PARK PLACE CRANBERRY ASSOCIATION, INC

CLUBHOUSE RULES AND REGULATIONS

Revision 5. Effective April 26, 2021

The Pool and Clubhouse will operate in accordance with any guideline(s) and or law(s) provided by the State that are applicable to our facilities. This will include all health requirements designated by the PA Department of Health.

FOREWARD

The following Rules and Regulations will be administered by the Board approved Management Company ("management"). Changes to the Clubhouse Rules and Regulations may be made at any time and shall be approved by the Association Board. It is the intent to limit these rules and regulations so that everyone will obtain maximum use and enjoyment of the facilities. Although some restrictions are placed on resident and guest activities, the intent is to respect the rights of the owners and residents as a whole.

RESIDENT PRIVILEGES

Residents shall have access to the entire clubhouse, fitness area, fitness on demand room, restrooms and shower areas 24 hours per day. The pool will be open Memorial Day to Labor Day, daily as weather permits, and may be extended or restricted, at the sole discretion of the Board.

Two electronic access fobs will be issued to each residential address. In the event that a fob is lost, **a replacement fee of $25.00** will be charged. It is the responsibility of each owner to ensure the fobs are transferred to new owners in the event of a home sale. Owners will need to notify the Management Company of any change of home ownership by completing a "Change in Ownership Form" which may be obtained on the Park Place HOA webpage or from the Management Company. Additional fobs may be purchased for a $25.00 fee. Additional fobs will be limited to two per residential address.

All residents are required to complete a Clubhouse & Pool access fobs form (Attachment 4 and 5) to receive their fobs. All Rochester Village renters are required to pay a refundable deposit as specified on the applicable form. Tenants/renters will not be issued fobs if the Owner has not provided a current copy of the lease agreement as required by the Association's governing documents.

PERMITTED USE

Residents are encouraged to use the clubhouse for recreational uses.

With the exception of Service animals, pets and comfort support animals are not permitted inside the clubhouse or fenced in area surrounding the pool; with the exception of specific social events catered towards pets.

Parents are responsible for and must control their children with due regard to the wishes and comfort of other residents.

Facilities may be closed when necessary, for maintenance operations or when dictated by safety considerations or by adverse weather conditions as determined by management. The Association will notify the residents via the website of any closures for planned maintenance at least 72 hours in advance, if practical, and post notice of such on the clubhouse doors.

All activities in the clubhouse parking lot are undertaken at the residents own risk. The Association and Management Company are not responsible for personal injury, property theft, or damage.

The Owner/resident inviting a guest(s) shall be responsible for the conduct of such guests and they must comply with all applicable Rules and Regulations. The right to have guests is at the sole discretion of the Association Board in accordance with Article XI of the Amended and Restated Declaration and Covenants. The Owner/Resident is liable for property damaged or destroyed by themselves or their guests.

Four guests are allowed per residential address during the week. Guests are not allowed on Memorial Day or Fourth of July. At any point, guests may be asked to leave due to capacity restrictions.

POOL AND PATIO REGULATIONS

1. Intent: to provide a safe and enjoyable pool environment for all homeowners and guests, balancing freedom and desires of all. Residents and guests use of the facility is with the understanding that they are obliged to comply with the "pool rules and regulations" posted by the management company.
2. All residents and guests swim at their own risk.
3. Pool hours of operation: Dawn until dusk daily as weather permits. Access to clubhouse restricted to hours of operation.
4. Children under twelve (12) years of age are not permitted to use the pool facilities unless they are accompanied and supervised by an adult or designated individual.
5. Regular diapers are not permitted in the swimming pool. **Swim diapers must be worn at all times by anyone who is not toilet trained**. **Used or soiled diapers are to be changed at one of the baby changing stations inside the clubhouse only**.
6. All swimmers must wear swimming attire. Cutoffs and regular shorts are not considered appropriate swim wear and are not to be worn in the pool.
7. Small personal swimming aids such as life jackets and "noodles" are acceptable as long as they are used for swimming support. **Rafts, floats, boats and other large flotation equipment are not permitted in the pool**. This may be waived at the discretion of the Pool Attendant when attendance is low.
8. Pets are not allowed in the swimming pool or in the gated area around the pool.
9. No running, diving, dunking or horseplay is allowed.
10. Do not jump off pool ladders. Do not play or swing on pool hand- rails.
11. In the event of inclement weather (i.e., thunder, lightning, etc.), everyone must exit the pool immediately. The Pool Attendant can close the pool in advance of inclement weather.
12. Please dispose of all trash in the receptacles provided. Large items such as pizza boxes, shall be carried out of the pool area and placed in the dumpster in the parking lot.
13. **No glass containers of any kind are allowed in the pool area**.
14. All trash must be **placed** in the containers provided.
15. Use of the grill by any resident is allowed at any time that weather permits. After use, the grill must be cleaned and returned to its original state.

