner no matter how long the duration of the visit, if said relative or friend maintains a permanent residence in another location.
- iii. An owner who subsequently leases his/her unit to a third party must return all passes previously issued before his/her tenant may obtain a membership pass.
- iv. Units owned by a corporation shall not be entitled to more than two club passes.
- v. Proof of full-time residence for a homeowner include any of the following:
  1. a valid Baybridge property deed;
  2. driver’s license showing applicant’s address;
  3. bank statement showing applicant’s address; or
  4. credit card statement showing applicant’s address.
- vi. Proof of full-time residence for a tenant include any of the following:
  1. a valid Baybridge property deed;
  2. driver’s license showing applicant’s address;
  3. bank statement showing applicant’s address; or
  4. credit card statement showing applicant’s address.
- vii. Proof of full-time residence for a family: An immediate family member of a homeowner or tenant (for purposes of this rule, an "immediate family member" includes only a parent, spouse, child or spouse's child by a former marriage) claiming to be full-time resident of Baybridge must demonstrate as follows to the satisfaction of the Baybridge Homeowners Association (the “HOA”) or its representative in order to be afforded membership:

1. a library card or school program showing the child's address in Baybridge;
  2. driver's license showing applicant's address;
  3. bank statement showing applicant's address; or
  4. a credit card statement showing applicant's address.
- b. Membership Registration
- i. A new resident must make an appointment with the clubhouse general manager.
  - ii. An application will be filled out.
  - iii. When accepted for membership, a resident and his/her immediate family members above the age of 2 who satisfy the ID requirements will be issued a digital photo identification card on file.
  - iv. The HOA Board of Directors, whose decision will be final, will rule upon all questions of membership eligibility.

## II. General In-House Rules

- a. Clubhouse Entry: Upon entering the clubhouse, a member must identify himself/herself by his/her name and unit number, and, upon the request of the clubhouse management staff manning the front desk, produce his/her proof of I.D.
- b. Use of Clubhouse and Other HOA Facilities at User's Own Risk: All persons using any facilities under the HOA's jurisdiction as set forth in the charter, including but not limited the Clubhouse and its surrounding area; the outdoor pool, kiddie pool and their surrounding deck areas; the outdoor basketball court; the tennis courts; Brian Crescent Park; and three mini-parks (collectively, the "HOA Facilities") do so at their own risk. **The HOA and its Board of Directors assumes no responsibility, direct or indirect, for any personal injury or property loss resulting from use of the HOA Facilities.**
- c. Resident Liability: Residents are responsible for any and all property damage to the HOA Facilities or personal injury to other attendees at any of the HOA Facilities caused by the intentional act or omission or negligence of said resident, his/her immediate family member of his/her guest.
- d. Lockers: Day Use Only; Responsibility for Personal Property: Lockers are available free of charge on a daily, first come, first serve basis. **Members are strongly advised to leave all valuables** (including: wallets, watches, jewelry, etc.) **at home.** If a member cannot observe this practical suggestion, the member is strongly advised to secure his or her personal property. Neither the HOA nor its agent is responsible for loss of any member's personal property. Any lock that is

used to secure a member's personal property that is left locked on a locker overnight may be cut off without liability to the HOA or its agents.

- e. First Aid: First aid is available at the clubhouse and outdoor pool. All personal injuries sustained on the premises must be reported immediately to the lifeguard on duty, the front desk attendant or the clubhouse manager-on-duty.
- f. Food and Beverages: Food and beverages are permitted in designated areas only. No alcoholic beverages are permitted in the HOA Facilities (except for special party gatherings hosted by the HOA). Glass is strictly prohibited in the indoor and outdoor pool areas. Check with the front desk for specific details. Please clean up after yourself.
- g. Smoking: Smoking is strictly prohibited in all HOA Facilities and the area within 25 feet of the Clubhouse entrance steps.
- h. Pets: Pets are not permitted in the HOA Facilities with the exception of Brian Crescent Park and the three mini-parks.
- i. Card Playing: Card playing for money in the clubhouse or outdoor pool area is allowed for anyone over 21. Players must supply their own playing cards.
- j. Club Attire: Proper attire is required in the HOA Facilities at all times. Shirts must be worn in the clubhouse. Bathing suits and stocking or bare feet are not permitted beyond the pool areas and locker rooms. Sneakers must be worn in all exercise areas at all times. The clubhouse manager-on-duty has the authority to enforce the dress code.
- k. Children:
  - i. No child under the age of 12 is permitted on the clubhouse premises without an accompanying parent or guardian. Residents of Baybridge between age 12 and 15 can use the Clubhouse facilities without a parent or guardian present through the Baybridge Swim & Racquet Club *Youth Program*.
    1. To sign up, the resident and their parent or guardian must fill out a *Youth Program application* form with the Clubhouse Manager. Proof of age (i.e. a copy of a birth certificate) must also be submitted with the form.
    2. Parents will be held accountable for the behavior of their child and any guests they bring to the Clubhouse. Please note that children will be using the Clubhouse at their own risk. Participation in this program is a privilege and can be revoked at any time if the rules and policies of the Clubhouse are violated.
    3. Program participants are responsible for the following:

