

Bristol Harbour  
Community Center

Rules

And

Regulations

Compiled  
February 2009

## **Part A-General**

The Rules and Regulations are set forth in order to enrich the enjoyment of all members of the Bristol Harbour Village Homeowners Association. The Board of Directors, management and staff of the Association encourage participation in the many activities within Bristol Harbour.

1. The following rules, having been adopted by the Board of Directors of the Association, are hereby set forth for the residents.
2. The owner is responsible for ensuring all members and guests of the owner's household observe and comply with the rules, regulations and the directions of the staff. The owner has the ultimate responsibility to ensure that these rules and regulations are adhered to by all in the household and all guests.
3. Children under the age of sixteen must be accompanied by an adult in any room of the Community Center. In addition, any rule stated herein must be followed. In the event there is noncompliance a letter will be sent to the resident stating that a second non-compliance will result in the loss of Community Center privileges for 3 months. In the event of intentional damages to the facility or grounds occurs, no warning will take place and the cost of the damages will be assessed. Privileges of the Community Center will be reassessed and privileges of the Community Center will be lost for 12 months.
4. The Board of Directors may, for good cause shown on its motion, or upon written request, waive or modify any of the rules and regulations contained herein or make additions to these rules and regulations, provided appropriate notification of such changes or additions is provided to the residents. A complete and current copy of the Rules and Regulations will be posted on the Community Center bulletin board as well as the Bristol Harbour Association web site. [www.bhva.com](http://www.bhva.com)
5. BHVA is not responsible for lost or stolen items.

### **Mission Statement**

***The Bristol Harbour Community Center is to be used to promote recreational, social and educational activities for residents of Bristol Harbour Village.***

Residents of Bristol Harbour have long recognized the uniqueness of this area. One of the qualities that gives this area a special charm is its commitment to community life and its rich tradition of social and cultural activities.

As early as 1971, residents recognized the need to provide a facility that would promote and enhance the community. The need was met with the construction of the 2,200 square foot Caprini Center.

In the past 10 years, Bristol Harbour Village has witnessed an upswing in population and the construction of many new single-family homes. The Caprini Center, was no longer adequate to fill the needs of the community as outlined in the mission statement.

In October 2006 the residents of the community overwhelmingly agreed to fund the construction of a new community center. The new \$500,000.00, 5,650 square foot Bristol Harbour Community Center, located on the site of the Caprini Center was officially opened on September 2, 2007.

### **The Facility**

The Bristol Harbour Community Center is a **smoke-free** building that consists of the following facilities:

#### **First Floor: (Located on the first floor and available for rent are):**

1. The Bernice J. Caprini Great Hall  
29' 1" X 21' 10"  
Capacity-50 people for parties
  - No televisions allowed in Great Room
  - No food permitted in Great Room
  - No open flames permitted in the building

Suitable as a gathering place for the community, the reading and relaxing area has full access to bathrooms and kitchen. Furniture is arranged to promote socialization and is not to be moved.

It has a cathedral ceiling, oversized stone-gas fireplace and large windows with sweeping vistas of the hills and the lake.

2. Titus Meeting Hall  
24' 3" X 21' 1"  
Table setting for 37 people (Based on state codes-per square foot per person with tables and chairs.

Suitable for large meetings, family gatherings and educational forums with full access to bathrooms and kitchen but not the fitness center

3. Conference Room  
Suitable for small meetings up to 12 people at a table.

Also located on the first floor are

4. Fred W. Sarkis-Founders Library  
This loft area contains a comfortable reading area and a library maintained by the residents with shelving for numerous volumes donated by the residents.

Library hours will be the normal BHVA business hours of operation, 8:00 am to 4:30 pm, Monday through Friday. Checkout and return of books is on an honor system.

5. Kitchen

The 75 square foot kitchen is a cater-in kitchen. It contains an oven, microwave, refrigerator and dishwasher.