16. Chewing gum is not allowed in the pool or within the gated area around the pool.
17. Smoking, including e cigarettes and vaping devices are, not allowed in the pool or within the gated area around the pool.
18. Return all furniture to the original position and location.
19. **Please do not enter the clubhouse great room area wet.**
20. In the interest of safety, please towel dry yourself and children before entering rest rooms.
21. Musical devices of any kind may only be used with headphones or ear buds.
22. Persons are not permitted in the pool if they have a: cold, cough, fever, infection of any kind, inflamed eye(s), or open sores/wounds.
23. On summer holidays (as specified by the Board), only Residents are permitted to use the pool.

CLUBHOUSE

If you utilize an area of the clubhouse, it is your responsibility to return it to the original state in which you found it. If you rearrange furniture, please restore it to its original place; put trash in receptacles, etc. If you use the fireplace and/or TV's, make sure that they are turned off after use.

All smoking is prohibited on Clubhouse and Pool grounds and immediately outside the front door of the clubhouse. Smoking is allowed outside the fence around the grounds and the sidewalk around the Clubhouse grounds. This includes all forms of e-cigarettes and vapor devices.

Shirts and foot-wear should be worn at all times within the clubhouse.

CLUBHOUSE KITCHEN

If you use the kitchen area, please clean up afterwards, including loading the dishwasher and running it if appropriate. Please do not leave any food or beverage in the refrigerator for more than 24 hours. Cleaning Services will be cleaning out the refrigerator on a weekly basis.

GOLF SIMULATOR

The golf simulator must be reserved by residents only. Please schedule online or contact the Management Company to schedule a time. Training materials are available on the website to learn how to operate the machine and a PDF copy attached to simulator. Reservations are limited to a maximum of 4 hours. Adults 18 or older may use the golf simulator. Children under the age of 18 can only use the golf simulator with a resident adult 18 or older present. Only clean golf clubs and clean golf balls with no scuff marks are permitted while using the golf simulator.

FITNESS CENTER

Residents may use the fitness center at their own risk. It is recommended that you consult your physician prior to beginning any exercise program.

No child under the age of 14 is permitted to use any fitness equipment. Children 14 years of age and up can only use the fitness equipment with a resident adult 18 or older present.

Equipment must be wiped down (sanitized) after each use. Sanitizing wipes and/or spray bottles are available in the fitness center.

Report equipment that is inoperable or in need of service to the Management Company or Clubhouse Board. Please do not attempt to fix any equipment.

No glass or open containers in fitness area.

We ask that you bring your gym shoes with you and change into them when you arrive, especially during the winter months.

No Guests are permitted to utilize the fitness center.

FITNESS CENTER PLAY AREA

The play area by the Fitness Center is specifically for children of adults who are using the fitness room. Children are not to be left unattended in this area if their parent or guardian is not using the Fitness Center.

OUTDOOR AREAS

Bocce Ball Courts

Bocce Ball courts may be used by all residents and guests. Children under12 must be accompanied by a resident adult when on the courts. Bocce Ball equipment may be picked up in the Fitness On Demand Room. Equipment must be signed out when being used. It must then be promptly cleaned and placed back immediately after use. Use of the Bocce Ball Courts with your own equipment is allowed. Parents are responsible for and must control their children with due regard to the use of the bocce courts.