- a. Booking tennis, racquetball and basketball courts in person for use: Monday through Friday, between the hours of 3:00pm-7:00pm, and on weekends from 3:00pm to 5:45pm (during winter hours) or 6:45pm (during summer hours). Court bookings cannot be made over the phone.
    - b. Passing a swim test and achieving a “green band level” before using the outdoor pool.
    - c. Bringing no more than one guest (age 12 or above) to the Clubhouse. The guest must sign a waiver at the front desk after providing proof of age.
    - d. Noting the “lower C level” is off limits.
    - e. Following all rules and policies of the Baybridge Clubhouse.
  - ii. Clubhouse-Sponsored Children’s Activity Protocol:
    - 1. A parent or guardian must sign in at the clubhouse reception area for the child to participate in each activity. At sign-in, an emergency number must be provided. This number must be one as to which a person will be available to respond immediately back to the clubhouse for emergency reasons.
    - 2. A parent must wait for the specific coordinator to arrive before leaving the clubhouse.
    - 3. If one children’s activity directly follows another, it is imperative that a parent or guardian be available to return to the clubhouse at the start of the new activity, so as to safeguard the child.
    - 4. If a child is signed up for a club-sponsored activity, but is not present for the first 15 minutes of the class, he or she is not guaranteed a spot to participate if other children at the clubhouse are waiting to take the class.
  - iii. Rules Regarding Required Swim Diapers
    - 1. All children wearing diapers **must** wear swim diapers while in the pools.
    - 2. All diapers must be changed in the locker rooms or family bathroom located on the 2nd floor.
- I. Guests
  - i. A “guest” is someone who is not a resident.
  - ii. A clubhouse member is responsible for the behavior of his/her guests at all times.

- iii. A guest is required to be accompanied by a clubhouse member and is subject to the same clubhouse rules, regulations and policies as his/her clubhouse member host.
  - iv. **A clubhouse member must accompany his/her guest for the full duration of their stay at the clubhouse.**
  - v. The HOA Board of Directors or the clubhouse manager-on-duty may limit the number of guests that a club member may have at any time.
  - vi. A clubhouse member planning to host more than 4 guests at any one time must request permission of the clubhouse manager-on-duty at least 48 hours prior to the time that the guests are expected.
  - vii. A child (a) between the ages of 16 and 17 years without an accompanying parent or guardian or (b) between the ages of 12 and 16 without an accompanying parent or guardian who has qualified for the *Youth Program* described above, may bring only 1 guest to the clubhouse over the age of 12.
  - viii. In all cases, an appropriate waiver of liability and indemnity agreement in one of the two forms attached here as **Exhibit 2**, as same may be amended from time to time (a “**Waiver**”) must be signed by the guest (or, in the case of a guest below the age of 18, the guest’s parent or legal guardian) and the accompanying resident before the guest may enter the clubhouse premises.
- m. Babysitters
- i. A babysitter must register with the clubhouse by visiting the clubhouse with the resident parent's identification and the child's identification and have an appropriate waiver of liability and indemnity agreement signed by the resident and the babysitter’s parent.
  - ii. A babysitter must remain with the child at all times while using the clubhouse.
  - iii. A babysitter must be at least 14 years of age.
  - iv. The clubhouse must be informed when a babysitter can duly take the responsibility of guardian (i.e., can watch the child without the child’s parent present).
  - v. A babysitter between the ages of 14 and 15 is restricted to watching 1 child.
  - vi. A babysitter may not be responsible for more than 3 children at one time.
  - vii. A babysitter must accompany any non-swimming child (one without a blue or green band) in the pool unless the child’s parent accompanies the child.