6. 2 Offices

Two separate offices, each 120 square feet, provide space for the staff to carry out the daily functions of the Bristol Harbour Village Association and the Condominium Associations.

In addition, adjacent to the offices is a reception area and record storage facility.

**Lower Level:**

7. Physical Fitness Center

The 700 square foot physical center has direct access. **Children under 16 require adult supervision.** Equipment provided for residents includes the following:

- 3-Treadmills
- 2-Elliptical Machines
- 1-Recumbent Bike
- 1-Multi Gym
- 1-Power Crunch
- 1-Stretch Machine
- 1-37" Plasma T.V.

Residents are required to sign in/out. Residents are required to clean equipment. No gear or shoes are to be left behind. No bare feet allowed.

8. Richard Booth Youth Center

The room is located in the center of the lower level. This room will be the social center for the youth of our community, in addition to serving as a craftwork area for both our youth and adults. It contains the following:

- Ping Pong Table
- Pool Table
- Nintendo Game
- T.V.

9. Multipurpose Room

The third major room in the lower level is designed for multipurpose uses. It can be a meeting area, workroom or lounge.

10. Lavatory Facilities

1.) Upper Level

- Male and female lavatories are located near the Titus Meeting Hall and Bernice J. Caprini Great Hall. They are easily accessible from the outside,

designed for convenience of residents and guests using the tennis courts, basketball court and the picnic area.

2.) Lower Level

The lower level contains the following

- 1-Male shower/locker room
- 1-Female shower/locker room

**Board of Governance**

The Bristol Harbour Community Center Board of Governance shall be responsible for overseeing the daily operations of the community center. The committee will be responsible to oversee the following, but not limited to:

- 1.) Establish the Rules and Regulations
- 2.) Set:
  - Hours of operation
  - Rental Fees
  - Calendar
  - Fitness Center rules and regulations
- 3.) Equipment acquisition and replacement
- 4.) Determine operation needs and maintain a Capital fund
- 5.) Exterior building and grounds
  - Parking Lot
  - Basketball Court
  - Picnic Area
- 6.) Exercise prudent fiscal management
- 7.) Foster community involvement
- 8.) Oversee maintenance and general upkeep of the facility
- 9.) Develop an annual budget

**Board of Governance-Membership**

The Board of Governance shall consist of 7 members:

- Chair-Appointed by BHVA Board
- Vice Chair
- Secretary
- Treasurer
- BHVA Recreational Chair (appointed annually)
- 2 Members at Large

The chair will select the 5 members of the Board.

The positions of Vice Chair, Secretary and Treasurer will be elected by the Board of Governance members.

Board members will serve a three (3) year term, with no limit on the number of terms that may be served with the exception of the initial Board.

### Initial Board Terms of Office

The initial Board of Governance terms of office shall be as follows:

- Chair-3 Year Term
- Vice Chair-2 Years
- Treasurer-2 Years
- Secretary-2 Years
- 2 Members at Large-1 Year
- BHVA Recreational Chair-appointed annually by the BHVA Board of Directors

### **Access To The Fitness Center and Recycling Center Access** **(Use of Entry Card)**

The Community Center is monitored by a security system. A special access card is needed for use of the facility and to access the Recycling Center.

Each member household is provided with one (1) entry card at no charge and may purchase one (1) additional card for \$10.00 by contacting their respective Managing Agent. Cards are good for as long as you own your home and should not be discarded. Lost cards will be replaced at the member's expense (\$50.00). Contact the Managing Agent for replacement of card. Cards reported lost will be deactivated. **New cards will be issued only during normal business hours, Monday-Friday, 8:00 am to 4:30 pm and will be replaced within 24 hours excluding weekends and holidays.** If an owner rents his or her property, it is the owner's option to provide the card to the renter (6 months or longer). The card cannot be shared. It can only be used by the owner and family or the renter and family. The owner remains responsible for any damages to the Community Center. In the event of the sale of your home you should return your card(s) to the Managing Agent. Cards will automatically be deactivated upon the sale of the residence and a new card(s) will be issued to the new owner.

