

Clearbrook Community Association, Inc.  
("CCA")  
Rules and Regulations

**I. INTRODUCTION**

Clearbrook is a self-governing community consisting of a master association and 18 condominium associations that are commonly referred to as "Sections". To realize many of the advantages of condominium living, one needs to understand that when living in close proximity and using facilities in common, we need to be guided by rules and regulations. A willingness to abide by rules will make living in Clearbrook an orderly and harmonious experience. Inherent in condominium living is the giving up of a certain degree of freedom of choice which one might otherwise enjoy in separate, privately-owned property.

We benefit when residents graciously comply with the rules developed through experience by the body of elected officials – past and present. These are rules which the Clearbrook Community Association Board of Directors agrees are applicable to all residents. Please understand that there may be additional rules, unique to each Section, which are not covered in this publication.

Per the CCA By-Laws, one of the Board's duties is "making and amending rules and regulations." These rules and regulations are meant to assist in preserving, protecting and enhancing the common property of Clearbrook. The source and authority are the Clearbrook Community Association and Section governing documents. These documents include the Bylaws of the CCA and the Master Deed and Bylaws of each Section, copies of which you received at closing. If you do not have your copy, you may obtain them for a minimal fee or view them online at [www.clearbrook-nj.com](http://www.clearbrook-nj.com). When the rules become antiquated, or cease to be responsive to the needs of the community, the CCA Board of Directors will respond and make changes the majority feels are necessary.

All residents should carefully read the following Rules & Regulations since each and every resident is required to abide by them. The breaching of these rules by any resident, or Club/Group/or Organization ("C/G/O") may result in the imposition of a fine or the suspension of privileges. If there are any rules that you do not understand, you may always inquire at the Administrative Office to obtain help in understanding the rules. Every resident is also responsible for the conduct of guests in accordance with the rules for each facility and amenity.

## II. REQUIREMENTS FOR CHANGES TO YOUR UNITS

### A. Architectural Alterations:

1. **As per each Section's bylaws, residents are not permitted to make any structural changes (additions, alterations and/or modifications) to their Units or modification to the common elements without prior approval.** This rule is in place to make certain all changes conform to established building codes and community guidelines, all of which benefit the community in terms of aesthetics, safety and a reasonable degree of uniformity.
2. Any resident contemplating a structural change to their unit or any modification to the common elements must first contact the Administrative Office to receive an application and all guidelines and forms necessary to submit the approval request. Each application may differ, but the usual requirements are: application form, plan, covenant letter, contractor's certificate of insurance, bond, contract, Monroe Township permit, neighbor notification and approval of governing bodies.
3. **All applications must be approved by the Architectural Review Advisory Committee, your Section, and the CCA.**
4. Examples of exterior changes in which applications are required include: sun room enclosures, patio slab additions, skylights, vestibule enclosures, windows, awnings, lawn watering systems, etc.
5. Examples of interior changes that involve breaking into a wall to reach wires or plumbing lines for which applications are required include: ceiling or attic fans, any modifications to original electrical circuitry (adding outlets, wall switches, circuits, garage door openers, etc.), moving appliances to different areas, and wallboard installation in a garage.

### B. Landscape Alterations: All areas surrounding your unit are common property belonging to the entire Section.

1. Unit Owners may plant within three feet of their unit ***only*** with the proper approvals from the Landscape Review Advisory Committee, the Section, and the CCA.
2. Any resident contemplating a landscape alteration to their unit must first contact the Administrative Office to receive a copy of the Regulations and Guidelines for Unit Owner Landscape Modifications which includes an application and information about the approval process.

### **III. PARKING REGULATIONS**

#### **A. Resident Parking:**

1. Residents who live in a unit with a garage are required to use their garage and driveway as their parking spaces.
2. Residents living in Devons and Cambridges have two spaces available to them in the adjacent parking lot. The Apartments have parking spaces available for all residents who possess a vehicle that is licensed and registered to them.
3. Residents are not allowed to park in cul-de-sacs; these spaces are for guests only. Special permission in extenuating circumstances may be authorized by the Gatehouse Captain. This authorization will be for a maximum of 7 days and may not be renewed.
4. Residents are not permitted to park any commercial vehicles in the community overnight. This limitation includes streets, driveways and cul-de-sacs. The term “commercial vehicle” shall mean stake bed trucks, tank trucks, dump trucks, concrete trucks, vehicles larger than a panel van and any with any exterior commercial name or advertising (other than the name of a vehicle or model as applied to the vehicle by the manufacturer), and any vehicle with exterior ladder racks, tools racks or other exterior appurtenances typically used in connection with a commercial enterprise.

#### **B. Guest Parking:**

1. Parking spaces in cul-de-sacs are for guests on a first-come, first-served basis.
2. Any guest parking overnight in a cul-de-sac must obtain a parking permit from the Gatehouse (maximum permit parking is 7 days).
3. Guest parking is allowed on streets during the day (excluding Clearbrook Drive) when cul-de-sacs are full. Guests must abide by all general community street parking rules.
4. Live-in aides are not permitted to park in cul-de-sacs and must use one of the two spaces designated for the resident.

#### **C. Clubhouse Parking:**

1. There is a seven (7) hour parking limit. Spaces are restricted to those residents using the Clubhouse and adjacent recreational facilities.
2. Bus patrons and commuters are not allowed to park in the Clubhouse parking lot, except when using medical transports. A limited number of parking permits for daily use at the municipal lot on Applegarth Road across from the main gate is available at the Activities Department.
3. Parking is permitted only in designated striped areas.
4. All angled parking must be head in.
5. Accessible Parking spaces are available only to cars bearing the appropriate license emblem or placard.
6. No parking along the entrance roads to the Clubhouse.
7. No parking in employee spaces behind the Clubhouse during normal working hours.
8. No parking in restricted areas, such as in front of fire hydrants, cross hatched areas, unstriped areas, along the south side of Belmar Road, and alongside the planted island adjacent to the Clubhouse.
9. No parking overnight between the hours of 2:00 am and 6:00 am. If a warning is placed on your vehicle and the vehicle is not removed within 48 hours of the time noted on the warning, it will be towed.
10. Buses are allowed 5–10 minutes of idle time while waiting for passengers to embark.

#### **D. Cultural Center Parking:**

1. Resident overnight parking permitted only in designated striped areas adjacent to East Gate Plaza.
  - a. Non-resident vehicles require a permit from the Gatehouse for overnight parking.
  - b. Commercial vehicles are not permitted at any time.
2. Accessible Parking spaces are available only to cars bearing the appropriate license emblem or placard. Non-handicapped drivers are not permitted to park in these spaces; they may use the space only to discharge and pick up passengers.
3. No parking along entrance roads.
4. No parking in restricted areas, such as Halsey or Ardmore Roads.
5. Buses are allowed 5 to 10 minutes of idle time while waiting for passengers to embark.
6. Overnight parking for bus trips is allowed at the Cultural Center:
  - a. The Activities Department will issue overnight parking permits with a maximum of 20 permits per bus with a 2 bus limit per trip. The gatehouse cannot issue additional permits.
  - b. Permits must be displayed on the dashboard.
  - c. Cars must park along the outside perimeter on the south side of the parking lot.

#### **E. Community Street Parking:**

1. Residents may use streets in front of their homes for guest parking when cul-de-sacs are full.
2. Cars parking on streets must not obstruct traffic.
3. Cars parking on the street must park in the direction of traffic. Cars may not park against the traffic flow.
4. No parking opposite any driveway.
5. No parking within 10 feet of a mailbox.
6. No parking within 20 feet of a stop sign or a corner.
7. No parking along yellow-marked curbs.
8. No parking within 10 feet of a fire hydrant.
9. No parking on Clearbrook Drive except in the striped designated area near the Clubhouse.
10. No parking on any gateway plaza (Main Gate, North Gate or East Gate).
11. Overnight parking is not allowed on streets between the hours of 2:00 am and 6:00 am. If a warning is placed on your vehicle and the vehicle is not removed within 48 hours of the time noted on the warning, it will be towed. On major holidays, overnight parking restrictions will be suspended.
12. Service/Delivery vehicles may park on local streets only during the time of service or delivery.
13. Multiple car transport carriers are not permitted to pick up or unload cars on Clearbrook property. Arrangements should be made for this to be done outside of Clearbrook.
14. Devons, Cambridges and Apartments – Designated parking areas are restricted to residents and their guests.
15. No parking on streets during snowfalls or following a snowfall until the street is cleared of snow, to facilitate the work of the snow plows.
16. Administration may authorize parking under certain circumstances, such as special events, in undesignated areas.

