



Clearbrook Community Association

**Rules  
and  
Regulations**

# Clearbrook Community Association, Inc. Rules and Regulations

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**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 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 Administration 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 and Landscape Alterations:

As per each Section's bylaws, residents are not permitted to make any structural or landscape additions, alterations and/or modifications to their Units or to the Common Elements without prior approval. All applications must be approved by your Section, the Architectural & Landscape Advisory Committee, and (when applicable) the CCA.

1. All changes must 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 or landscaping change to their unit or any modification to the common elements must first contact the Administration Office to receive an application and general regulations. Specific project guidelines will also be provided along with any supplemental forms required.
  - a) Depending on the project, additional forms and documents may include: notarized covenant letter and filing fees, contractor's license number and certificate of insurance, contract, design/floor plan, Monroe Township permit, or neighbor notification.
3. All areas surrounding your unit are common property belonging to the entire Section. **Any** modifications to the exterior require the proper approvals from the Section, the Architectural & Landscape Advisory Committee, and the CCA.
  - a) **Exterior changes** such as (but not limited to) sun room enclosures, paver or patio slabs, skylights, vestibule enclosures, windows, doors, fences, awnings, and irrigation systems are positioned directly on, in or adjacent to common property and therefore require approval.
  - b) When considering any **landscape alterations**, unit owners may plant within three to four feet of their unit **only** with prior approvals.
4. **Despite owning the interior**, Unit Owners are required to apply for modification approval for most projects. Applications must be approved by your Section and the Architectural & Landscape Advisory Committee.
  - a) Per each section's Master Deed and By-Laws, it is the responsibility of the unit owner to apprise their section in writing of **any** interior projects.
5. **Prior approval is necessary for any modification that requires a Monroe Township permit, whether interior or exterior.**
  - a) It is the responsibility of the Unit Owner to ensure that permits are filed.
  - b) Projects requiring approval **and** a township permit include but are not limited to any modifications to electrical circuitry (adding or relocating outlets, wall switches, circuits, garage door openers, upgrading electric panels, etc.), any plumbing modifications (adding or relocating appliances or fixtures such as sinks, toilets, showers, etc.), replacing the air conditioner or water heater, adding or removing walls.

### 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 by the Gatehouse. Contact Administration office for extension approval.
4. Residents and guests are not permitted to park any commercial vehicles in the community overnight with the exception of limited spots in the Cultural Center. (See Cultural Center Parking for details). This limitation includes streets, driveways, parking lots and cul-de-sacs. The term "commercial vehicle" shall include but not be limited to vehicles with commercial license plates, taxis, large passenger vans, 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).
5. Additional vehicles not permitted to park on driveways, streets and cul de sacs overnight include trailers 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. Gatehouse permits are for a maximum of 7 days. Contact Administration office for extension approval.
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. Spaces are restricted to those using the Clubhouse and adjacent recreational facilities.
2. New York commuter bus patrons and are not permitted to park in the Clubhouse parking lot .
3. Parking is permitted only in designated striped areas.
4. Handicapped Accessible parking spaces are available only to cars bearing the appropriate license emblem or placard.
5. No parking in employee spaces behind the Clubhouse on weekdays.

6. No parking in restricted areas, such as in front of fire hydrants, cross hatched areas, along the south side of Belmar Road, and alongside the planted island adjacent to the Clubhouse.
7. No parking under the overhang or on the roadway/access leading to the overhang. Cars may stop under the overhang to pick-up and drop off passengers. Do not leave vehicles unattended.
8. 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 24 hours of the time noted on the warning, it will be towed.

**D. Cultural Center Parking:**

1. Handicapped 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.
2. No parking along entrance roads.
3. No parking on Halsey or Ardmore Roads adjacent to the Cultural Center.
4. See VII. Guidelines for Clubs, Groups and Organizations, O. Chartered Bus Trips for bus trip allowances.
5. Designated parking spots for residents
  - i. There are 12 parking spaces designated for *resident vehicles* with a bar code on a first-come, first serve basis on the Nutley Drive edge of the lot.
  - ii. There are 12 parking spaces designated for *commercial vehicles* on the Nutley Drive edge of the lot.
    1. Parking is allowed by permit only for Clearbrook residents for a period of one year. Permit must be displayed on the dashboard.
    2. Since commercial vehicle spaces are limited, in order to be fair to all residents, a lottery system is used to assign the parking spaces available. This lottery system will take place each year in the month of May.
  - iii. All vehicles must have a current registration and be in operating condition.
  - iv. Vehicles parked in this area that do not meet the criteria above are in violation. They will receive a warning and will be towed 24 hours after warning is issued.
6. Vehicles parked overnight anywhere else in the parking lot are in violation. They will receive a warning and will be towed 24 hours after warning is posted.

