

**RULES AND REGULATIONS
FOR USE OF THE BRUNSWICK HOUSE**
APPROVED AS REVISED, BY THE BPPOA BOARD March 2012

The Brunswick House is a facility owned and operated by the Brunswick Plantation Property Owners' Association as a venue for social, educational, recreational, charitable and religious activities of property owners and their guests. The facility may not be used for sales and marketing functions conducted by or organized for commercial organizations. This restriction does not apply to functions organized by property owners for display and possible sale of craft or hobby items or for occasional use by the Declarant for activities authorized in the Development's Master Declaration. See Appendix C for the policy on Use of the Brunswick House Involving Sales of Goods and Services.

PURPOSE

1. To set forth the rules and regulations for use of the Brunswick House by property owners of Brunswick Plantation. It is the intent of the BPPOA to provide these rules and regulations for the mutual enjoyment and safe use of the facility and amenities by the property owners and their guests.
2. See Appendix A for definition of terms, all of which are capitalized in this document.

RISK

1. The Brunswick House is not a secured facility. Therefore, all persons using the Facility and corresponding amenities do so at their own risk. The Brunswick Property Owners Association is not responsible for any accidents or injuries or loss of personal property that occur on Brunswick House premises.
2. Personal limitations should be considered when using the facility and amenities.
3. First Aid Kits are located in the Brunswick House outdoor and indoor pool areas, the kitchen and the ballroom storage area. For emergencies, there are telephones located at the outdoor pool(a weatherproof 911 phone), the exercise room, the kitchen and the foyer.

USE OF BRUNSWICK HOUSE IS RESTRICTED TO THE FOLLOWING:

1. Members in Good Standing and their Immediate Family may use the Brunswick House Facilities.(See Appendix A)
2. Guests of Members in Good Standing may use the Brunswick House Facilities only when the member is in attendance.(See Appendix A)
3. Tenants leasing a single family home for six months or more.
4. Anyone under 16 years of age must be accompanied by a Member in Good Standing, parent or guardian 21 years old or older.

HOURS OF USAGE

1. Ballroom - closes at 12:00 Midnight if reserved(not including clean up time) On New Year's Eve-2:00 AM latest(not including cleanup time)
2. Library - 6:00 AM to 11:00 PM
3. Indoor Pool - 6:00 AM to 11:00 PM
4. Indoor Exercise Area - 6:00 AM to 11:00 PM
5. Outdoor Pool - 6:00 AM to 10:00 PM
6. Tennis Court - 6:00 AM to 10:00 PM

RULES OF USAGE:

1. Only Members in Good Standing are permitted private use of the Brunswick House ballroom, library and Carolina Room. Such members using the ballroom, library and Carolina Room for Private Use must conform to all rules and regulations set forth herein.
2. Use of Brunswick House ballroom/kitchen/library and Carolina Room must be scheduled through the Brunswick House Facilitators. Reservations will be scheduled on a first come, first served basis. In cases of multiple requests for the ballroom for the same date/time, a request will be considered as complete only when the deposit has been submitted along with the signed contract. Due to the increase in residents, those groups who have regularly scheduled use of the ballroom should be prepared to share the facility or make other arrangements to accommodate the increased number of requests for use of the facility.
3. During scheduled functions, access to the library(unless otherwise reserved), pools, patios and exercise room will remain available to Brunswick Property owners and their guests.
4. Members requesting use of the ballroom for a private event will sign a Brunswick House Rental Contract. A Damage Deposit will be collected at the time the contract is signed. Private party renters are responsible to insure that the condition of the Brunswick House ballroom is maintained according to specifications as cited in Appendix B-Brunswick House Checklist. Following such use a Brunswick House Committee member will inspect the ballroom prior to the return of the damage deposit. The member will be responsible to pay for any damage that is done to the facilities in excess of the damage deposit.

Alcoholic beverages are not be stored in the Brunswick House. All beverages must be consumed during the scheduled event. All excess beverages must be removed immediately after the conclusion of the event for which they were intended. Unless a special exemption is granted by the Board of Directors.