**F. RV Parking:**

1. Temporary parking at the Cultural Center for recreational vehicles (RV's) owned by residents or visitors may be approved by the Gatehouse Captain. Approval will be limited to 3 days prior to departure and 3 days after return. A permit issued by the Gatehouse must be displayed on the dashboard. The CCA Board and/or Clearbrook will not be held responsible for any damage to vehicles. All other recreational vehicles must be garaged.
2. Five parking spaces are available in the Maintenance lot off Applegarth Road in designated areas for residents who own an RV. Parking is allowed by permit only for Clearbrook residents for a period of one year. Permits will be issued upon receipt of a signed waiver and a copy of the current liability insurance policy, motor vehicle registration, and insurance card. RV owners must keep the parking area clean at all times and will be responsible for any damage caused to Clearbrook property. No washing or repairs are to be done at any time while parked in the lot. Entering and exiting must be on Applegarth Road. In order to be fair to all residents owning recreational vehicles, and since our recreational vehicle parking spaces are limited, a lottery system will be used to determine who will be allowed to use the parking spaces available. This lottery system will take place each year in the month of May.

#### IV. USE OF INDOOR FACILITIES (CULTURAL CENTER & CLUBHOUSE)

**A. General Rules:** All residents and guests of residents must adhere to the following rules while in the Clubhouse or Cultural Center.

1. All activity rooms are for the use and enjoyment of the community at large.
2. No guest will be admitted to the facilities unless accompanied by a resident, who is required to remain with the guest during his or her stay.
3. **All persons using any facility do so at their own risk.**
4. Smoking, including e-cigarettes, is not permitted in any area of the buildings.
5. Pursuant to Monroe Township Fire Department Occupancy Regulations, no function may take place in any room when the number of persons exceeds the permitted, posted limit.
6. **No food or drink is permitted outside of immediate area where dispensed.**
7. **Gambling of any kind is not permitted** in the Clubhouse or Cultural Center.
8. Alcohol is not permitted in the Clubhouse or Cultural Center. C/G/Os that elect to serve alcoholic beverages at their events **MUST** elect one of the following options: (a) have members supply their own beer or wine (*Hard liquor is not permitted under the bring your own provision.*); (b) hire a caterer with a liquor license that may be utilized on the Clearbrook premises; or (c) obtain a special events or club license to serve alcohol. If these steps are not followed, alcoholic beverages may not be served in any Clearbrook common facility.
9. No baby carriages or strollers are permitted.
10. Wearing swim suits without a cover-up or walking without shoes is not permitted.
11. The wearing of golf or spiked shoes is not permitted beyond the restrooms adjacent to the Pro Shop.
12. Recreational activity, including recreational walking, is not permitted in the hallways, lobbies or corridors. In addition to our exercise room, recreational walking is permitted in the Cultural Center from 6:30 AM to 3:00 PM subject to availability. Walkers must adhere to a buddy system.
13. All regulations, including safety, governing the use of any equipment in any facility will be strictly enforced.
14. Removal of furnishings, signs, notices, tools, equipment, etc. from the facilities is prohibited.
15. **No one is permitted to nail, tack, tape, or glue anything to the walls, doors or windows in any of our facilities.**
16. Each room has a bulletin board for posting notices.
17. All C/G/Os are limited to one notice at any given time in the Clubhouse. The notice must be 8 ½" x 11" and given to the Activities Department for placement on the bulletin board.

#### **B. Art Studio:**

1. Most art media are permitted, except for the few which may present a health hazard, require open flame, require special machinery, or present special cleaning problems such as making castings and potter's wheels.
2. Residents are to clean up their work areas when their work session is over.
3. Washing of implements should be performed carefully in the studio to prevent staining sinks and counters.
4. The rest rooms should never be used for cleaning implements.
5. Lockers are reserved through the Activities Department. Only locks provided by this department are permitted to be used; unauthorized locking devices will be removed.
6. C/G/Os that have made written application for use of cabinets will be assigned through the Activities Department.

**C. Billiard Room:** The Billiard Room contains 4 billiard tables for resident use.

1. Billiard Room hours are limited to 8:00 a.m.-10:00 p.m. seven (7) days a week (no exceptions).
2. Play time is limited to two (2) games or one (1) hour (whichever is shortest), when others are waiting to play.
3. Guest players ***must be accompanied by a resident.*** Residents have priority over guest(s).
4. There is ***no food allowed*** in the Billiard Room.
5. ***Drink is limited to water in clear plastic bottles only.***
6. ***Alcohol is not allowed in the Billiard Room at any time and under no circumstances.***
7. ***No one under the age of 18 is allowed use of the Billiard Room facilities.***
8. Excessive noise and improper use, or abuse, of equipment is not permitted.
9. ***Foul or abusive language will not be tolerated.***
10. Gambling is not permitted.
11. Please brush and cover tables when you are finished playing.

**D. Card Room:**

1. Table use will be on a first-come, first-served basis. One member of the playing group must be present to claim a table.
2. Gambling of any kind is not permitted.
3. Food and drink is prohibited in the Card Room
4. Personal possessions should be placed in the closets, not on the tables.
5. Lockers are reserved through the Activities Department. Only locks provided by this department are permitted to be used; unauthorized locking devices will be removed.

**E. Ceramics Room:**

1. No one is permitted to enter “Kiln Room” or adjacent “Supply Room” except under proper supervision by the ceramic supervisors, and those designated by the Activities Department.
2. At the end of each session, all equipment and tables are to be cleaned and returned to original position.
3. Lockers are reserved through the Activities Department. Only locks provided by this department are permitted to be used; unauthorized locking devices will be removed.
4. C/G/Os that have made written application for use of cabinets will be assigned through the Activities Department.
5. Visitors are not permitted in the room during ceramic working sessions.
6. To prevent distraction during work sessions, conversation should be kept to a minimum.
7. Sinks should be kept clean, and steps taken to prevent further staining and clogging. The cleaning of equipment in rest rooms is not permitted.
8. Use of the spray booth by anyone requires the wearing of a dust mask. No other person is permitted in the room while spraying is being performed.
9. Ceramic supervisors cannot be responsible for wares that are fired and fail during the process, whatever the reason. Payment for replacement of the wares is the responsibility of the owner.
10. Ceramic supervisors who are charged with firing the kiln have the right to reject any piece they feel may cause damage to other wares.
11. Do not handle or move another person’s wares without assistance of the ceramic supervisor.
12. Failure to comply with these rules may result in the suspension of the privilege to use this facility.
13. All wares must be initialed to identify the owner, otherwise, wares will not be released.

## **F. Computer Room:**

1. The computer room is for the use of *Clearbrook residents only*. Hours of operation for all Clearbrook residents shall be Monday through Friday mornings from 9am to 12pm and Monday through Friday afternoons from 1pm to 4 pm except for holidays. These hours of operation depend on the availability of room monitors.
2. A room supervisor will be in attendance during the hours above. (See Supervisor responsibilities below.)
3. All persons shall sign in on the sheet in the “Log” book.
4. Computer usage will be by persons with at least basic computer skills. There will be NO personalized training for computer or program usage.
5. If all computers are in use and there are residents waiting for access, the room supervisor will determine from the sign-in sheet who has been on the computer for more than 30 minutes and ask that user to relinquish use.
6. Absolutely NO personal programs, applications, or games will be installed on any computer. If there is a need for a special program that is not currently installed on the computers, leave a request with the room supervisor.
7. Absolutely NO personal data files will be saved to the computers. Personal data will be saved on either a personal flash drive or other form of personal storage media. Any data saved to the hard disk will be removed. CD’s may be purchased from the computer room supervisor if needed.
8. If a user is having problems with a computer, notify the room supervisor.
9. Absolutely NO food or drink will be allowed in the computer room.
10. If a user needs to print a document, payment is required. (See rate chart in the computer room).
11. Computers are not to be used for internet chat lines.
12. Computer users shall not access the computer’s system folder or control pages.
13. Users shall not change any settings on the computer, including the screen saver and appearance.
14. All users will close the program(s) they used before leaving the room.
15. All computers shall be left on when a user leaves the room. The supervisor will shut down the computers at closing.
16. Inappropriate internet sites are absolutely restricted from access by anyone.
17. Any violation of the guidelines or misconduct by anyone could result in the restriction of computer room usage.
18. Clearbrook bears no liability whatsoever for any lost data or any other damage suffered by any person using the computer.
19. No person may use any computer for any unlawful purpose whatsoever and shall be responsible for all fines, costs and attorney’s fees in connection with any such unlawful use.