### Admittance Procedure

Entry: Hold your card up to the reader, which is located on the lower level to the left of the double door. Use the same procedure to access the recycling center. The security lock will be released and you will be able to pull the door open.

When the facility is rented the security system will be activated for using the card located to the right of the meeting hall door. The card activation will be operational for the length of the event only. The renter is responsible for securing a card during normal business hours, no later than 48 hours prior to the scheduled event.

Also, the swipe card will be a resident only means of accessing entrance to the Recycling Center. The swipe card reader is located next to the left front door.

### **Rental of Facility**

A. Requests for reservation can be taken up to one year prior to the date of use.

a. Residents

**Must be in good standing**

Calendar opens on the first day of the month of use, one year in advance.

B. Procedure for Rental

a. Obtain a Reservation Application from the BHVA office or from the web site. [www.bhva.com](http://www.bhva.com) (See appendix)

b. Submit completed form to the BHVA office.

c. Rental requests will be confirmed by phone or e-mail within 7 business days excluding weekends and holidays.

d. Reservations will be finalized only after required forms are submitted and all fees and deposits have been paid.

C. Rental Payment and Deposit Information

The Bernice J. Caprini Great Hall:

\$50.00 for 4 hours, \$90.00 for 8 hours

The Titus Meeting Hall:

\$50.00 for 4 hours, \$90.00 for 8 hours

Conference Room:

Resident-\$0.00, Resident Business-\$40.00

Combination Bernice J. Caprini Great Hall and Titus Meeting Hall:

\$75.00 for 4 hours, \$140.00 for 8 hours for personal use

(The Non-Resident fee will apply for all residents using the center for business purposes)

Note: Residents will be held financially responsible for all breakage, damage or clean-up expense resulting from their event.

There will be no fee or damage deposit required for use of the center for qualified residents' events such as Neighbor's Night, community clubs, educational forums and general interest activities for residents. Meeting dates, however, will be subject to availability. Although there is no charge for these events, a valid resident will have to sponsor the event and be responsible for any damage/clean-up that may occur.

D. Damage/Compliance Deposit Fee:

Damage/Compliance Deposit Fee is \$250.00. Deposit is refundable if the conditions of the rental are met. Damages exceeding \$250.00 will be billed to renter.

Conditions that lead to withholding part or all of the Damage/Compliance Deposit include, but are not limited to the following:

- Clean up is not completed as outlined in the facility rules and regulations.
- Use of the room exceeds the scheduled rental time.
- The number of persons attending the event exceeds the number listed in the agreement.

E. Cancellation/Refund Policy:

Once the reservation request has been accepted and rental confirmed, a reservation may be cancelled but the following penalties will be assessed:

For cancellation prior to 30 days of rental, the full fee will be refunded

For cancellations within 30 days of rental, ½ of the rental fee will be refunded.

All requests for cancellation must be submitted in writing to the BHVA office.

Checks should be made payable to BHVA Community Center. Two checks need to be submitted. One check will be for the rental fee and one check will be for the \$250.00 damage/compliance deposit fee. We will hold the \$250.00 deposit until your event. After the event is over, we will return your check to you.

Full payment is due 30 days before the event.

Damage/Compliance Deposit Fee must be made at least 48 hours prior to event. The payment will be held until inspection of the facility warrants return. Cards should be picked up at time Damage/Compliance Fee is paid.

### **Rules for Renters**

The rooms will be rented on a first come, first serve basis. The first person or group to pay the cost of rental will be guaranteed use of the facility. Renters will not be allowed to enter the room/rooms until the reserved day. Anyone entering before the day, for any reason, will be charged for an additional day. Cards must be picked up during normal business hours, at least 48 hours prior to your event, at the Bristol Harbour Village Association office (BHVA). The office is located within the Community Center. Renters must call the office prior to picking up the card. The number is 585-396-2700.