**E. Community Street Parking:**

1. Cars parking on streets must not obstruct traffic.
2. Cars parking on streets must park in the direction of traffic.
3. No parking opposite any driveway.
4. No parking within 10 feet of a mailbox.
5. No parking within 20 feet of a stop sign or a corner.
6. No parking along yellow-marked curbs.
7. No parking within 15 feet of a fire hydrant.
8. No parking on Clearbrook Drive except in the striped designated area near the Clubhouse.
9. No parking on any gateway plaza (Main Gate, North Gate or East Gate).



10. 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 24 hours of the time noted on the warning, it will be towed. On major holidays, overnight parking restrictions will be suspended.
11. Service/delivery vehicles may park on local streets only during the time of service or delivery.
12. 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.
13. Devons, Cambridges and Apartments – Designated parking areas are restricted to residents and their guests.
14. No parking on streets and cul-de-sacs during snowfall or following a snowfall until the street/cul-de-sac is cleared of snow, to facilitate the work of the snow plows.
15. 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/Clearbrook Community Association will not be held responsible for any damage to vehicles. All other recreational vehicles must be garaged.
2. Eight 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. In order to be fair to all residents owning recreational vehicles, a lottery system is used to determine who will be permitted to use the limited number of parking spaces available. The lottery takes place annually in May. Spot must be occupied at least six months of the year in order to be eligible to participate in the lottery. Failure to occupy a permitted spot for six months disqualifies unit owner from entering future lotteries. 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. Washing and/or repairing vehicles is not permitted while parked in the lot. Entering and exiting must be on Applegarth Road.

**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. Clubs, Groups and Organizations (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. Wearing swim suits without a cover-up or walking without shoes is not permitted.
10. The wearing of golf or spiked shoes is not permitted beyond the restrooms adjacent to the Pro Shop.
11. 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 6:00 a.m. to 10:00 p.m. unless the room is in use for an event. Walkers must adhere to a buddy system.
12. All regulations, including safety, governing the use of any equipment in any facility will be strictly enforced.
13. Removal of furnishings, signs, notices, tools, equipment, etc. from the facilities is prohibited.
14. No one is permitted to nail, tack, tape, or glue anything to the walls, doors or windows in any of our facilities.
15. Each Activity room has a bulletin board for posting notices.
16. 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 Lifestyle Department for placement on the bulletin board outside of the card room.
17. No pets, except ADA approved service animals are allowed in the Clubhouse/Cultural Center.

**B. Art Studio:**

1. Most art media are permitted, except for the few which may present a health hazard, require open flame, 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. Tools should be washed carefully to prevent staining sinks and counters.
4. The rest rooms should never be used for cleaning tools.
5. Lockers are reserved through the Lifestyle 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 Lifestyle Department.
7. Failure to comply with these rules may result in the suspension of the privilege to use this facility.

**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.
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 is not tolerated.
10. Gambling is not permitted.
11. Please brush and cover tables when you are finished playing.
12. Failure to comply with these rules may result in the suspension of the privilege to use this facility.

**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. Foul or abusive language is not tolerated.
3. Gambling of any kind is not permitted.
4. There is no food allowed in the Card Room.
5. Drink is limited to water in clear plastic bottles only.
6. Personal possessions should be placed in the closets, not on the tables.
7. Lockers are reserved through the Lifestyle Department. Only locks provided by this department are permitted to be used; unauthorized locking devices will be removed.
8. Failure to comply with these rules may result in the suspension of the privilege to use this facility.

**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 Lifestyle Department.
2. At the end of each session, all equipment and tables are to be cleaned and returned to their original position.
3. Lockers are reserved through the Lifestyle 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 Lifestyle 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 staining and clogging. The cleaning of equipment in rest rooms is not permitted.
8. Use of the spray room requires the wearing of a dust mask. Only one 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. All wares must be initialed to identify the owner, otherwise, wares will not be released.
13. Failure to comply with these rules may result in the suspension of the privilege to use this facility.