Fire Pit

The fire pit may be used by all resident adults and guests during club house hours. Residents must be 18 and older to operate the fire pit. Fire pit gas key may be picked up at the Clubhouse. The fire pit gas **MUST** be turned off after use of the fire pit. Please do not use any other combustible materials on the pit.

Horseshoe Pits

Horseshoe pits may be used by all residents and guests. Children under 12 must be accompanied by a resident adult when using the horse shoe pits. Horseshoe equipment can be picked up in the Fitness On Demand Room. It must be signed out when being used. It must then be promptly cleaned and placed back immediately after use. Use of the horseshoe pits with your own equipment is allowed. Parents are responsible for and must control their children with due regard to the use of the horseshoe pits.

Putting Green

The putting green may be used by all residents and guests. This area is for golf putting and chipping only. Parents are responsible for and must control their children with due regard to the use of the putting green.

SECURITY

Every resident is responsible for maintaining the security of the facility. When exiting any external door, please make sure that the door is closed completely. If you open any windows, be sure to close and lock them prior to your departure. Remember, if you see something, say something.

CLUBHOUSE RENTAL (4-hour maximum, 100-person maximum)

The fitness rooms, billiard room and pool area are not available for private rental.

The great room and kitchen areas are available for residents to rent for private events. A non-refundable fee of $150 will be charged to rent the space. Our Management Company will charge your account directly for any and all damages during the time of the event. The remainder of the clubhouse is closed to the party but remains open for the residents and their guests. In order to rent the clubhouse, go to 'Events' then 'Clubhouse and Golf Simulator Reservations' on our website or call our Management Company.

Anyone renting this space will be completely responsible for the entire space should anything be damaged. The resident will be completely responsible to clean everything at the end of the event. A post-event inspection will also be conducted by our cleaning company after each event (Attachment 3). This is a common area and it cannot wait until the next day or even hours later, so please be prepared and allot time to clean up after your event. It must be done before leaving. All events must be approved by the Management Company. If a resident does not properly clean after the event, or the event causes a disturbance, the HOA Board and/or Clubhouse Board has the right to revoke future rental privileges.

Signage to alert others of a private event can be found in the top drawer furthest from the fridge in the kitchen. Please post these on the doors so others will not bother the private event.

There will be a $150 cancellation fee due if a cancellation is not made within 72 hours prior to the event.

The clubhouse may not be rented during the following dates:

New Year's Day	Easter	Memorial Day
July 4th	Labor Day	Mother's Day
Father's Day	Halloween	Thanksgiving Day
Christmas Eve Day	Christmas Day	New Year's Eve Day
		Diwali weekend

PARK PLACE CRANBERRY ASSOCIATION, INC

CLUBHOUSE RULES AND REGULATIONS

Revision 5. Effective April 26, 2021

A "**Clubhouse Reservation Form**", Attachment 1, must be completed and signed by the reserving resident and received at least five days prior to the requested date of use. Forms will be located on the Park Place HOA website or by calling Management Company.

The clubhouse will be reserved on a first-come, first-serve basis. **All doors must be kept closed during all events in the clubhouse. Fire doors are not to be opened at any time, except during an emergency.**

Under no circumstances shall anything be affixed to the walls or ceilings of the building with nails and/or screws.

All noise and music must be confined within the clubhouse. The rights of other residents and owners, especially those living in close proximity to the clubhouse, must be considered when holding an event.

Thank you in advance for your cooperation.

Approved by the Park Place Cranberry Association, Inc. Board at the April 26, 2021 Board meeting:

Sara A Hazen — May 14, 2021

Park Place Cranberry Association, Inc. — Date
Sara Hazen President

Paula Merritt — May 14, 2021

Park Place Cranberry Association, Inc. — Date
Paula Merritt, Secretary

Attachment A.