If alcoholic beverages are present and consumed, the host reserving the ballroom is responsible for all inherent legal liability related to same and releases the BPPOA from all responsibility resulting from the consumption of alcohol by the reserving party and/or his/her guests. The damage deposit has been established at \$100.00 for private parties with no alcohol and \$500.00 for private parties where alcohol will be consumed.

5. Plantation Groups requesting use of the facilities for events or reoccurring functions on a regular basis will be required to complete an "Annual Activities Contract".

A clean up fee of \$25.00 will be assessed when the indoor or outdoor areas used are left in an untidy condition. Failure to pay this fee may result in future use of the areas being denied. The Community Manager will be the sole discretionary person in the enforcement of this rule.

6. Noise levels must be maintained at reasonable levels so as not to be offensive to those living near the Brunswick House or interfere with the quiet enjoyment of others using the facilities.
7. **SMOKING IS NOT PERMITTED WITHIN THE BUILDING OR IN THE OUTSIDE POOL AREA.** Smoking is permitted on the covered patio area outside the ballroom.
8. Cooking is not permitted except as follows:
 - A. Propane fueled grills, steamers and pots may be used in the rear parking area, as long as cookers are at least fifteen(15) feet from the building.

- B. The gas grills in the patio area may be reserved by members of the Property Owners Association by making a \$25 cleaning deposit and a non-refundable gas usage fee of \$5.00 per grill.
 - C. Reheating previously prepared foods in warming ovens and portable electric appliances which produce no smoke or grease, is permitted in the kitchen only.
 - D. Heated serving trays are permitted in the kitchen area, ballroom and Carolina Room.
9. All automobiles, motorcycles, golf carts and other types of vehicles must be parked in marked spaces in the parking lot and not in any grassy area.
 10. Brunswick House provided audio visual system usage is limited to authorized personnel only. If the system is needed during the use of the ballroom, contact the Brunswick House Facilitators well in advance of your function.
 11. Library is for the use of members only. Books may be borrowed by any member and are to be returned to the shelf in the library. Rules are established by the Library Committee and the Brunswick House Facilitators.
 12. All members are encouraged to turn off lights, fans, TVs, prior to leaving the area/room they have used.
 13. Tacking or taping objects(banners, balloons, etc) to the walls, windows, sliding doors or ceiling is prohibited.
 14. No pets are allowed in the Brunswick House or surrounding areas except those trained to assist persons with disabilities.
 15. Property owners will be required to pay the current fee for replacement of a lost key card or new bar code sticker.
 16. Except to exit the building, no one wearing a wet bathing suit is allowed in the exercise room, library, inside hallways or ballroom.
 17. Surveillance cameras are in place for the safety of all members. Inappropriate or offensive behavior or abusive language will not be tolerated. In such a case, the offending person(s) will be asked to leave.
 18. Capacity of the ballroom is 125 people.

POOL USAGE AND RULES

The use of the Brunswick House Pool is restricted to members in good standing and their families/guests. Pool rules include but are not limited to the following:

Who May Use the Pool

1. All POA Members in Good Standing their families and guests.
2. Tenants leasing single family home for 6 months or more.
3. Anyone under the age of 16 or any non-swimmers must be accompanied by an adult(age 21 or older).
4. Any child under the age of 14 is not allowed in the hot tub.

Health and Safety

1. Infants and toddlers must wear approved disposable swim wear when using the pools.
2. Any adult with incontinence problems must also conform to the use of approved disposable swim wear.
3. No person with a skin, eye or nasal infection or communicable disease is allowed in the pool.
4. It is recommended that everyone shower before entering pools.

5. No animals or pets are allowed in the pool area.
6. It is strongly recommended that no one swim alone.
7. It is strongly recommended that no one under the influence of alcohol swim in the pool.
8. Management reserves the right to close the pool for any reason.