## **G. Exercise Room:**

1. Use of the facilities is for residents only.
2. Use of the exercise equipment is at the resident’s own risk.
3. It is suggested that residents seek their doctor’s guidance before using the Exercise Room.
4. These facilities are available to the community daily, 5:30 AM to 12:00 midnight.
5. Sneakers are required for your safety and for the protection of the equipment.
6. Use of the equipment is limited to 20 minutes when others are waiting their turn.
7. Cell phone use is limited to emergency use only. Extended conversations are not permitted.
8. Taking photos with either camera or cell phone is not permitted.

## **H. Library:** The library is open 7 days a week. The borrowing of books is on an honor system.

1. Fiction and non-fiction books, no older than 10 years, are accepted as donations. Classics have no age limit. Romance books must not be older than 2 years.
2. The library will not accept text books and children’s books.



3. There is no limit on the number of books a resident may borrow. We ask that all books borrowed be returned within a reasonable time.
4. Returned books must be placed on the rolling cart located to the right of the entrance door, not on the shelves.
5. Reference books and magazines must be used in the library only. Newspapers may be obtained from the Activities Department and returned thereto. Large print reference books may be borrowed on the honor system. Please limit borrowing to one reference book for 3 weeks to be fair to all residents.
6. Rules of decorum normally associated with libraries must be observed.

**I. Lockers:**

1. The lockers adjacent to the saunas may not be claimed for more than one day.
2. Lockers in the Art Room, Card Room and Ceramics Room will be assigned to residents for their use to store supplies through the Activities Department. Only locks provided by Activities are permitted to be used; unauthorized locking devices will be removed.
3. C/G/Os that have made written application for use of cabinets will be assigned through the Activities Department.
4. Lockers in the hobby rooms are for the use associated with the activities of each room.

**J. Saunas:** Use of the saunas is under the operational control of the residents. Posted directions must be read and observed carefully.

1. Residents with health problems must obtain medical approval before using the saunas.
2. A towel must be used to sit on for reasons of hygiene.
3. You should limit your stay to about 10 minutes.
4. Do not pour water on heating elements.
5. If one should feel the need for assistance, there is an emergency button on the wall for summoning help.
6. Guests may not use the saunas.

**K. Table Tennis:**

1. Residents may play table tennis in the Cultural Center every day unless the room is being set up or used by any of the recognized C/G/Os.
2. Children over 12 years of age are permitted if accompanied by a resident.
3. If other players are waiting, games are restricted to 11 points.
4. When play is completed, all players are responsible for the orderly return of the equipment.

**L. Woodshop:** The woodshop is governed by strict safety rules. Supervision by experienced resident volunteers is provided to assist and guide residents who use the facilities. This supervision is generally provided from Monday to Friday from 9:00 a.m. to 12:00 noon and from 1:00 p.m. to 3:45 p.m. At other times supervision is available "on call" when volunteers are available to respond. **Note: Use of any powered or manual woodshop tool is inherently dangerous. Clearbrook disclaims any liability whatsoever for any injury to any person using the woodshop, no matter how or why incurred.**

1. Guests may not use the machinery in the woodshop due to insurance considerations.
2. Dress safely: no ties, rings, jewelry, or loose hanging sleeves.
3. At least two people must be present when woodshop machine tools are to be used.
4. Use emergency electrical cut-off switches (*red buttons*) for any emergency which requires the quick shut down of electrical power. Three such buttons are located on walls in various locations within the shop.

5. Eye protection gear such as safety glasses and face shields are available and may be borrowed from the tool crib.
6. When working in a dust laden environment or on machines which generate large amounts of dust, use dust masks, available in the tool crib. The central dust collector system is to be used as recommended by the supervisor on duty.
7. Machine safety guards are to be kept in position.
8. Make all adjustments to machines with the power off, preferably with the power off at the main electrical panel box.
9. For those residents who are unsure of their woodworking ability and/or are uncomfortable about using power tools, the supervisor will make the machine cuts or perform other machine processing if the assistance needed is not extensive. The supervisor is present only to assure safe use of equipment, not to undertake or complete a resident's project nor be held responsible for spoiled work.
10. Hand tools are available in the tool crib for use in the woodshop. The issuance of hand tools from the tool crib for work to be performed in the woodshop may only be made by the supervisor on duty. Tools must not be borrowed by residents for work outside the woodshop – *no exceptions*. At the end of each shift, tools are to be returned to the supervisor who will store the tools in their proper location within the tool crib.
11. Processing of pressure-treated woods is restricted. The supervisor must examine lumber before processing on any shop equipment.
12. Electricity for woodshop power tools may only be turned on by the supervisor on duty.
13. Before using shop machine tools, residents are required to discuss with the shop supervisor which machines they intend to use and the extent of instruction they will need to perform their work safely.
14. The shop may only be used by residents during the times supervisors are on duty, and only the supervisors will have access to the shop power tools or the tool crib. Residents may bring their own electric tools and their own hand tools and supplies.
15. Expendable materials, such as nails, screws, lumber, sandpaper, etc. are not free issue items. When available they may be purchased from the supervisor on duty for an applicable replenishment fee.
16. Good housekeeping practices and prudent use of tools is required of all who use the woodshop. When doing work that can mar or discolor work areas, you must protect work surfaces with paper or cloth covering. Residents are to sweep and tidy their work areas when through with their work.
17. When cutting large/long pieces of wood, use wood horses to support work as necessary.
18. The processing of plastics, wolmanized wood, particle boards, or other materials which create noxious fumes when worked on is not permitted.
19. No metal work is to be performed on shop machinery, except on drill press and grinder. For drilling into metal, residents must supply their own drill.

## V. USE OF OUTDOOR RECREATIONAL FACILITIES

### A. Bocce Courts:

1. The bocce courts are for the use of residents and their guests only, except when Township tournaments are held.
2. All guests must be accompanied by a resident.
3. No children under 18 years of age are permitted to play.
4. Reserved courts must be claimed promptly. After a 10-minute period, the court will be considered open.
5. The maximum of 11-point games will be allowed.
6. When play is completed, all players are responsible for the orderly return of equipment and for raking and removing any debris from the court.

### B. Shuffleboard Courts:

1. Before starting to play, the court should be broom cleaned of all debris by the players.
2. Discs should be placed on the courts, not dropped; “blasting” or undue speed given to discs is prohibited.
3. Walking on the playing surfaces should be kept to a minimum, except when brushing or cleaning the court.
4. Guests, including children over the age of 12, may play when accompanied by a resident.
5. When play is completed, all players are responsible for the orderly return of all equipment to the lockers which are located adjacent to the courts.

### C. Swimming Pools: The rules listed below take into account the requirements mandated by New Jersey State law. (NJSA 26:1A-7 and 26:4A-7)

1. **Use of the pools when a lifeguard is not on duty is prohibited.**
2. Regular pool hours are from 10:00 am to 7:00 pm daily. During the months of July and August, the pool hours are extended to 8:00 pm Monday, Wednesday and Friday at the Cultural Center pool and Tuesday, Thursday and Saturday at the Clubhouse pool. The pool hours between 9:00 am and 10:00 am will be used only for water aerobics at the Cultural Center pool and lap swimming at the Clubhouse pool.
3. Children under 4 years of age are **not** permitted in the pools or enclosed pool area.
4. Strollers and/or baby carriages are not allowed in the enclosed pool area.
5. Minors 4 years to 12 years old are permitted in the enclosed pool area at both pools **only** from 10:00 am to 1:00 pm and from 4:00 pm to 7:00 pm Monday-Friday, and from 2 pm-closing on Saturday and Sunday. Minors must be accompanied by a resident.
6. Family Swim Days (pools open regular hours - hours for the family are 10:00 am to 7:00 pm) are Memorial Day Weekend, Father's Day only, July 4<sup>th</sup> day only, and Labor Day Weekend.
7. Residents are responsible for their guest's behavior while they are using the pool facilities.
8. **Residents must show their Clearbrook picture ID card and sign their guests in the log book located at the entrance to both pools. Residents must remain at the pool with their guests.**
9. Children over 4 years of age are not permitted in the locker room or bathroom of the opposite sex.
10. Residents and guests using the pool facilities must shower (no soap when using pool showers) before entering the pool in accordance with the New Jersey State Board of Health regulations.
11. Pool furniture may not be reserved, may not be placed closer than 4 feet from the edge of the pool and may not be taken from the pool area.
12. Food and drink are not permitted in the pool area.
13. Smoking, including e-cigarettes is not permitted at either pool. No alcoholic beverages are permitted at any time; persons suspected of being under the influence of drugs or alcohol will be prohibited from entering the pool area.