- n. Personal Trainers: Personal trainers and swimming instructors must submit to the clubhouse manager-on-duty proper certifications and insurance naming the HOA, the HOA management company and the clubhouse management company as additional insured. All personal trainers must pay a guest fee when entering the clubhouse to train. (*see guest fees*).
- o. Great Room: Residents are welcome to enjoy the Great Room in a manner that does not disturb fellow residents enjoying the Great Room, including but not limited to residents attending classes sponsored by the HOA. Children are prohibited from running or raucous playing in the Great Room. The Great Room must be left as a member found it (e.g., if a member has moved a chair, he or she should return it to its original place). A resident may reserve the Great Room for his/her exclusive use for parties and the like for the fee and in accordance with the terms and conditions set forth in the Great Room Reservation Policy.
  - i. Great Room Rental Policy:
    1. Packets and application are held at the front desk.
    2. All renters must be a Baybridge resident who is the owner unit on record. If not then a letter from unit owner giving permission for tenant to rent room and the owner needs to know that any monies or fines if assessed will be put on their account. They will have to collect from their tenant if any are incurred.
    3. All HOA & Condo maintenance fees must be current as of booking.
    4. Application for your party must be received two weeks prior to date requested.
    5. Residents that reserve the Great room must be present for the entire duration of the party. Said resident is responsible for their guest's behavior while within the Baybridge community, including damages to property and personal injury. Resident hereby indemnifies the HOA for any and all damages suffered by the HOA as a result thereof, including legal fees and expenses.
    6. Our staff does not handle directions to the Club, parking arrangements and RSVP's. Renter is responsible for all involved in their party.
    7. There is limited guest parking inside the Baybridge complex. All guests can park outside and walk in.
    8. Decorations must be affixed with scotch tape. No tacks or nails allowed.



9. You must supply your own music. DJ is fine. Residents must be considerate of others using the club and cannot be offensively loud. Manager on duty will use their discretion.
10. All guests must be properly attired.
11. Guests are only allowed in Great room and restrooms only. All other parts of the clubhouse are off limits. No tours of the building may be given to guests.
12. Smoking is NOT permitted in any area of the building including restrooms. Smoking can be done outside building 26 away from clubhouse. There will be a \$100 fine per incident for anyone not following this rule.
13. The Manager controls the temperature in the Great room. Guests are not allowed to open the windows. Please ask management.
14. There is no cooking allowed in the kitchen. You may warm up your food only. The use of sternos with chafing dishes is permitted. All cooking utensils, serving trays, silverware, plates, cups and napkins are to be supplied by resident.
15. The HOA has a limited number of tables and chairs. Residents must request their use prior to the day of the event.
16. Alcohol may be served only to those 21 and over. However, the resident using the room must supervise all guests, especially those under the age of 21 and to those that have had too much to drink. All liability stemming from the serving of alcoholic beverages shall be the responsibility of the resident.
17. All parties are limited to 40 people. Teenage parties have a limit to 25 guests under the supervision of at least three (3) adults. No alcohol is permitted at a teenage party.
18. Fees are \$150 per hour for the Great room, non-refundable. A security deposit of \$500 is required and will be refunded in whole or in part one (1) week after the party or as soon thereafter as is practicable. In the event there are damages, the cost of repair will determine the amount of security deposit refunded. Depending on the number of guests, if Management requires an extra porter the fee is \$30 per hour.
19. Rental is a minimum of two (2) hours. All guests must leave by contracted time; i.e., if the party is 2pm-5pm, all guests must have left by 5pm. All parties must end 15 minutes prior to the clubhouse closing.