Pool Area Behavior-Indoor and Outdoor Pools

Parents/adult supervisors are expected to enforce the following rules:

1. Wrestling, pushing, running, dunking, rough play, throwing of hard toys or balls, or general horseplay will not be permitted in the pool or enclosed area. Participation in such activity may result in being asked to leave the pool facility.
2. Smoking is allowed on the patio area only.
3. Food and drinks may not be consumed while in the pool. Drinks in non-breakable containers are allowed on the pool deck. Food consumption is restricted to the patio area.
4. The pool water is shallow. No diving is allowed in any section of the pool.
5. Footwear should be limited to soft soles or flip flops.
6. Brunswick House pool users should use the bathrooms adjacent to the exercise room.
7. No pets are allowed in the Brunswick House Facilities except those trained to assist persons with disabilities.
8. The Brunswick House and surrounding facilities are for the enjoyment of all the members, their guests and families. Inappropriate or offensive behavior or abusive language will not be tolerated. In such case, the offending person or persons will be asked to leave.
9. The handicapped chair lift is not a toy and is to be used by people requiring assistance getting in and out of the pool only.
10. Lap swimming is encouraged but not limited to 6 AM to 9 AM and 5 PM to 7 PM daily, while the pool is less crowded.
11. Loud or offensive music is prohibited.
12. At the sound of thunder, all swimmers and sunbathers should leave the pool areas and go indoors or to their automobiles. A thunderstorm is considered "as ended" when there has been no sound of thunder within the last 15 minutes of clearing. An additional 5-15 minutes of safety margin is recommended

It is the responsibility of all the members to help enforce these rules. The Community Manager, Brunswick House Committee Members and Board of Directors also have the authority to enforce the rules. Failure of a member or guest to abide by these rules can lead to removal from the pool and/or suspension of privileges.

TENNIS COURT RULES:

1. A sign-up sheet is available in the hallway between the dressing rooms. The Tennis Committee will handle all rules and usage.
2. Attire - Players shall wear a shirt, shorts, warm-up suits, tennis shoes, or shoes with white or neutral colored soft rubber soles.
3. Etiquette- Players shall obey the rules of tennis with regard to behavior on the court:
Keep noise to a minimum.
Avoid foul language.
Stay on your court.
4. Respect the person's game on adjacent court. Do not enter their court during a point.

5. No smoking or eating on the courts. Eating and smoking is allowed on the patio area.
6. At the sound of thunder, all players should leave the court area and go indoors or to their automobiles. A thunderstorm is considered "as ended" when there has been no sound of thunder within the last 15 minutes of clearing. An additional 5-15 minutes of safety margin is recommended.
7. Report all maintenance needs to the Community Manager.

EXERCISE ROOM RULES:

1. No child under 18 years is permitted to use the equipment in the exercise room.
2. No cell phone usage is permitted.
3. No food or beverages are permitted except for water.
4. Wipe exercise equipment after use.
5. Reports of malfunctioning equipment are to be made on the clipboard provided.
6. Use of the equipment is limited to 30 minutes per machine if others are waiting.

THESE RULES MAY BE CHANGED, ADDED TO OR MODIFIED AS REQUIRED TO INSURE THE BEST, SAFEST AND MOST PROPER USE OF THE FACILITIES BY AND FOR ALL MEMBERS.

Brunswick House Facilitator's Office - Hours: 9:00 AM to 1:00 PM Monday through Saturday,
910-287-4604

Brunswick Plantation POA Community Manager- 9:00 AM to 5:00 PM Monday through Friday,
910-287+4716

Appendix A - Definition of Terms

BHC - Brunswick House Committee, chartered to oversee and manage all assets of Brunswick House

BPPOA - The Brunswick Plantation Property Owners Association

BRUNSWICK HOUSE - The building and all its contents

BRUNSWICK HOUSE FACILITIES - The building and all rooms contained therein, outdoor pool, tennis courts, grounds, parking lots

CONTAGIOUS DISEASES - Diseases that can be transmitted through use of the facilities

DAMAGE DEPOSIT - To be granted use of the ballroom the deposits are as follows:
\$100.00 for parties with no alcohol
\$500.00 for parties with alcohol
\$25.00 clean up fee to be assessed for ongoing functions such as Bingo, Bunko, Golf Leagues, Area functions, group meetings etc. when the area(s) is left in an untidy condition. This fee will be assessed at the discretion of the Community Manager.