**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. All persons shall sign in on the sheet in the "Log" book.
3. Computer usage will be by persons with at least basic computer skills. There will be no personalized training for computer or program usage.
4. 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.
5. 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.
6. 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.
7. If a user is having problems with a computer, notify the room supervisor.
8. No food or drink is allowed in the computer room.
9. If a user needs to print a document, payment is required. (See rate chart in the computer room).
10. Computers are not to be used for accessing pornography of all types, gambling, or visiting any other offensive web sites.
11. Computer users shall not access the computer's system folder or control pages.
12. Users shall not change any settings on the computer, including the screen saver and appearance.
13. All users will close the program(s) they used before leaving the room.
14. All computers shall be left on when a user leaves the room. The room monitor will shut down the computers at closing.

15. Clearbrook bears no liability whatsoever for any lost data or any other damage suffered by any person using the computer.
16. 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.
17. Failure to comply with these rules may result in the suspension of the privilege to use this facility.

**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. Equipment must be used appropriately and in accordance with its intended use.
5. These facilities are available to the community daily, 5:00 a.m. to 10:00 p.m.
6. Sneakers are required for your safety and for the protection of the equipment.
7. Use of the equipment is limited to 20 minutes when others are waiting their turn.
8. Cell phone use is limited to emergency use only. Extended conversations are not permitted.
9. Taking photos with either a camera or cell phone is not permitted.
10. Failure to comply with these rules may result in the suspension of the privilege to use this facility.

**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 3 years.
2. The library does 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 may not be borrowed and must be used in the library only. *The Star Ledger* must also remain in the library.
6. No food or drink is allowed in the library.
7. Rules of decorum normally associated with libraries must be observed.

**I. Saunas:**

1. Use of the facilities is for residents only.
2. Use of the sauna is at resident's own risk.
3. Residents with health issues should obtain medical approval before using the saunas.
4. Use of the saunas is under the operational control of the residents. Posted directions must be read and observed carefully.
5. A towel must be used to sit on for reasons of hygiene.
6. You should limit your stay to about 10 minutes.
7. Do not pour water on heating elements.

8. If one should feel the need for assistance, there is an emergency button on the wall for summoning help.
9. Taking photos with either a camera or cell phone is not permitted.
10. The lockers adjacent to the saunas may not be claimed for more than one day.
11. Failure to comply with these rules may result in the suspension of the privilege to use this facility.

**J. Table Tennis:**

1. Residents may play table tennis in the Cultural Center every day unless the room is being set up for an event.
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.
5. Failure to comply with these rules may result in the suspension of the privilege to use this facility.

**K. 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 11:00 a.m to 2:00 p.m. and on Thursday from 7:00 p.m. to 9:00 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 tools and 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. One switch is located just inside the first door, immediately to the left, under the upper cabinet and a second switch is located on the far wall closest to the windows.
5. Ear plugs and eye protection gear such as safety glasses and face shields are recommended and are available to borrow 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 and the machine unplugged.
9. For those residents who are unsure of their woodworking ability and/or are uncomfortable with 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. The issuance of hand tools for work to be performed in the woodshop may only be made by the supervisor on duty. Tools must not be borrowed 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.
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. 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, or 15 minutes prior to closing.
16. When cutting large/long pieces of wood, use wood horses to support work as necessary.
17. The processing of plastics, wolmanized wood, particle boards, or other materials which create noxious fumes when worked on is not permitted.
18. Metal work is prohibited.
19. Failure to comply with these rules may result in the suspension of the privilege to use this facility.

## **V. USE OF OUTDOOR RECREATIONAL FACILITIES**

**Clearbrook Community Association is not responsible for injury sustained in conjunction with use of the following amenities. Use of the facilities are at the resident's own risk.**

### **A. Bocce Courts:**

1. The bocce courts are for the use of residents and their guests only, except when Township tournaments are held and on designated club nights.
2. All guests must be accompanied by a resident.
3. No children under 18 years of age are permitted to play.
4. The maximum of 11-point games will be allowed.
5. When play is completed, all players are responsible for the orderly return of equipment.

### **B. Garden:**

1. The garden area is secured with a locked entry gate. No permanent fencing is permitted on individual garden sites.
2. The key box code will be given to each site holder.
3. The basic size for each garden site is 10 feet by 15 feet. Some half sites are available.