20. All fees are to be paid in full two (2) weeks in advance of party date. No exceptions.
  21. All residents are responsible for cleaning up after their party, or it can affect their deposit.
  22. If damages occur that cost more than the security deposit, you will be required to pay the difference. Your club privileges will be suspended until the cost to repair the damages is paid in full.
  23. Resident will do a walk through the club with manager at the end of rental, to agree on damages or the lack thereof and sign the release statement. If there are damages, the resident will be notified of the cost within one (1) week's time or as soon as to determine the amount of the damages. These rules and regulations are subject to change without notice. Manager on duty has full discretion for the duration of the party.
  24. The HOA shall not be liable for any damages due to the unavailability of the Great room, which is beyond the control of the HOA. Liability shall be limited to the fees paid to the HOA for the room. There shall be no liability for any unforeseeable or consequential damages.
- p. Baby Carriages, Strollers, and Playpens: Baby strollers and carriages are permitted only in the outdoor pool area only and are prohibited in all areas of the clubhouse or its facilities. Check with the front desk for details. Playpens are not permitted in any area of the clubhouse or its facilities or the outdoor pool area.
  - q. Radios: Use of radios without earphones is strictly prohibited anywhere in the clubhouse or its facilities or the outdoor pool area, except as directed by the clubhouse management staff for certain group use.
  - r. Hair Dye: Hair dye is **not** permitted in locker rooms, bathrooms or anywhere in the clubhouse.
  - s. Conference Room: Conference room is only available for use for Condo I, Condo II, Condo III and HOA affairs. Any other use must be approved by the HOA Board.
  - t. Aerobic Room: Use of room is reserved for fitness classes. Any resident who wants to use the room must request approval from the manager on site. No children under 16 are allowed in room without a parent. And no one under the age of 16 can use the weights and any other equipment in room.
  - u. Cleanliness: All residents and guests who use the gym must clean up after themselves. Anyone found not doing this, can be subject to a suspension and a fine.

- v. **Clothing Washing and Drying Prohibited:** Clothes are prohibited to be washed in the bathroom sinks. Absolutely no clothing drying is allowed in Sauna or on Sauna rocks. This is a fire hazard. Anyone found doing this can be subject to a suspension and a fine.
- w. **Soliciting:** No Resident or guest of the Properties shall post any advertisement or posters of any kind in or Common Properties except as authorized by the Board of Directors.
- x. **Conduct:** Everyone who enters this clubhouse deserves to be treated with respect. Any disturbances, use of profanity, unacceptable and disrespectful behavior is not allowed and may lead to a suspension and penalties.
- y. **Brunch:**
  - i. Brunches are scheduled to take place every Sunday from 11:00am to 1:00pm from September to May.
  - ii. No attendees are allowed to reserve seats.
  - iii. All attendees must be considerate with portions.
  - iv. Residents are encouraged to enjoy brunch in the Great Room.
- z. **Skating:** There is no skating of any kind permitted anywhere in the clubhouse or in any of our three mini parks, Brian Crescent, Michael Court and the Children's playground and the Gazebo.
- aa. **Photography and Videography:** All photography and videography must receive prior approval from the Board.

### **III. Exercise Equipment**

- a. There is a 30-minute limit on use of cardiovascular machines when someone is waiting. Sign-up sheets are provided for which a member should note his or her name and the time of sign-up. After 30 minutes following sign-up, the waiting member is entitled to use the machine in question. Club management will resolve disputes.
- b. Members must wipe down all machines after use.
- c. Members must return all weights to their proper location after use.

### **IV. Pool, Locker Rooms, Jacuzzi, Steam Room, and Sauna**

- a. **Pool Regulations Regarding Children**
  - i. An adult must accompany children who need floatation devices at all times in the pools.
  - ii. Non-toilet trained children must wear swim diapers at all times in the pools. Bathing suits are required at all times.