Renters are responsible for cleaning the room/rooms included in the contract. Adequate cleaning is defined as leaving the facility in the same or better condition than it was prior to rental. Cleaning equipment is provided. All trash must be properly bagged, sealed and taken to the Recycling Center, located at the entrance to the Community Center parking lot. Your card will allow access to this center.

No equipment/furnishings may be removed from the building at anytime.

Do not attach decorations to either the exterior or interior walls. Posters or signs should be free standing. Lighted candles or open flames inside the building require written approval from the Managing Agent. Easels and bulletin boards will be provided. All personal items and decorations must be removed at close of the event. The following Holidays are not available for rent: Memorial Day weekend, July 4<sup>th</sup> weekend and Labor Day weekend

**KITCHEN:**

- Empty refrigerator and freezer of all food, ice, etc.
- Wipe countertops and sink
- Clean stove and microwave (if used)
- Sweep/mop floor
- Empty trash
- Remove all belongings from premises including trash and recyclables. (Do not leave recyclables in the building.

**BATHROOMS:**

- Wipe sink
- Flush toilets
- Clean floor
- Empty trash

**GREAT ROOM OR MEETING ROOMS;**

- Return tables and chairs to original positions
- Wipe down all tables
- Mop/sweep floors
- Empty trash
- Make sure to turn off fans
- Make sure the door to the lower level is locked
- Remove all belongings from premises including trash and recyclables. (Do not leave recyclables in the building.

**NO SMOKING, NO SALE OF ALCOHOL AND NO PETS.  
ALL LIGHTS SHOULD BE OFF, THE FIRE PLACE MUST BE TURNED OFF, AND  
DOORS LOCKED AS YOU EXIT.**

Thank-you for your cooperation.  
Failure to complete the required clean up may result in forfeiture of your  
Damage/Compliance Deposit Fee.

Hours of operation:                    Monday-Sunday                    5:00 am to 10:00 pm

Access:

Use your card at the access reader located to the right of the lower level double doors. The card will need to be utilized again once inside. This reader is located to the left of the fitness center door and will unlock the fitness center.

Informed Consent Waiver:

Prior to being allowed to use the BHCC fitness center an Informed Consent Waiver (see attached) must be signed and returned to the BHVA office. Only upon receipt of this waiver will a resident's card be activated allowing access to the fitness center.

**Fitness Center Rules and Regulations**

- Members must have valid "Card" to enter fitness center
- Proper workout attire is required, i.e. t-shirts, sweatshirts, shorts, athletic shoes.
- You will not be allowed in fitness center in street clothes.
  - No denim shorts or pants.
  - No open-toed shoes.
  - No belts or loose fitting jewelry
  - Shirts and athletic shoes must be worn at all times
  
- Must sign the sign-in sheet and indicate the equipment you intend to use.
- When others are waiting to use the equipment you are limited to 30 minutes.
- Wipe down all equipment after use. Paper towels and liquid cleaner is provided.
- Report any broken equipment to the Community Center staff.
- Leave the machine in start-up position for the next person.
- No food or drink allowed in the fitness center. Only plastic water bottles with lids are allowed.
- No pets are allowed in the fitness center.
- No bare feet allowed.
- Any person using the facility must be 18 years or older and have a waiver form on file.
- Fitness center will be opened from 5:00 am to 10:00 pm, seven days a week.
- There is a phone located in the Richard Booth Youth Center for emergencies only.
- Last person to leave facility must initial sign-in sheet and turn off lights.

**Tennis Court Rules and Regulations**

- Courts are for the exclusive use of members and guests (including hotel guests).
- Guests are limited to one per member.
- Registration (sign-in) is required each time a member uses the court.
- When others are waiting, singles are limited to 60 minutes of playing time.
- When others are waiting, doubles are limited to 90 minutes of playing time.
- Courts will be used for tennis, i.e. no skateboards, roller blades, scooters, etc.
- Dress in tennis attire, i.e. no street shoes or boots that might damage the court.