HOLIDAY OBSERVANCE CALENDAR
CLUBHOUSE OPEN /NO PRIVATE EVENTS

Memorial Day

4th of July

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Easter Day

Diwali Weekend

Attachment 1

CLUBHOUSE RESERVATION AGREEMENT

(Must be completed, submitted and signed at least 7 days before the rental date)

This agreement, made and executed on _____ between Park Place Cranberry Association, Inc., 250 Bucktail Drive, Cranberry Township, PA 16066, as "Association" and _____ as "Resident" for use of Clubhouse on _____, 20____ from _____ AM/PM to _____ AM/PM.

Reservations: Residents may reserve the clubhouse for their private use in accordance with the Clubhouse and Pool Rules and Regulations. Reservations can be made through Park Place HOA webpage and/or by calling the Management Company. The Association reserves the right to deny or cancel the Clubhouse Reservation Agreement prior to, or during the reservation. A reservation shall not be considered confirmed until it is approved by the Clubhouse Board or Management Company.

Charges: A $150 rental fee is required at the time of reservation which can be paid by check or be credited to your HOA account with the Management Company. Your account will be charged if any damages are done to the Clubhouse or Association property during your event.

Liability: The owner and/or resident reserving the clubhouse shall be liable for any and all damages caused to the Clubhouse and Association property resulting from their use of the facilities, whether such damages are caused by his/her own acts or omissions or by his/her guests using the clubhouse. They will be completely responsible to clean everything at the end of their event and a post-event inspection will be conducted. This is a common area and cleaning cannot wait until the next day or even hours later. Your account will be charged for any damages done to the Clubhouse or Association property during your event.

Security: The Resident who is reserving the clubhouse must be at least 21 years of age and must be physically present at time of reservation.

Rules and Regulations:

1. Decorations **shall NOT be nailed, stapled or glued** to the walls/furniture or affixed in any manner that will damage the walls or furniture.
2. There shall be no use of glitter or confetti.
3. Smoking is prohibited inside the clubhouse and common areas.
4. Minors under 12 years of age shall not be permitted in the clubhouse unless accompanied by an adult.
5. The resident reserving the clubhouse shall be present at all times during the engagement.
6. If alcohol is served on the premises, you the undersigned are fully responsible.
7. The resident shall clean up after event (see attachment 3 - post event checklist):
   - All trash and recycling items are to be removed from the premises
   - Appliances are to be turned off and cleaned
   - Tabletops and countertops are to be cleaned
   - Vacuum carpet, sweep and mop flooring
   - All furniture is to be returned to original order
   - Heat or A/C is to be set at 70 degrees Fahrenheit after event

- All doors and windows are to be shut and locked following the event
- All decorations, inside and outside, must be removed after the event

8. The rental of the clubhouse **does not include rental of the pool, fitness center or other residential amenities**. These amenities are for the use of our residents.
9. No more than 100 people are allowed to occupy the clubhouse lounge at any time.
10. The resident shall ensure that engagement is orderly and that it does not disturb other residents.
11. All noise and music must be confined within the Clubhouse. The rights of other residents and owners, especially those living in close proximity, must be considered when holding an event.
12. The Resident reserving the clubhouse will be required to put signs on the doors indicating a private event. These signs will be located in the kitchen area.
13. There will be a $150 cancellation fee if a cancellation is not made within 72 hours prior to the event.
14. The resident is responsible for ensuring all guests comply with Cranberry Township and Park Place Association parking regulations. This includes both the clubhouse parking lot and all surrounding designated parking on township roads. The resident can be fined for any guest that does not comply with said regulations. Approved parking map can be provided upon request.

I have read, understand and agree to comply with all of the terms and conditions of the Clubhouse Reservation Agreement. I assume full responsibility and liability.

Resident Name: _____
(Please print clearly)

Resident Signature: _____

Phone Number: _____

Street Address: _____

Attachment 2

Pre-Event Inspection Checklist

(laminated copy will be hung on refrigerator with dry erase marker)

Event Date/Time: _____ / _____

Resident Name_____

Address: _____ Phone Number: _____

- ❑ Inquire on approved parking spaces prior to event.
- ❑ Kindly clean-up after event. Cleaning supplies are located and labeled in kitchen area. Dumpsters for trash can be found in main parking lot.
- ❑ Walk through to inspect floors, walls & furniture
- ❑ Please do not block doors
- ❑ fire extinguishers are labeled
- ❑ Please turn off all appliances/fan if necessary
- ❑ Please do not move furniture
- ❑ Reservation does not include pool and patio areas.