14. Congregating at the pool steps is prohibited at all times.
15. Running is not permitted within the pool area.
16. Diving and jumping are not permitted at either pool.
17. No flotation devices are allowed in the pool except those that are used for safety reasons (water wings, U.S. Coast Guard-approved life vests, back bubbles) or those that are used for therapy/medicinal reasons (aqua-belts, water dumbbells). Small kickboards may be used for therapy/exercise only. Water noodles are permitted in the pool but are not to be used as safety flotation devices.
18. Any person showing signs of skin disease, sore or inflamed eyes, a cold, nasal or ear discharge, or any communicable disease is not permitted in the pools. Band-Aids are also not permitted in the pools.
19. Roughness, rowdy behavior, expectoration, or other conduct affecting the safety and comfort of others are not permitted.
20. For the comfort of all residents and guests, radios and cassette players are prohibited with the exception of those that have individual ear phones.
21. No tables will be permitted under any canopy.
22. Changing of clothing in the pool area is prohibited, i.e. outer wear to swim wear and swim wear to outer wear.
23. No pets, except seeing-eye dogs, are allowed in the pool area.
24. Rain continuing past 3:00 pm will close both pools for the remainder of the day.
25. Swimming and bathing during an electrical storm (thunder and lightning) is prohibited in accordance with Red Cross guidelines. Swimmers are permitted to reenter the pool 30 minutes after the last clap of thunder or stroke of lightning.
26. Any individual who refuses to follow pool rules or the direction of a lifeguard or security guard and/or whose conduct is abusive to fellow residents, pool management employees, or CCA employees will be required to leave the pool area.

**D. Tennis and Pickleball Courts:**

1. The tennis and pickleball courts are for the use of residents and their guests only, except when Township tournaments are held. At that time, reservations will be blocked out for the meet.
2. Guests, 12 years of age and older, are permitted to make use of the courts after 1:00 pm and must be accompanied by a resident. Guests may play before 1:00 pm if the courts are unoccupied.
3. Appropriate attire is required, i.e. tennis outfits, tennis shoes, etc. No black-soled sneakers are permitted on either the tennis or pickleball courts. Bathing suits are not permitted.
4. Tennis Court 1 will be used for unreserved tennis starting from 8:00 am. If players are waiting, play must be limited to one half (1/2) hour.
5. Tennis Courts 2 and 3 are reserved courts, starting from 7:00 am.
6. Pickleball Court P1 will be used for unreserved pickleball starting from 8:00 am. If players are waiting, play must be limited to one half (1/2) hour. Pickleball Court P2 is a reserved court, starting from 7:00am.
7. A minimum of 4 residents may reserve a pickleball or tennis court by signing up 2 days before, no earlier than 12 noon. Signing up before this time will invalidate the reservation.
8. Only one reservation per day for each resident is permitted.
9. To reserve a court, list the last name and first initial of all players on the reservation list which is located at the entrance to the courts.
10. Reserved courts must be claimed promptly. After a ten minute grace period, the court will be considered open.
11. Residents may sign up to play singles after 1:00 pm. Singles may play any time courts are available and no one is waiting to play.

12. The courts are to be used for playing tennis or pickleball only. Skate boards, roller skates/blades, bicycles and carriages are strictly prohibited.

#### **E. Garden:**

1. The Garden Area will be secured with a locked entry gate. No locks or chains are permitted on individual garden plots.
2. The basic size for each garden plot is 10 feet by 15 feet. There will be some half plots available.
3. Only Clearbrook residents are permitted to garden. Plot registration begins February 1st with preference given to residents who gardened the previous year. There's a limit of one plot per resident until May 1; at that time any remaining plots will be assigned. Garden plots are clearly marked with numbers. You will be assigned a certain plot number which will be your designated area for the current year. You may sign up for the same plot for subsequent years.
4. Plot holders promise to devote reasonable amounts of time to the maintenance and improvement of the garden throughout the gardening season. The use of the site is contingent upon your ability to maintain it.
5. No debris of any kind may be left at the site. All paths and plots must be kept free of trash, grass, weeds, etc., by the plot holders. Box and bag any trash, weeds or other material from your plot and place in designated trash and compost containers.
6. Be considerate of your neighbors. Do not plant sprawling crops or tall ones that might interfere with others. Harvest only from your assigned plot. Do not spray on windy days. Keep insects and weeds under control.
7. All plots will be inspected throughout the season. Residents with registered plots which have not been planted, are full of weeds, or do not meet the guidelines will be notified. Failure to respond within 14 days will result in forfeiture of the plot.
8. Using carpeting or plastic covering to prevent weeds is prohibited.
9. Unattended watering is not permitted. Notify the Activities Director of any leaks in the water line. Make sure all faucets are off when you leave the garden. Keep hoses neatly rolled up.
10. Notify the Garden Club President if you are no longer able to tend your plot, will be absent for a long period of time or have asked a friend to tend your garden.
11. Please park only in prescribed areas. Do not drive vehicles on the walkway.
12. Each gardener must clear his or her plot of corner stakes, fencing, trellises, string and all inorganic materials before fall plowing dates. Gardeners may use the shed in the garden to store their planting materials in the winter. All gardener supplies must be stored in a neat fashion with name clearly indicated on the supplies. At the beginning of each planting season, the Garden Club President and the Maintenance Department will go through the shed to determine what should be thrown away.
13. No stealing of anything is permitted. Should it become known that you have taken anything (vegetables, tools, hose, plants or anything else), you will forfeit your plot.
14. Crops must be harvested once they are mature. If you do not feel you can use all of them, there are many food banks who could use extra vegetables.
15. Borrowed tools should be cleaned and returned to the storage shed when done.
16. If you have any questions, suggestions or complaints, please contact the Garden Club President.
17. Your compliance with the above regulations will help everyone have an enjoyable and prosperous garden. Failure to comply with above regulations during the season, may result in a loss of future gardening privileges.

## **F. Golf Course**

1. The golf course and putting green are not for the general use of residents or guests.
2. The golf course and driving range are exclusively for those paying the fees required for golf club memberships, series tickets, daily greens fees, or purchasing range baskets.
3. The use of privately owned electric golf carts on the course requires payment of additional fees.
4. Carts must remain on the course at all times and not be driven “out of bounds”.
5. Striking a ball from “out of bounds” is prohibited.
6. Non-golfing activities, such as walking, jogging, cycling, or skateboarding on the golf course and cart paths are prohibited. These activities are dangerous. Being struck by a golf ball can cause serious injury or death.
7. Use of the course for golf requires check-in at the Pro Shop. When the Pro Shop is closed, the course is closed.
8. Violation of these “rules of use” can result in the levy of fines to the responsible homeowner; further, persons responsible for damage to the course will incur liability to reimburse monies spent by the community to effect repairs necessary to restore the course.
9. Those who use privately-owned golf carts must fill out and sign the Privately-Owned Golf Cart Policy, Rules and Regulations (*Exhibit M*).

## VI. RESIDENT RULES

### A. Access To Units For Maintenance Or Emergencies:

Purpose: To protect property.

1. A resident must give the Section or its designated representative access to the Unit for any emergency repairs or required maintenance work.
2. A resident must give access to a Unit when inspectors for the Department of Community Affairs (DCA) need to inspect the interior of the Units.

### B. Bar Code Decals:

Purpose: To provide a system of tracking legal vehicle access into Clearbrook.

1. Clearbrook residents will have a bar code decal affixed to their vehicles as specified below:
  - a. A valid NJ driver's license with his/her Clearbrook address **and** (a) a NJ vehicle registration with a matching name and Clearbrook address, or (b) for a leased vehicle a registration in the lessor's name with a copy of the lease agreement showing the resident as the lessee; **OR**
  - b. A valid out-of-state driver's license **and** (a) a vehicle registration with his/her name **and** proof of residence in Clearbrook, or (b) for a leased vehicle a registration in the lessor's name with a copy of the lease agreement showing the resident as the lessee.
2. A resident who no longer drives or who is no longer in possession of his/her vehicle must inform the Administrative Office immediately.
3. A resident who acquires a new vehicle must contact the Administrative Office to have a bar code decal affixed to the vehicle as per B.1.a or B.1.b above.

### C. Clubhouse Procedures In Emergency Situations:

Purpose: To provide a safe, orderly and considerate environment for Clearbrook residents during times of a state or federally declared emergency.