## **Basketball Court Rules and Regulations**

- Courts are for the exclusive use of residents and guests (including hotel guests).
- Members must bring their own ball to the court.
- Inappropriate behavior (language) will not be tolerated.

## **Richard Booth Youth Center**

Richard Booth Youth Center (Accessed via lower level)

- Summer hours of operation 5:00 pm to 8:30 pm.
- Children under 16 must be accompanied by an adult.
- Sign-in at time of arrival.
- Emergency phone number required.
- Appropriate behavior required at all times with three warnings and you're out rule in effect.
- Upper level of Community Center and Fitness Center is off limits.
- G, or PG DVDS/videos only

## **Community Activities**

The Bristol Harbour community schedules many events for its residents. Many of the events are held at the Community Center.

A list of events that are normally held at BHVA include the following:

- Neighbor's Night
- Harvest Get Together-Arts and Crafts and refreshments for children/grandchildren
- Craft Night
- Easter Egg Hunt
- Memorial Day Bonfire/Music on the Beach-Meyer and McGuire
- Junior (12 and under) fishing derby runs-3 cash prizes
- Bristol Daze on beach-Music by Meyer and McGuire-Bristol Cliffs Yacht Club
- Neighborhood Garage Sale
- Ladies Luncheon
- Friday Frolic
- Bridge Club
- Oktoberfest-Bristol Cliffs Yacht Club

## **BHCC Fitness Center Application**

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**Please Print Clearly**

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First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address Cont.: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office/Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**In Case of Emergency Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Informed Consent Waiver

Filed on: \_\_\_\_\_

Date

**INFORMED CONSENT WAIVER**

I, the undersigned, wish to use the fitness center at the Bristol Harbour Community Center. I certify that I am physically able to participate in exercise activities. I have a reasonable basis for this opinion due to examination and/or consultation with my physician. I also certify that I will use good judgment while exercising and will not overexert. I recognize that I am responsible for knowledge of my own state of health.

I realize that any time one engages in physical activity there are inherent dangers. I, therefore, accept any and all responsibility and assume risk of any and all injury or damage to my person which may arise, whether directly or indirectly, as a result of my participation in the fitness program, or as a result of the prescriptive advice I receive. I hereby release and hold harmless from any liability, whatsoever, the BHVA, as well as its affiliates, directors, officers, employees and representatives.

I also agree to abide by the rules and regulations as established by the BHVA with the understanding that violation of such rules may result in withdrawal of my privilege to utilize the fitness facility or engage in the prescribed fitness program.

I certify that I understand and agree to the contents of this waiver.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**CLEAN-UP CHECK LIST**

**THE ENTRY KEY MUST BE RETURNED TO THE MAIN  
OFFICE BY 9:00 AM THE NEXT BUSINESS DAY**

**KITCHEN**

- Empty refrigerator and freezer of foods, ice, etc. **Do not leave bags of ice in the freezer**
- Wipe countertops and sink
- Mop/sweep floor
- Clean stove and microwave (If Used)
- Remove all belongings from premises including trash and recyclables (Do not leave recyclables in the building)

**GREAT ROOM AND MEETING ROOMS**

- Return all tables and chairs to original positions
- Wipe down all tables
- Do not store chairs in the closets
- If you move chairs to the small conference room, they must be moved back after the event.**
- Mop/sweep floors
- Empty all trash and recyclables (Do not leave recyclables in the building)
- Make sure to turn off fans
- Make sure the door to the lower level is locked

## BATHROOM

- Wipe down sinks
- Mop/sweep floors
- Flush toilets
- Empty Trash

**!!ATTENTION!!**

*BALLOONS ARE NOT ALLOWED IN  
THE COMMUNITY CENTER*

*REMOVE THEM FROM ANY SIGNS  
OR MAILBOXES WHEN YOU ARE  
DONE*

*IF YOU DO NOT, YOU WILL BE  
CHARGED ACCORDINGLY*