4. Only Clearbrook residents are permitted to garden.
5. Site registration begins at the kick-off meeting in March. Preference is given to residents who gardened the previous year. There is a limit of one site per household. Garden sites are clearly marked with numbers. You will be assigned a certain site number which will be your designated area for the current year. You may sign up for the same site for the subsequent year.
6. Site 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.
7. Notify the Lifestyle Director if you are no longer able to tend your site.
8. All sites will be inspected throughout the season by the Lifestyle Director. Residents with registered sites which have not been planted, are full of weeds, or do not meet the guidelines will be notified. Failure to correct infraction within 14 days will result in forfeiture of the site for the remainder of the season and future years. A resident on the wait list will be notified and given the site.
9. No debris of any kind may be left at the site. All paths and sites must be kept free of trash, grass, weeds, etc., by the site holders. Box and bag any trash, weeds or other material from your site and place in designated trash and compost containers.
10. The compost bin is for vegetables only.
11. Be considerate of your neighbors. Do not plant sprawling crops or tall ones that might interfere with other sites. Harvest only from your assigned site. Do not spray on windy days. Keep insects and weeds under control.
12. Using carpeting or plastic covering to prevent weeds is prohibited.
13. Unattended watering is not permitted. Notify the Facilities Manager of any leaks in the water line. Make sure all faucets are off when you leave the garden. Keep hoses neatly rolled up.
14. Entrance to the garden is via Applegarth Road. Please park your cars nearest to the garden fence. Do not block equipment.
15. Gardeners may use the shed in the garden to store their planting materials during planting season. 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 Facilities Manager will go through the shed to determine what should be thrown away.
16. Should it become known that you have taken anything that does not belong to you (vegetables, tools, hose, plants, or anything else), you will forfeit your site.
17. Crops must be harvested once they are mature. If you do not feel you can use all of them, please alert the Garden Club Chair. There are many food banks and neighbors who could use extra vegetables.
18. We ask you to bring your own tools. Borrowed tools should be cleaned and returned to the storage shed when finished.
19. Each gardener must clear his or her site of corner stakes, fencing, trellises, string and all inorganic materials before closing up for the season.
20. If you have any questions, suggestions, or complaints, please contact the Lifestyle Director.



21. 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.
22. The season begins the first Monday in April or two weeks after the kickoff meeting and ends the last Friday in October. Garden hours are from 6:00 a.m. to 8:00 p.m.

### **C. Golf Course**

1. Use of the course for golf requires check-in at the Pro Shop.
2. The golf course, putting green, 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. 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.

### **D. Horseshoe Pits:**

1. Horseshoes are available for play by requesting the key at the Lifestyle desk.
2. Box must be opened and the key returned to the Lifestyle desk before play.
3. Guests over the age of 12 may play when accompanied by a resident.
4. If residents are awaiting play time, guests must leave horseshoe pit.
5. When play is completed, all players are responsible for the orderly return of all equipment to the boxes and must lock equipment.

### **E. Shuffleboard Courts:**

1. Discs should be placed on the courts, not dropped; "blasting" or undue speed given to discs is prohibited.
2. Walking on the playing surfaces is prohibited.
3. Guests over the age of 12 may play when accompanied by a resident.
4. 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.

### **F. 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)**

### Clubhouse Pool

1. Use of the pool when a lifeguard is not on duty is prohibited.
2. Pool Season is from Memorial Day weekend through Labor Day.
  - a. Hours of Operation are from 10 a.m. to 7:45 p.m.
  - b. From 10:00 a.m. to 11:00 a.m. the Clubhouse pool will be used for lap swimming **ONLY**.
3. Guests:
  - a. Each resident is allowed 2 guests at no charge.
  - b. Over 2 guests are charged \$5 per guest. Fee for guests is to be made payable by check to Clearbrook Community Association and given to the guard at the gate.
  - c. All guests will receive a wrist band for the day.
4. Children under 4 years of age, strollers and/or baby carriages are not permitted in the pool or enclosed pool area.
5. Minors 4 years to 12 years old, accompanied by a resident, are permitted in the enclosed pool area and pool on:
  - a. Monday, Tuesday and Wednesday 2:00 p.m. to 7:00 p.m.
  - b. Thursday, Friday, Saturday and Sunday 12:00 p.m. to 7:00 p.m.
6. Children over 4 years of age are not permitted in the locker room or bathroom of the opposite sex.
7. Family Swim Days are Memorial Day Weekend, Father's Day only, July 4<sup>th</sup> day only, and Labor Day Weekend. Hours for families are the entire day, opening to closing.
8. Residents are responsible for their guests' behavior while they are using the pool facilities.
9. Residents must show their Clearbrook picture ID card and sign in their guests in the log book located at the entrance to the pool. Residents must remain at the pool with their guests.