1. Clearbrook IDs must be on your person at all times while you are in the Clubhouse. Management reserves the right to ask residents to present their ID at any time. Our Clubhouse is not equipped or large enough to handle extended family members or friends.
2. Food and drink will only be permitted in Lounges A & B and the Snack Room.
  - a. Only cell phones, laptops and machines for medical purposes may be charged. Food may be warmed in the microwave.
3. Electrical appliances other than those mentioned above will not be permitted, such as:
  - a. coffee pots
  - b. crock pots
  - c. toaster ovens
  - d. hair dryers
  - e. curling irons
  - f. space heaters
4. Open flames such as candles or sternos will not be permitted.
5. Wine, beer and liquor will not be permitted.
6. Animals other than service animals will not be permitted.
7. Conference Rooms will be locked and kept available for Board and Section meetings.

### D. Displays:

Purpose: To maintain an attractive and pleasant appearance of the community and the individual Units.

Definitions: *Common Property:* Any area outside the unit or the Section common elements that is owned by the CCA. *Planting Area:* Part of the Common Elements around the Unit where an easement provides for resident planting options.

*Common Element:* All portions of a section condominium other than the units. (See Section Master Deed.)

1. Miscellaneous Displays

- a. Laundry, banners, pennants and similar items may not be hung or displayed beyond the interior wall of one's unit; the outside walls of every unit are Common Elements, property of the Section.
  - b. Displays must not hang from Common Elements or be attached to Common Elements.
  - c. Unit owners may not leave objects on the Common Elements or Common Property that would inhibit the maintenance of the lawn areas.
2. Patriotic Displays:
- a. Flag poles are not permitted on the Section's Common Elements which includes the planting area.
  - b. The American flag, with the 50 states represented, is permitted to be hung on the exterior of a Unit.
  - c. Signs supporting U.S. troops may be displayed in a window of a Unit from the inside facing out.
  - d. Yellow ribbons may be displayed.
  - e. The CCA may direct that any flag of the United States of America, any yellow ribbon or any sign supporting United States troops be removed from the window of a Unit when, in the sole discretion of the CCA Board of Directors, the display:
    - i. threatens public safety,
    - ii. restricts necessary maintenance activities,
    - iii. interferes with the property rights of residents, or
    - iv. is conducted in a manner inconsistent with the rules and customs deemed the proper manner to display the flag.
3. Winter Holiday Displays:
- a. Time Period: Starting after Thanksgiving and ending on January 15<sup>th</sup>.
  - b. Removal: All holiday displays and their accessories must be removed by January 15<sup>th</sup>.
  - c. Lighted Displays: All electric cords must be specifically made for outdoor use and UL approved. These cords must not cross any walkway or driveway. Lighted electrical displays are permitted only during the specified time period.
  - d. Holiday displays must be in accordance with item D.1 Miscellaneous Displays.
4. Seasonal Displays:
- a. Time Period: Starting one week before the occasion and ending one week after.
  - b. Seasonal displays must be in accordance with item D.1 Miscellaneous Displays.
5. Planting Area:
- a. Potted planters are permitted in the planting area.
  - b. Artificial or plastic plants/flowers are not permitted in the exterior of the unit.
  - c. For decoration and individuality, 4 figurines or objects of art may adorn the adjoining planting bed of any one side of the Unit, with a maximum of 8 figurines per unit. One figurine may be a maximum of 3 feet in height. All other figurines must not exceed 18" in height.
  - d. We highly recommend prudence and consideration when making selections. The Section boards reserve the right to determine the appropriateness of all placements.
6. Signs:
- a. No signs, device or other matter can be posted on any of the Common Elements or Common Property including utility poles and trees.
    - i. The CCA Board has the power to remove any illegal matter and charge the Owner the cost of removal.
  - b. One expressional or political sign may be posted in any one window of a Unit from the inside facing out.
    - i. A sign supporting a candidate in any type of election or a sign advertising an event may be posted in the window no earlier than 30 days prior to the date of the election or event and must be removed no later than 3 days after the date of the election or event.
    - ii. The size of the window sign must be no larger than 12" x 18"
    - iii. No other signs may be placed anywhere on the exterior of a Unit or in any additional windows.
  - c. Security System: A sign evidencing that a unit is equipped with a security system may be displayed - maximum size is 8" x 10". It must be placed in the planting area.
  - d. The CCA Board shall have the power to remove any signs that do not abide by these rules and regulations.
7. Window Treatments:
- a. When putting up window treatments, only acceptable treatments may be used. Examples of non-



- acceptable window treatments include but are not limited to sheets, blankets, paper, paint, etc.
8. No excessive storage of personal items is permitted in patio enclosures.

**E. Door-to-Door Solicitation:**

Purpose: To provide for community safety and privacy.

1. Door-to-door solicitation for commercial purposes is not permitted within the community.

**F. Dumpsters:**

Purpose: To maintain the health, welfare and proper sanitation within the community.

1. Dumpsters in the various sections are for the exclusive use of the residents in the apartments, Cambridges and Devons.
2. Residents are not permitted to throw any refuse in dumpsters located at the Clubhouse, the Cultural Center, or the maintenance building.
3. No coals from a barbeque may be deposited in a dumpster until at least 24 hours after cooking is completed.
4. It is the responsibility of Section boards to inspect the top and bottom of the dumpster for holes and/or rips to prevent rodents and other animals. Problems must be reported to the Administrative Office.

**G. Feeding Wildlife:**

Purpose: To protect wildlife, residents and Units.

Definitions: *Planting Area:* Part of the Common Elements around the unit where an easement provides the resident planting options.

1. Feeding wildlife in and around your unit (i.e. throwing food scraps outside your door) is not permitted.
2. Birdfeeders may only be hung from trees in a manner that does not interfere with lawn maintenance and does not harm the tree (i.e. do not use nails, tight wire).
3. Birdfeeders may be placed in the planting area only on a pole in the ground.

**H. Fire Prevention Practices:**

Purpose: To protect life and property.

1. Kerosene heaters are not permitted in any residence unit (house and garage).
2. See paragraph S: Outdoor Grills, for additional information.

**I. Firewood:**

Purpose: To protect and maintain property.

1. Firewood must be stored at least 3” above the ground and at least 12” away from any part of the unit (house and garage).

**J. Garage/Estate Sales:**

Purpose: To maintain curb appeal of community.

1. Garage sales are not permitted.
2. Estate sales, by appointment only, are permitted within the unit.
  - a. Open houses are not allowed.
  - b. Interested parties must be called in to the gatehouse.
  - c. Estate sale items cannot be displayed on exterior of unit.

**K. Garbage/Recycle Containers:**

Purpose: To maintain the health and welfare of the community

1. Trash and recycle containers are to be put out no sooner than 1 to 2 hours before sunset the night before scheduled pick up in a rigid closed container with secured lid.
2. Containers are to be taken in and stored in the garage as quickly as possible after pickup.

**L. Generators:**

Purpose: To provide for the safety of all residents of the community.

1. Residents are permitted the use of portable propane or permanent/standby propane generators subject to

architectural approval. Applications and Regulations are available at the Administration office.

**M. Guests:**

Purpose: To provide for authorized access to community, help minimize delays at the entrance gate and ensure guests or visitors follow Clearbrook Rules and Regulations.

1. Unless listed on the Frequent Visitor List, residents are required to call the gatehouse to provide the name of the guest or visitor expected on the day of arrival.  
This rule also applies to visits from cleaning persons, trades people, contractors, home health aides, etc.
2. Residents are responsible for the conduct of their guests at all times.
3. Guests are expected to obey all rules and regulations of Clearbrook while in the community.
4. Guests and visitors may not park on lawns
5. Guests may not wash their vehicles while in Clearbrook.

**N. Home Businesses:**

Purpose: To maintain the residential nature of the community.

1. Units shall be used primarily as private single-family residences and such other uses as may be permitted under the zoning ordinances of the Township of Monroe provided that no business, trade, or similar activity, may be conducted in any Unit, except that an Owner or occupant residing in a Unit may conduct "discrete business activities" within the Unit provided:
  - a. The existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from outside the Unit.
  - b. The business activity does not involve visitation of the Unit by clients, customers, students or the like.
  - c. The business does not involve door-to-door solicitation of residents of Clearbrook.
  - d. The business activity is consistent with the residential character of Clearbrook and does not violate the use restrictions contained in the Clearbrook Bylaws or any master deed or bylaws of the individual section association. Examples of "discrete business activities" include, but are not limited to, computer-based telecommunications and literary, artistic, or craft activities.

**O. Litter:**

Purpose: To maintain the health, cleanliness and attractiveness of the community.