You, the resident, acknowledges that a member of our staff has gone over the above items with you. _____ (initials)

You also acknowledge that the room must be cleaned up and returned to original order within one hour after the event. _____ (initials)

Pre-event inspection completed and reviewed and agreed to by:

Resident: _____ Date: _____

(Signature of renting person)

Attachment 3

Post Event Clean-up Checklist

(laminated copy will be hung on refrigerator with dry erase marker)

Event Date/Time: _____ / _____
Resident Name_____
Address: _____ Phone Number: _____

- ❑ All trash/recycling items are to be removed from premises
- ❑ Appliances are to be turned off and cleaned
- ❑ Tabletops and countertops are to be cleaned
- ❑ Vacuum carpet, sweep and mop flooring
- ❑ All furniture is to be returned to original order
- ❑ Heat or A/C is to be set at 70 degrees Fahrenheit
- ❑ All decorations, inside and outside, must be removed
- ❑ All doors and windows are to be shut and locked

Post event cleanup completed and reviewed and agreed to by:

Resident: _____ Date: _____
(Signature of renting person)

Cleaning Crew: _____ Date: _____

Attachment 4

Tenant/Renter – Rochester Village Apartments Clubhouse & Pool Access Fob

Tenant/Resident Name: ____
(Please print clearly)

Tenant/Resident Street Address: ____

The Park Place Cranberry Association has issued Clubhouse & Pool access fobs to the tenant/resident listed above for the sole use of the tenant/resident. The Park Place Cranberry Association requires a refundable deposit of $75.00 for each access fob. The deposit must be paid by check (cash and credit cards are not accepted,) at the time the fob(s) and bands are provided. The refundable deposit will be returned by check and mailed within 14 days of receipt of the issued fobs.

Access Fobs issues (maximum of 2): ___ x $75.00 = ________

Additional Fobs (maximum of 2) ____ x $25.00 = _________

Paid by check # _____

Access Fob #: _______________________ Access Fob #: _______________________
Name: _____________________________

I have read, understand and agree to comply with all of the terms and conditions listed above and assume full responsibility and liability.

Tenant/Resident Signature: ______________________________Date: ___________________

Issued by: ____________________________________ Date: ____________
(Please print clearly)

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Access Fobs issues (maximum of 2): ___ x $75.00 = ________

Additional Fobs (maximum of 2) ____ x $25.00 = _________

Paid by check # _____

Access Fob #: _______________________ Access Fob #: _______________________
Name: _____________________________

Mail refund to:

Name: _____________________________
Street Address: _____________________________
City, State, Zip Code: _____________________________

Attachment 5

Class "A" – Owner
Clubhouse & Pool Access Fob

Owner(s) Name: _____
(Please print clearly)

Owner Street Address: _____

The Park Place Cranberry Association has issued Clubhouse & Pool access fobs to the Owner listed above for the sole use of the Owner and their immediate family members. Owners will be charged a lost fob, as specified in the Resident Privileges section, if these are not returned when the Owner sells their unit/lot. If you are a renter of a residential unit, you will need to contact your owner to gain access to the Clubhouse and Pool Fobs. Owners can call the Management Company for details.

Access Fobs issues (maximum of 2): ___

#Additional Fobs: ___ x $25 = _____

Access Fob #: _____ Access Fob #: _____

I have read, understand and agree to comply with all of the terms and conditions listed above and assume full responsibility and liability.

Tenant/Resident Signature: _____Date: _____

Issued by: _____ Date: _____
(Please print clearly)

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Access Fobs issues (maximum of 2): ___

#Additional Fobs: ___ x $25 = _____

Access Fob #: _____ Access Fob #: _____