### Cultural Center Pool - **THE CULTURAL CENTER POOL IS AN EXEMPT POOL WITHOUT LIFEGUARDS (SWIM AT YOUR OWN RISK)!**

1. Pool will be closed when a gate attendant is not on duty.
2. Pool Season is from Memorial Day weekend through the Monday following Labor Day.
  - a. Hours of Operation are from 10:00 a.m. to 7:45 p.m.
  - b. From 10:00 a.m. to 11:00 a.m., the Cultural Center pool will be used for Aquacise classes **ONLY**.
3. **POOL ATTENDEES ARE LIMITED TO RESIDENTS AND ONE GUEST PER UNIT.** Guest must be age 48 or older.
4. Swimming alone is not permitted.
5. Residents must show their Clearbrook picture ID card to the gate attendant before entering the pool area. Guests must show a photo ID with proof of age.

### Both Pools

1. Residents 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.
2. 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.
3. Food and drink are not permitted in the pool area.
4. Smoking, including e-cigarettes is not permitted in the pool area.
5. 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.
6. Congregating at the pool steps is prohibited at all times.
7. Running is not permitted within the pool area.

8. Diving and jumping in the pool is not permitted.
9. The following flotation devices are allowed in the pool:
  - a. Safety Devices (water wings, U.S. Coast Guard-approved life vests, back bubbles).
  - b. Therapy/medicinal devices (aqua-belts, water dumbbells).
  - c. Small kickboards may be used for therapy/exercise only.
  - d. ONLY standard noodles are allowed. No noodles with nets are allowed.
10. 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 pool. Bandages/Band-Aids are also not permitted in the pool.
11. Roughness, rowdy behavior, expectoration, or other conduct affecting the safety and comfort of others are not permitted.
12. For the comfort of all residents, any music device is prohibited with the exception of those that have individual ear/head phones.
13. No tables will be permitted on the pool deck.
14. Changing of clothing in the pool area is prohibited, i.e. outer wear to swim wear and swim wear to outer wear.
15. No pets, except ADA approved service animals are allowed in the pool area.
16. Rain continuing past 3:00 pm will close the pool for the remainder of the day.
17. 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.
18. 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.

**G. 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.
2. Tennis and pickleball courts are open all the time. Reservations are not required. The courts are in use on a first-come-first-served basis, but can be obtained by challenging for court.
3. Guests 12 years of age and older are permitted to make use of the courts from 3:00 p.m to 6:00 p.m. and must be accompanied by a resident. Guests may play before 3:00 p.m. if the courts are unoccupied.
4. The courts are to be used for playing tennis or pickleball only. Skate boards, roller skates/blades, bicycles and carriages are strictly prohibited.

**VI. RESIDENT RULES**

**A. Access to Units for Maintenance or Emergencies:**

Purpose: To protect property.

1. As per Section By-Laws, a resident must give the Section or its designated representative access to the Unit for any emergency repairs or required maintenance work.
2. Section will provide advance notice for scheduled maintenance and inspections.
3. 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 upon provision of:
  - 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.
  - c. If the vehicle is registered to a Federal, State or Township agency, proof of such governmental registration must be submitted along with proof of Clearbrook resident's employment with such agency. Such evidence may be a copy of governmental identification or a letter of employment from the agency.
2. New unit owners who do not yet have a license showing their Clearbrook address may provide a utility bill or other mail received at the Clearbrook address *temporarily*. Unit owner must provide New Jersey identification referencing Clearbrook address within 120 days of bar code application. If not provided, the bar code decal will be deactivated.
3. A resident who no longer drives or who is no longer in possession of his/her vehicle **must** inform the Administration Office immediately.
4. A resident who acquires a new vehicle must contact the Administration Office to have a bar code decal affixed to the vehicle upon provision of documentation above.
5. Bar code decals are not issued to vehicles with commercial license plates, taxis, large passenger vans, stake bed trucks, tank trucks, dump trucks, concrete trucks, vehicles larger than a panel van and those with any exterior commercial name or advertising other than Federal, State and township identification or the name of the vehicle or model as applied to the vehicle by the manufacturer.
6. Transferring a bar code decal is prohibited.