- iii. All children between the ages of 5 and 14 must be assigned a swim band indicating their water proficiency level when entering the outdoor pool. Members should see the head lifeguard for details on testing procedures.
    - iv. A parent or babysitter must accompany any non-swimming child (one without a blue or green band) in the pool.
  - b. Locker Room Regulations Regarding Children: No boy over the age of 4 is permitted in the women's locker room and no girl over the age of 4 is permitted in the men's locker room. To get to the outdoor pool, the main lobby back door can be used to exit to pool as a family. A family bathroom is located on 2nd floor. Please lock door when in use.
  - c. Jacuzzi, Steam Room, and Sauna Regulations Regarding Children: Children under the age of 12 are not permitted in the Jacuzzi, steam room or sauna.
  - d. Diving and Other Prohibited Conduct: Diving in any of the pools is strictly prohibited. Similarly, running, horseplay and other irresponsible behavior is strictly prohibited. Failure to comply with these rules is cause for temporary suspension of club use, including immediate expulsion from the premises for the day on which the offense occurs.
  - e. Jacuzzi, Steam Room, and Sauna Regulations
    - i. A bathing suit must be worn at all times in the Jacuzzi, steam room and sauna.
    - ii. Bathing of one's self in the Jacuzzi, steam room or sauna is prohibited.
    - iii. Shaving in the Jacuzzi, steam room or sauna is prohibited.
    - iv. Use of lotions of any kind in the Jacuzzi, steam room or sauna is prohibited.
    - v. Drying of any clothes on sauna rocks or anywhere in sauna is prohibited.
    - vi. Any violation of the aforementioned rules will result in a fine and/or suspension of club privileges.
  - f. Board of Health Rules
    - i. A person must shower before entering any of the pools or Jacuzzi.
    - ii. A person with hair shoulder length or longer should wear a swim cap in any of the pools or Jacuzzi.
    - iii. Entry into any of the pools or the Jacuzzi when a lifeguard is not present is strictly forbidden.
    - iv. A person with an open sore or lesion is not permitted to use any of the pools, Jacuzzi or sauna.
  - g. Lifeguards: The lifeguard on duty at any of the pools is in complete charge of that area. Any issues in the pool area should be directed to the lifeguard.

- h. Lounge Chairs: Lounge or other chairs in the pool area cannot be reserved at any time.

## V. Guest Fees and Passes

- a. Guest Fee Schedule: All fees are subject to change without notice and will be charged regardless of length of stay. Guest passes must be used with member.
- b. Current guest fees:
  - i. Gym “C” Level: \$15.00/per person on weekday | \$20.00/per person on weekend
  - ii. Pool: \$5.00/per person on weekday | \$20.00/per person on weekend
  - iii. Indoor Courts: \$5.00/per person on weekday | \$20.00/per person on weekend
  - iv. Tennis Courts: \$10.00/per person on weekday | \$20.00/per person on weekend
  - v. Aerobics Classes: \$15.00/ per person on weekday | \$20.00/per person on weekend
  - vi. Summer Holidays: \$40.00/per person on weekday or weekend
  - vii. Babysitters: \$3.00/per person on weekday | \$20.00/per person on weekend
  - viii. Great Room Fee: Free on weekday or weekend, as long as no event scheduled
  - ix. Great Room Fee (for Sunday Brunch only): \$10.00/per person
  - x. Bingo Night: \$5.00/per person
  - xi. Movie Night: \$5.00/per person
- c. All guests under 5-years of age can enter the Clubhouse free of charge when accompanied by a member.
- d. A guest book with 12 passes: \$50.00/per book (a value of \$60.00)
- e. Personal Trainers: Personal trainers and swim instructors must pay a guest fee in order to be admitted to the club.
- f. Permanent Guest Passes: A single occupant (homeowner or tenant) who has qualified for club membership will be issued one permanent guest pass on file, which may be used when a guest is accompanied by the member. **A guest cannot use the pass if the member is not present.**

## VI. Tennis, Racquetball, Basketball, and Ping-Pong

- a. Tennis and Racquet Ball Rules
  - i. All persons on the tennis courts must wear proper tennis attire.
  - ii. Shirt, shorts or pants must be worn at all times. No bathing suits.

- iii. Sneakers must be worn at all times.
  - iv. Court time may be reserved by phone, 718-352-2131, but not more than 7 days in advance.
  - v. No food, smoking, or alcoholic beverages are allowed on the court at any time.
  - vi. Management reserves the right to close the tennis facility or any portion of the facility for special events or as may be needed for repairs and/or cleaning.
  - vii. No black-soled sneakers are permitted on the racquetball court.
  - viii. Only members are permitted to reserve court times.
  - ix. Unsupervised children, bicycles, roller-skates, skateboards and strollers are prohibited on the courts.
- b. Tennis Court Reservation Procedures
- i. No one may enter the courts without first registering at the front desk or with the tennis starter. If not registered, play can be halted at any time so that identification can be proven.
    - 1. All players must check in at the front desk in order to enter courts and receive a tennis key and pass.
    - 2. All guest fees must be paid before play starts.
  - ii. Court time reservations are:
    - 1. Restricted to 1 hour per day of singles or two hours of doubles and can be booked up to 1 week in advance.
    - 2. Free court time can be reserved 2 hours beforehand by anyone, even persons who previously played in the morning, but not consecutive hours, when the court is not booked at that hour.
    - 3. A court reservation is held 15 minutes past the hour. You must call to cancel a reservation. If three no shows are documented, the member will lose the privilege of pre-booking a court time.
    - 4. Booking court time under a false name is not acceptable.
    - 5. Two people cannot reserve two hours of back to back time to play singles against one another, but player A and player B can play for 1 hour and then either player can play with player C the following hour, i.e. Rob plays Jim at 10am, Joe has the court at 11am and invites Rob and Jim to play.
  - iii. The final decision in any dispute rests in the hands of the club director.
- c. Tennis Etiquette
- i. All tennis players need to sign form that confirms they know tennis etiquette.