EXERCISE ROOM - The room on the right hand side of the foyer

IMMEDIATE FAMILY - Parents, children and spouses, grandchildren , siblings of members and nieces and nephews.

LIBRARY - Room opposite the ballroom

MEMBER IN GOOD STANDING - a Property Owner who has not been cited for serious infractions of the rules and regulations governing the use of Brunswick House and whose BPPOA fees are current.

PRIVATE USE - Members in good standing may be granted use of the Brunswick House ballroom to conduct a private function such as a dinner, party or wedding. Private use of the ballroom is subject to the rules described above.

TENNIS COMMITTEE- The group responsible for rules and usage of the tennis courts.

PROPERTY OWNER - Owner of land, house, condominium or townhome in Brunswick Plantation

RECREATIONAL AREAS - Exercise room, indoor and outdoor pool areas, tennis courts, patio areas

APPENDIX B - Brunswick House Check List

Renters Name: _____

Checked by: _____

Date: _____

Kitchen

Refrigerator _____

(All food items are removed and shelves are clean – **All alcohol is to be removed**)

Food Warmer _____

(Shelves are clean)

Microwave _____

(Inside should be clean)

Counter tops _____

(Wiped down and there should not be anything left out on the cabinets such as party supplies, pitchers, etc.)

Sink _____

(All dishes should be washed and put away and the sink should be wiped down)

Floor _____

(Swept and mopped)

Trash _____

(All trash should be removed from the kitchen to the container out back and there should not be any trash stacked outside of the container)

Ballroom

Tables & Chairs _____

(All tables should be wiped clean & chairs put back in place with no damages & all banquet tables and folding chairs put away according to the diagrams. Do not maneuver the chair carts over the dance floor. BH tablecloths should be laundered and returned to the closet in the storage area.)

Dance floor _____

(Floor should be clean)

Carpet _____

(Vacuumed)

Walls _____

(No damages)

TV _____
(Works properly with all equipment shut off & cabinet locked)

****All decorations should be removed from the room**

Bathrooms

Check for any damages – housekeeping will clean

Library

Check for damages _____
(All supplies should be removed)

Carolina Room

Tables & Chairs _____
(Tables & chairs should be put back into place and cleaned)

Trash _____
(All trash should be removed from the Carolina room & patio)

Foyer

Check for damages _____

Comments: _____

Refund deposit: yes _____ no _____

APPENDIX C

USE OF THE BRUNSWICK HOUSE INVOLVING SALES OF GOODS AND SERVICES

As a rule, the Brunswick House is not to be used for commercial purposes. However, the Board has determined that occasional sales of handmade or other items is not commerce as generally understood. Therefore:

1. Once a year, the Brunswick House may be used for the purpose of conducting a Craft Fair open to all Members with handmade items for sales.
2. Once a year, the Brunswick House may be used for a Quilt Show at which handmade items and sewing accessories may be sold.
3. Once a year the Brunswick House may be used as a Market Day for display and sales of products such as cosmetics, jewelry, etc., being merchandised on a small scale by Members out of their homes.
4. Incidental sales in conjunction with meetings and other events of such items as baked goods, sweat shirts, etc., by established BP organizations for charitable fund raising purposes are allowed.

Individual Members wishing to reserve the Brunswick House for events involving the sale of either handmade or purchased merchandise or services may do so subject to the following conditions:

- Reservations will be accepted no more than 30 days in advance.
- If the planned event will run for four hours or less (including set up and cleanup), it may be scheduled on any day of the week, if space is available.
- If the planned event will take more than four hours, it must be run on a Saturday or Sunday.
- The display and sale must be conducted only by the Member (no outside sales or marketing people.)
- The event must be open only to Residents of Brunswick Plantation or by invitation only to non-residents with individual names provided to the Guard in advance to allow entry.
- Any event of this type may be run no more than once a year by a Member.

In no case may the Brunswick House be used by a Member for display and marketing by a business located outside of Brunswick Plantation even if the Member is an employee of the business. It is felt that such an event would be considered commercial.