1. Certain items (litter, tools, cleaning supplies, garbage/recycle cans, bicycles, etc.) must not be left outside your unit. This includes the atrium.
2. During a renovation and/or repair, construction materials must be left in the garage; if no garage, materials may be left orderly and safely outside the unit until the work is completed but in no event for longer than 5 days unless the Section Board of Directors consents in writing.
3. The placement of a dumpster on the common element (i.e. driveway) must have prior written approval of the Section.

**P. Live-In Aides:**

Purpose: To provide for safety of residents, live-in health aides and community.

1. All live-in health aides must be registered with the Administrative Office and reported on bi-annual census forms.
2. Residents are to notify Administrative Office of termination of health aide services.
3. All live-in health aides must abide by all By-laws and all CCA Rules & Regulations.

**Q. Motorized Means Of Transportation:**

Purpose: To provide for the safety of residents and the community.

Definition: *Motorized Vehicles:* motorcycles, three-wheelers, golf carts, motorized chairs and motorized scooters.

1. Owners of motorcycles and three-wheelers must provide a copy of their NJ registration to the Administrative Office.
2. Golf carts must be registered with the Pro Shop; golf carts not registered at the Pro Shop must be registered at the Administrative Office to obtain a registration number which must be displayed prominently on the cart.
3. Motorized chairs and scooters must be registered at the Health Care Center to obtain a registration number which must be displayed prominently on the vehicle.
4. All drivers of golf carts must be at least 17 years of age.
5. Golf carts are subject to all community parking rules.
6. Motorized vehicles must be driven with the traffic and should stay to the right to allow cars to pass.
7. Drivers of motorized vehicles must stop at stop signs and obey all other motor vehicle laws.
8. Drivers of motorized vehicles must give pedestrians the right of way. Room should be given to walkers and bicyclists so as not to force them into the traffic lane.

**R. Noise/Odors:**

Purpose: To create an environment that is free of excessive noise/odors and ensures the health, welfare and safety of the community.

1. Noise and odors must be controlled to preclude them from becoming an annoyance or nuisance to others in the community.

**S. Outdoor Grills:**

Purpose: To protect Units from damage and residents from harm.

Definitions: *Outdoor Grills:* includes grills of all kinds (i.e. propane, electric, charcoal, smokers, deep roasters, deep fryers, hibachis, et al.) *Unit:* The unit includes any house, garage, outside wall, overhang or fence.

1. Outdoor grills of any type must be operated and stored at least 5 feet away from the Unit and any combustible material including decks.
2. Storage
  - a. Fuels, including propane tanks, must be at least 5 feet away from the Unit and not stored in any interior space including garages.
  - b. Propane tanks must be kept upright and safely secured to prevent them from being knocked over.
3. Outdoor grills are not permitted on any deck or balcony in multi-story buildings.

**T. Pets:**

Purpose: To ensure safety, curb appeal and sanitation.

Definition: *Domestic Animals:* dogs, cats, birds, fish, small pet rodents (hamsters, gerbils, guinea pigs) and rabbits.

1. Outdoors, pets must be on a leash, a maximum of 6 feet in length, at all times; they must not run loose.
2. Pets may not be left unattended outdoors.
3. When pets are walked their droppings must be picked up and disposed of properly, *not dropped into water catch basins (sewers).*
4. Residents are not permitted to walk their pets on the golf course or along the maintenance road that leads from Clearbrook Drive to the maintenance buildings.
5. Pets shall not be permitted to relieve themselves upon the sidewalks, driveways, flower beds or in any landscaped area more than three (3) feet from any street curb.

**U. Renting A Unit:**

Purpose: To establish guidelines for the rental of residential Units.

1. Unit owners are required to inform the Administrative Office of their intention to rent their unit by submitting a "Notice of Intention to Rent" form which is available in the Administrative Office.
2. Units are not to be rented for less than the period specified in Section governing documents.
3. Unit owners must submit a copy of the lease to the Administrative Office.
4. Renters and unit owners must sign the Clearbrook Community Association's "Agreement Regarding Leasing of Units" and the "Lease Rider."
5. In landlord/tenant relationships, a tenant's relationship is with the Unit Owner and neither the CCA nor any Section association will have any responsibility to become involved in the relationship between the

- owner and the tenant. A Unit Owner's relationship and duty to ensure compliance with all restrictions, rules and regulations of the CCA and Section association is with and to the Section and Administrative Office.
6. Non-resident landlords may not use Clearbrook facilities or amenities after leasing their Units.

**V. Safety:**

Purpose: To protect the residents and Sections from risk of injury.

1. Only maintenance employees or a licensed contractor with proper liability insurance are allowed to go on a roof or climb a ladder on the exterior of the Unit.

**W. Selling A Unit:**

Purpose: To provide the community with initial information associated with the sale of a Unit.

1. Unit owners are required to inform the Administrative Office of their intention to place their unit for sale by submitting a "Notice of Intention to Sell" form which is available in the Administrative Office.

**X. Traffic Safety:**

Purpose: To provide for safety of residents in the community.

1. The speed limit throughout the community is 25 mph.
2. Vehicles must come to a full stop at each stop sign. Directional signals must be used.
3. All motorized vehicles must stop for pedestrians.
4. All motorized vehicles must stop for golfers and/or golf carts at the golf course crossing.
5. Bicycles must stay on the right side of the road with the flow of traffic and obey all traffic signs and rules of the road.
6. Pedestrians must walk in the left shoulder of the road facing the flow of traffic.

## VII. Guidelines and Room Usage Rules for Clubs, Groups and Organizations (C/G/Os)

### A. Room Occupancy Limits

Room occupancy limits are set by the Monroe Township Fire Marshall and must be adhered to for the safety of all. The occupancy per room is as follows:

<u>Room</u>	<u>Tables</u>	<u>Chairs</u>
Ballroom (w/dance floor)	18 (long)	144
Ballroom (w/o dance floor)	20 (long)	200
Ballroom (theatre seating)		425
Ceramics Room	9 (long)	72
Cultural Center (w/dance floor)	40 (round)	480
Cultural Center (w/o dance floor)	44 (round)	528
Cultural Center (theatre seating)		1,159
Lounge A or B	12-14 (card)	60
Lounge A or B	8 (long)	64
Lounge A or B (theatre w/head table)		60
Lounges A & B	14 (long)	112
Lounges A & B (theatre w/head table)		120
Multi-Purpose Room (seated at unconcentrated tables/standing)		72/152
Card Room	Unavailable for scheduled meetings	

### B. Room Set-Up Forms

When requesting a room, all C/G/Os must fill out a "Room Set-Up Form". (*Exhibit A*)

The room will be set up according to the completed form. For recurring meetings, the room will be set up the same way for all meetings throughout the year. If a special set up is required for a special event, a "Room Schedule and Change Form" (*Exhibit B*) must be submitted to Activities.

### C. Change Forms

In order to eliminate any confusion, only one person from each C/G/O may be designated to request set-ups or to make changes in scheduling. All changes must be submitted in writing on the "Room Schedule and Change Form". (*Exhibit B*) No changes will be made if received by anyone other than the designated representative.

### D. VCR/ DVD Usage

Reservations for the VCR/DVD must be noted on the set-up form. Please note that any C/G/O using this equipment will be held liable for any damage sustained.

As per the **Federal Copyright Act**, all communities must be licensed to show movies. Clearbrook's license covers many movie studios and movies. *Movies not covered by our license cannot be shown.* Showing movies that are not covered by our license is an infringement of the Copyright. *Violators may be subject to civil damages of \$500 to \$20,000 for each illegal showing in addition to other penalties.* Any C/G/O in violation will be responsible for the penalty and will not be allowed to show movies in the

community. Prior to showing a movie, all C/G/Os must submit the movie title to the Activities Department for approval.

### **E. Refreshments in Rooms**

Refreshments are allowed *only* in the Cultural Center, Lounges A & B, the Ceramics Room, the Multi-Purpose Room, and the Ballroom. All C/G/Os hiring a caterer must comply with the "Caterer Agreement". (*Exhibit C*) A Certificate of Insurance noting a minimum of \$1,000,000 commercial general liability insurance must be issued to Clearbrook and show the Clearbrook Community Association and the C/G/O, if an independent C/G/O, as additional insureds. A refundable deposit for use of any equipment in the kitchens (\$250.00 for the Clubhouse kitchens and \$500.00 for the Cultural Center kitchen) is required in order to protect the property of the CCA. Deposits will be refunded upon inspection of the premises as soon after the event as possible.