- ii. At the beginning of the tennis season, play times will be posted.
  - iii. A signup sheet will be available during the tennis season.
  - iv. Any breakage of these rules will result in loss of court time and clubhouse privileges.
  - v. Proper attire must be worn on the court. Must wear shirts.
  - vi. The courts must be swept after play before the next players can enter the court.
  - vii. Players must clean up after play. This includes cups, ball cans, balls, paper, water bottles etc.
- d. Basketball Regulations
- i. All persons on the courts must wear proper attire.
  - ii. All players entering the court must wear shirts and white-soled sneakers.
  - iii. No dark soled shoes are permitted on the court.
  - iv. Dribbling basketballs throughout the clubhouse is prohibited.
  - v. When booking a court, the receptionist must be notified that the court is being booked for basketball.
  - vi. The indoor basket will not be set up when the outdoor basket is in use. In the event that conditions outside prevent the use of the basketball court, the indoor court can be set up upon request.
  - vii. The outdoor recreational area is closed during the winter. The closing date is subject to change.
- e. Equipment Rentals at the Front Desk
- i. Include Ping Pong balls and paddles.

## **VII. Aerobics**

- a. For the safety of all participants, members are asked to review and follow these basic policies:
- i. Aerobic sneakers are required.
  - ii. Participation in the warm-up and cool-down sections are highly recommended.
  - iii. Hand-held/wrist weights may only be used during the calisthenics section of the class when the instructor incorporates them into the routine.
  - iv. Follow the instructor's movements and directions.
  - v. Keep conversation to a minimum during class.
  - vi. Leave all gym bags, purses, coats, etc. in the locker rooms.
  - vii. Keep moving during the cardiovascular section of the class.
  - viii. Keep track of your heart rate.

- ix. No one under the age of 16 is allowed in the aerobics room during the class.
- x. Due to the size of the aerobics room, no more than 14 people can take each class.
- xi. If you are late to class, please take a spot in the back of the room.

## **VIII. Pottery Class**

- a. Pottery classes are limited to 15 people only.
- b. Sign up for each project is on the first of the month. To reserve your spot in a pottery class, you must call the clubhouse. Please note that you may only call during hours of operation, which includes early morning hours. This is so that a receptionist can confirm your reservation or put you on a waiting list. Messages cannot be left on our machine to make a reservation. Please also note that you may only reserve a spot for yourself, and may not call on behalf of anyone else.
- c. If you are planning to miss a class, please call us and let us know in advance. In this case, the first name on the waiting list will be called. Do not find your own replacement.
- d. Guests are only allowed to sign up for a project the day of the first class, if there is a vacancy. This rule is to ensure that a guest does not take away a spot in the class from an interested resident. This rule also applies to guests who use a resident's free guest pass.
- e. Due to the lack of space upstairs, we ask that there are no spectators during class.
- f. Please show up promptly at the beginning of class.
- g. If a person confirms their attendance for a Crafts class and then proceeds to not appear, that person, or persons will be excluded from participating in the next scheduled Crafts class.
- h. If a confirmation has been given, it may be taken back by contacting the Clubhouse no less than 24 hours prior to the start of the class. This is so we may contact a person on the waiting list and ask them to be a part of the class.

## **IX. Mini Parks and Playgrounds**

- a. In addition to their responsibilities to govern and maintain the clubhouse and its adjacent sport and recreational facilities, the Board of Directors of the HOA has been charged with the maintenance of the community's three mini parks.
- b. The largest is located in Brian Crescent. The Gazebo Park is across from the Clubhouse. The third mini park connects Robert Road with Michael Court.



- c. These facilities were designed to offer space to the residents of our community. The landscape is delicate and should not be abused.
- d. Two-wheel bicycle and skateboard riding, roller-skating, or irresponsible behavior are strictly prohibited within the confines of our parks.
- e. The playground area adjacent to the Gazebo is for children aged 7 or younger.
- f. The parking lot recreational area is open to all ages. This area is set up for activities at 9:00 am. Parking in the area after 9am is prohibited. Violators are subject to a fine and may be towed.
- g. Residents must supply their own equipment for the outdoor-recreational area.
- h. All three mini parks, the recreation area and the gazebo close at 9:00 pm.

## **X. Clubhouse Parking Lot Hours**

- a. Parking in front of the Clubhouse is not permitted. If the gates are up, there is **NO PARKING** regardless of day or time. Residents moving or removing any gates will be subject to fines by Home Owners Association.
- b. Spring Hours (March 31<sup>st</sup> through Memorial Day)
  - i. Parking is not permitted Monday through Friday from 1:00 pm to Dusk.
  - ii. Parking is not permitted Saturday, Sunday, and Holidays, from 10:00 am to 5:45 pm.
- c. Summer Hours (Memorial Day through Labor Day)
  - i. Parking is not permitted Monday through Friday from 11:00 am to 9:00 pm.
  - ii. Parking is not permitted Saturday, Sunday, and Holidays, from 10:00 am to 7:00 pm.
- d. Fall Hours (Labor Day through December 1<sup>st</sup>)
  - i. Parking is not permitted Monday through Friday from 1:00 pm to Dusk.
  - ii. Parking is not permitted Saturday, Sunday, and Holidays, from 9:00 am to 5:45 pm.
- e. Winter Hours (December 1<sup>st</sup> through March 31<sup>st</sup>)
  - i. The parking lot is open for resident parking at all times.
  - ii. If a snow storm is expected, the parking lot will be closed for snow removal.

## **XI. Homeowner Fees**

- a. All homeowners have a monthly common charge. Ask the Manager-on-duty for the current HOA fees. There is an initial Capital Contribution Fee for all homeowners, an initial fee for rentals and renewal leases.

- b. Anyone in arrears will be denied use of club facilities and their club ID will be temporarily voided until the account is cleared. Membership is frozen and residents are in arrears when the HOA fees are past due for three months or more.
- c. Baybridge of Bayside is composed of three condominiums (Condo I, Condo II and Condo III), each with its own Board of Managers, elected by the homeowners of each section. In addition, the homeowners from all three sections duly elect a Board of Directors who is accountable for the administration of the Homeowners Association. The Homeowners Association (HOA) includes the Clubhouse and the three mini- parks. One park is located in each of the three condominium sections.

## **XII. Violation of the Rules**

- a. The Baybridge Homeowners Association Board reserves the right to change or amend the policies stated herein at any time without prior notice in order to maintain high community standards.
- b. The HOA Board of Directors and the club manager shall have final determination as to the clubhouse and recreational facilities rule applications. Violations of club rules or policies may cause a suspension of members' privileges or fines.
- c. Homeowners must be current in their payments of the HOA membership dues. The HOA Board of Directors may suspend club membership privileges for homeowners of their tenants as well as levy monetary penalties on homeowners who are in arrears.
- d. Use of the Clubhouse and Recreational Facilities during any other than designated hours is strictly prohibited.
- e. Use of profanity or other unacceptable behavior may cause a suspension and penalties.
- f. Suspension and Fines: While on the premises of an HOA Facility, a resident, his/her immediate family members and his/her guests must comply with the rules and regulations of the clubhouse. Failure to do so may result in a fine and suspension from clubhouse privileges. In an event an Owner, resident or guest and family members violate rules and regulations governing the HOA Facilities and the Common Properties under the management of the HOA (included but limited to the Clubhouse, Outdoor Pool, Parking Lot and surrounding facilities), they shall be subject to the imposition of the following fines and/or suspension:
  - i. First Violation: Verbal and/or written warning.
  - ii. Second Occurrence: Suspension up to 30 days.
  - iii. Third Occurrence: 30 days suspension and a \$100 fine.