### **F. Entertainment**

All entertainment companies, including sound and light technicians, must submit a Certificate of Insurance to Clearbrook noting a minimum of \$1,000,000 commercial general liability insurance and showing Clearbrook Community Association and the C/G/O, if an independent C/G/O, as additional insureds prior to the performance date. Smaller groups with no insurance must sign a Waiver and Release of Liability. (*Exhibit D*)

### **G. Supplies/Copying**

All C/G/Os are responsible for their own supplies (ie, materials for arts, tablecloths, soda, cups, cleaning supplies, paper goods, copying). Copying will be allowed in the office for Section business and CCA Advisory Committee business matters only. A fee will be charged per copy for Section business.

### **H. C/G/O Self Clean-Up**

All C/G/Os are required to perform their own clean-up as follows: clearing off all tables including tablecloths, buffet tables and food, and removing all decorations. All C/G/Os must place the trash in the appropriate trash receptacles.

### **I. Non-Reserved Room Use**

Residents may use the Ballroom, Lounges A & B, Card Room, Art Studio, Ceramics Room, Conference Room, and Multi-Purpose Room without set up, reservation, or other services during normal operating hours. Residents using the rooms under these conditions are referred to as casual users and must adhere to the following stipulations:

1. First priority is given to those residents who reserve in advance.
2. Casual users must give up the room when requested by the Activities Dept., Administration or Gatehouse Patrol.
3. Food and drink are not permitted at any time for casual use.
4. Casual users must make sure to leave the room the way it was when they entered it, or, if the room has been set up in their presence, then they must leave the room as it has been set up.
5. If more than 10 people are expected, residents must schedule the room through the Activities Department.

The Activities Department will make an effort to set up the room without evicting casual users but, if necessary, the casual users will be asked to leave.

## **J. Membership**

All members of C/G/Os must be Clearbrook residents. A list of all members including addresses and phone numbers must be attached to the "Membership Form". (*Exhibit F*)

## **K. Room Reservations**

C/G/Os must adhere to the following rules to reserve rooms in the Clubhouse or Cultural Center:

1. Only recognized C/G/Os are allowed to reserve rooms for meetings.
2. C/G/Os must consist exclusively of Clearbrook residents. New C/G/Os must apply to CCA for approval, providing name, purpose, proposed officers, leaders, and members, and proposed room usage requirements.
3. Room usage by any C/G/O must be arranged in advance, in writing, at the Activities Department.
4. Room assignments are decided by priority status, the number of persons expected to attend and availability.
5. Priority for reserving rooms is as follows:
  - 1<sup>st</sup>: CCA Board, CCA Board Advisory Committees, Presidents' Council, Section Boards.
  - 2<sup>nd</sup>: Activities Department sanctioned C/G/Os. C/G/Os with drop-in participation may meet as their schedule warrants (i.e., Woodworking Club, Computer Club, Ceramics Club). Any C/G/O requesting a room for a special event, such as a party, must submit a letter of intent to the Activities Department for approval.
  - 3<sup>rd</sup>: Recognized C/G/Os.
  - 4<sup>th</sup>: C/G/Os with less than 25 members may apply through the Activities Department as long as they have a common purpose.

## **L. Tax Requirements**

All independent C/G/Os must have a Federal ID number. A copy of this information must be submitted to the Activities Department. The CCA Federal Identification number may not be used by independent clubs under any circumstances. The spokesperson/leader of the C/G/O must file with the Activities Department an annual form stating that the club is aware of the applicable legal and tax requirements, and that the club is in compliance with such requirements.

## **M. Discrimination**

Any membership criteria of a C/G/O must not discriminate based on race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, disability or nationality.

## **N. Chartered Bus Trips**

Any C/G/O chartering a bus for a trip must provide the Activities Department with a certificate of insurance from the bus company evidencing commercial general liability insurance in the amount of \$1,000,000.00 combined single limit and listing the C/G/O and Clearbrook Community Association as additional insureds. A Trip Waiver of Liability and Assumption of Risks ("Release") for Independent C/G/Os must be signed and submitted to the Activities Department. (*Exhibit G*)

1. Only those listed on the Clearbrook List of C/G/Os (*Exhibit N*) are allowed to have buses enter the community. Exceptions to this rule are trips run by the Monroe Township Office on Aging.
2. The Activities Department has first preference for booking bus trips in the community.

3. All C/G/Os **must** check with the Activities Department for approval **before** scheduling any bus trips and submit a completed C/G/O Bus Trip Form. (*Exhibit J*)
4. Only three buses are permitted to leave from the community on any given day.
5. Parking permits will be issued from the Activities Department for any overnight trips. A maximum of 20 permits per bus and 40 permits per trip will be issued and must be displayed on the dashboard of your car.
6. All residents' cars **must be parked along the outside perimeter** of the Cultural Center parking lot starting on the southern side of the lot.
7. Any C/G/O not observing the rules for bus trips will be denied scheduling future trips.

**O. Required Licenses/Permits**

C/G/Os must submit copies of any required licenses or permits such as, but not limited to, bingo license, alcoholic beverage license, etc.

1. Bingo/Raffles: C/G/Os are not permitted to hold raffles, 50-50's or to run bingo games without the appropriate license as required by law. Copies of your license must be submitted to the Activities Department.
2. Gambling: Gambling of any kind is not permitted in the Clearbrook common facilities.
3. Serving of Alcohol: C/G/Os that elect to serve alcoholic beverages at their events **MUST** elect one of the following options: (a) have C/G/O members supply their own beer or wine (*Hard liquor is not permitted under the bring your own provision.*); (b) hire a caterer with a liquor license that may be utilized on the Clearbrook premises; or (c) obtain a special events license to serve alcohol. If these steps are not followed, alcoholic beverages may not be served in any Clearbrook common facility.

**P. Custodial Clean-Up and Charges**

C/G/Os are required to perform self clean-up as described in Section VII H. The custodial staff is responsible for setting up the tables and chairs per the room set up form during their regular shift. If coffee is required, this must be indicated on the set-up form which is given to Activities in advance of the event. The custodian will fill the urn with water and coffee and put out the cups and sugar when setting up the room but it is the responsibility of the C/G/O to turn on the coffee either by plugging in the pot or turning on the large urn in the Cultural Center and to put out the milk. The custodian will set up the water, ice and coffee carafes at the beginning of the event only if this has been requested on the set-up form which is given to Activities in advance. The custodian will check in on the event every hour in case of a temperature, toilet or spill issue. Custodians will not refill coffee carafes, water, or ice on each table during their hourly check-in. Custodians will not clear off individual tables or buffet tables during an event to allow for a switch from food to dessert. Custodians will not remain at an event the entire time to refill water, coffee, clean tables, serve food or any other duty of that type as they are not to act as servers or waiters at any C/G/O event. At the end of any large event, it is the responsibility of the C/G/O to make sure all food is properly put away (including food in the sternos), and that tables are cleaned off either by the residents at the table or the C/G/O representatives. The custodians are responsible for cleaning up the kitchen and mopping the floors.

If a C/G/O needs a custodian to stay for the entire event, it must fill out a Custodial Request Form (*Exhibit E*) at least one month in advance of the event. The C/G/O will be notified in advance as to whether or not a custodian is available. If a custodian is available, the C/G/O will be charged the prevailing hourly overtime rate for the custodian or custodians for a minimum of four hours. If no custodian is available to work the entire event, then management will make every attempt to secure an outside person or company to work the entire event and will receive a copy of the company's commercial general liability insurance naming Clearbrook Community Association and the C/G/O, if independent, as additional insureds. In the



event the club chooses to hire servers/waiters on their own, the Activities Office must receive a copy of the company's commercial general liability insurance before the date of the event, naming Clearbrook Community Association and the C/G/O, if independent, as additional insureds. All C/G/O events should end by 10:30 p.m. so that the custodians have a chance to mop and clean the kitchen before their shift ends. In the event a C/G/O event will go past 10:30 p.m., Activities must be notified in advance and the C/G/O will be charged a custodial fee at the prevailing hourly overtime rate for the custodian. If the event goes beyond 10:30 p.m. without advance notice to Activities, the C/G/O will still be charged a custodial fee at the prevailing hourly overtime rate for the custodian.

#### **Q. Special Events**

A special event is any event lasting longer than two hours, such as a large entertainment function or holiday party. All requests for rooms for special events must go through the Activities Department. Scheduled dates and events cannot be changed without prior approval of the Activities Department, and the decision of the Activities Department will not be circumvented in any way. Sound and lighting needs must be addressed at least 30 days prior to events.

#### **R. Advertisement**

C/G/O events held in the Clearbrook Community are for Clearbrook residents and their guests only. **No advertising outside of Clearbrook is permitted.** Please use the "Channel Announcement Form" (*Exhibit K*) to advertise on Channel 26 and the Clearbrook website, submit flyers to the Activities Department to be posted on bulletin boards, or submit information to the Clearbrook Courier to advertise your C/G/O's events. Note: Channel 26 streams to the website.

#### **S. Guidelines for C/G/Os using the Clearbrook Community Robo-Calling system**

Getting Started:

1. Each C/G/O must select a designated person as contact for robo calls.
2. A membership list, preferably in excel, including name, address and telephone number of all members of the C/G/O must be submitted to the Operations Administrator via email in order for a listing to be done with TCN, our robo call company.
  - a. If the list is submitted in writing or on paper, the time frame to have the setup done is much longer as it will need to be typed in excel.
3. Once the original setup is complete, there are 2 ways to send a robo call to members of the C/G/O.
  - a. A direction sheet can be sent to the designated person of the C/G/O or one can be picked up at the Administration Office with the phone number and password for the call center. The direction sheet will also include the broadcast number for the C/G/O.
  - b. The outgoing robo call message can also be emailed or written on paper and brought to the Administration Office to the Operations Administrator and she will record and send out the robo call. A date and time of broadcast must be included on the message.
4. The designated person from the C/G/O is responsible to inform the Operations Administrator of any addition or deletion of the membership list, keeping it updated frequently.
5. An invoice is generated quarterly for all C/G/Os and put into the C/G/Os' mailbox in the mail room in the Clubhouse. This invoice must be paid within two weeks of receipt. Checks must be made payable to the CCA.

#### **T. Enforcement of Rules**

These rules have been developed for the pleasure and protection of all residents of Clearbrook. **Any C/G/O not adhering to the rules stated herein will be denied future use of the rooms in the Clubhouse and Cultural Center.**

#### **U. Independent Groups and Affiliated Groups**

Groups have the choice of operating as an independent group or as an affiliated group. The following are the rules that must be followed for each type.

#### **V. To Operate as an Independent Club, Group or Organization (C/G/O):**

1. It is preferable that "Clearbrook" is not used as part of your name. If you already use Clearbrook in the name of your C/G/O, you **must** display the following disclaimer on all documentation (flyers, posters, checks, etc.): ***Not affiliated with or sponsored by Clearbrook Community Association, Inc.***
2. Obtain commercial general liability insurance and name the CCA as an additional insured.
3. Incorporate.
4. Obtain a Federal ID # and file the appropriate returns.
5. Obtain licenses and permits if needed from the appropriate governmental authority (for example: raffle license, liquor license)
6. Notify the Activities Office of all bus trips and hired entertainment. (Dates for bus trips require approval from Activities prior to booking.)
7. When going on a bus trip, obtain a certificate of insurance naming the C/G/O and the CCA as additional insureds. Sponsored airplane trips and cruises into international waters are not permitted. Sponsored boat trips on US waters, such as a chartered fishing trip, require the purchase of a Special Events Insurance Policy.
8. When hiring entertainment, obtain a certificate of insurance naming the C/G/O and the CCA as additional insureds. If the entertainment does not have insurance, then a "Waiver and Release of Liability" must be signed by the entertainer. (*Exhibit D*)
9. Give copies of the following to the Activities Office, many of which must be updated annually:
  - a. Legal Name
  - b. Bylaws
  - c. Membership/Officer List: name, address and phone number
  - d. Certificates of Insurance (C/G/O, bus, entertainment)
  - e. Waivers of liability for entertainers if no insurance is available
  - f. Waivers of liability for trips
  - g. Any licenses or permits
  - h. Annual certification stating: (*Exhibit H*)
    - i. Compliance with all CCA Rules and Regulations
    - ii. Compliance with tax filing requirements, and
    - iii. The C/G/O does not use CCA's Federal ID number.

#### **W. To Operate As An Affiliated Club, Group or Organization (C/G/O)**

1. Arrange with CCA Administration to handle receipts and expenditures.
2. Budget must be submitted to the Operations Administrator for the following year by November 15<sup>th</sup>. Note the amount of member dues.

3. Submit a check request for all expenditures. A receipt or a copy of a contract must accompany the request. A Check Request form is available in the Administrative Office.
4. Members should pay their dues by check made out to CCA with a notation on bottom of check that it is club dues, making sure to name the club.
5. Obtain licenses and permits if needed from the appropriate governmental authority (for example: raffle license, liquor license).
6. Notify the Activities Office of all bus trips and hired entertainment. (Dates for bus trips require approval from Activities prior to booking.)
7. When going on a trip, obtain a certificate of insurance naming the C/G/O and the CCA as additional insureds. Sponsored airplane trips and cruises into international waters are not permitted. Sponsored boat trips on US waters, such as a chartered fishing trip, require the purchase of a Special Events Insurance Policy.
8. When hiring entertainment, obtain a certificate of insurance naming the C/G/O and the CCA as additional insureds. If the entertainment does not have insurance, then a "Waiver and Release of Liability" must be signed by the entertainer. (*Exhibit D*)
9. The following are prohibited transactions:
  - a. No member is permitted to receive commissions or benefits as a result of club transactions.
  - b. The club is not permitted to make any political contributions.
10. Give copies of the following to the Activities Office, many of which must be updated annually:
  - a. Name of C/G/O
  - b. Membership/Officer List: name, address and phone number
  - c. Certificates of Insurance (bus, entertainment)
  - d. Waivers of liability for entertainers if no insurance is available
  - e. Any licenses or permits
  - f. Annual certification stating: (*Exhibit I*)
    - i. Compliance with association guidelines as per CCA Rules and Regulations
    - ii. Compliance that no member receives commissions or benefits as a result of club transactions.

## VIII. Private Room Rentals

**A. Rental Rules:** The following rules apply to *all* residents wishing to rent the Cultural Center, the Clubhouse Ballroom, Lounge A or Lounge B, and Lounges A and B.

1. The guest of honor must be a resident of Clearbrook.
2. Rentals will be accepted for birthday parties, wedding receptions, anniversary parties and memorial services for deceased residents *only*.
3. All guests are restricted to the reserved room and may not use any non-designated rooms.
4. Food and drink are not allowed outside the reserved room.
5. No stoves of any kind may be brought into the building.
6. No baby carriages or strollers are permitted inside the building.
7. Proper attire must be worn at all times; bathing suits without cover-ups and bare feet are not allowed.
8. Removal of any furnishings, signs or equipment from the building is prohibited.

### **B. Rental Procedures:**

1. Resident must fill out and sign the "Room Rental Agreement" (*Exhibit L*). You must include the intended use of the room, the number of people attending, the set-up of the room and any special needs. A \$100.00 deposit must accompany the submitted form.
2. If hiring a caterer, the caterer must comply with the terms of the "Caterer Agreement" (*Exhibit C*) by issuing a Certificate of Insurance noting a minimum of \$1,000,000 commercial general liability insurance, listing Clearbrook Community Association as an additional insured, and submitting a refundable deposit of \$250 or \$500 for use of the equipment in the kitchen 2 weeks in advance of the event.
3. A list of guests attending the function must be submitted to the Activities Department 1 week prior to the event.
4. When discussing your room set up with the Activities Department, please mention if any special tables or equipment are required.
5. Security and custodial services will be assigned. A 4 hour *minimum* is mandatory for security service. Custodial service will be based on time spent at the event including set up, breakdown and clean up. Security and custodial services are billed at the prevailing hourly rates.
6. If use of our stage lights and/or audio equipment is requested, a trained technician is required. Names of trained technicians are available at the Activities Office.
7. If the event is cancelled, all fees paid in advance will be refunded minus a cancellation fee of \$25.00.

### **C. Safety**

1. Occupancy must not exceed the posted number of persons permitted in the rented room (see Section VII, Letter A – Room Occupancy Limits).
2. All safety regulations governing the use of equipment in the facility will be strictly enforced.
3. No recreational activity is permitted in the lobby area.
4. Smoking, including e-cigarettes, is not permitted in the Clubhouse or Cultural Center.
5. All persons using a Clubhouse room or the Cultural Center do so at their own risk.

### **D. Room Rental Fees**

- |                                |   |          |
|--------------------------------|---|----------|
| 1. Clubhouse Ballroom          | - | \$275.00 |
| 2. Cultural Center             | - | \$500.00 |
| 3. Lounge A <i>or</i> Lounge B | - | \$150.00 |
| 4. Lounges A <i>and</i> B      | - | \$300.00 |

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