## **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 or extended power outage.

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.
  - a. Food and drink is permitted in Lounges A & B and the Snack Room only. Food may be warmed in the microwave.
2. Only cell phones, laptops, small portable power bank chargers, and machines for medical purposes may be charged. No other electrical appliance(s) or devices(s) may be charged.
3. Open flames such as candles or sternos are not permitted.
4. Wine, beer and liquor are not permitted.
5. Animals other than ADA approved service animals are not permitted.

6. Conference Rooms are locked and kept available for Board and Section meetings.
7. Electrical outlets on the building exterior may be used for charging cell phones/electronic devices.

**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 (the Section common elements) and any area that is owned by the CCA. *Planting Area:* Part of the Common Elements around the Unit where an easement provides for landscape alterations within three to four feet. *Common Element:* All portions of a section condominium other than the interior of the units. (See Section Master Deed.)

1. Miscellaneous Displays:
  - a. Laundry may not be hung beyond the interior wall of one's unit; the outside walls of every unit are Common Elements, and are the property of the Section.
  - b. Unit owners may not leave objects on the Common Elements or Common Property.
  - c. Displays must not hang from Common Elements or be attached to Common Elements.
  - d. Banners and pennants may be hung from garden flag holders.
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 from a properly mounted flag holder attached to the molding or adhered to the siding with siding clips. A pole, pole holder, or flag may not be permanently attached to the siding.
  - c. Signs supporting U.S. troops may be displayed in a window of a Unit from the inside facing out. The size of the sign must be no larger than 12" x 18".
3. Holiday Displays:
  - a. All holiday displays and their accessories must be removed two weeks after the holiday is over.
  - b. Lighted Lawn 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.
  - c. Holiday displays must not hang from Common Elements or be permanently attached to Common Elements.
4. Solar Lights/Walkway Lights:
  - a. Solar lights may be placed in the three- to four-foot planting area. They may not line walkways and driveways as this inhibits landscapers.
  - b. Any damages are not the responsibility of the landscapers or Clearbrook.
5. Planting Area:
  - a. Potted planters are permitted in the planting area. Potted plants must be maintained.
  - 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 planting bed of any one side of the Unit. One figurine may be a maximum of 3 feet in height.

- d. Be considerate of your neighbors when making selections.
  - e. 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 right 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.
    - iv. No sign shall be a derogatory expression against any candidate, party or political point of view.
  - 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 right 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.

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

Purpose: To provide for community safety and privacy.

1. Door-to-door solicitation is not permitted within the community.
2. Door-to-door campaigning by candidates for Clearbrook CCA Board and Section Board elections is permitted within the scope of the CCA and Section Election Protocols. No other campaigning is permitted.

**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 rodent and other animal activity. Issues must be reported to the Administration 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 – other than birds within the following regulations -- is not permitted in the community.
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. No more than two squirrel-proof 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 unit (house and garage).
2. Outdoor Grills and Firepits: See **S. Outdoor Grills and Fire Pits** for additional information.

#### **I. Firewood:**

Purpose: To protect and maintain property.

1. Excess firewood for indoor fireplace use must be stored at least 3" above the ground and at least 12" away from the unit.

#### **J. Garage/Estate Sales:**

Purpose: To maintain curb appeal of community.

1. Garage sales are not permitted.
2. Open Houses are not permitted.
3. Estate sales, by appointment only, are permitted within the unit.
  - a. The Gatehouse must have the names of estate sale patrons in order to allow entry.
  - b. Estate sale items cannot be displayed on the exterior of the unit.

#### **K. Garbage/Recycle Containers:**

Purpose: To maintain the health and welfare of the community.

1. Trash removal company issued trash and recycle containers are to be brought to the curb no sooner than the afternoon before scheduled pick up.
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. ***MOST SECTIONS*** permit the use of portable propane or permanent/standby propane generators **subject to architectural approval**. Applications and Regulations are available at the

Administration office.

2. **SOME SECTIONS** have banned the use of generators of all types. Know your Section's restrictions (Ask!) **BEFORE** you purchase a portable propane generator or apply for architectural approval for installation of a permanent/standby propane generator.
3. Unit owners in Sections that have banned the use of generators, who have a medical need for a generator, may apply to the Administration office for Reasonable Accommodation.

#### **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. Contractor trucks are permitted in the community Monday through Friday from 7:30 a.m. to 6:00 p.m. and from 8:00 a.m. to 5:00 p.m. on Saturdays.
3. Residents are responsible for the conduct of their guests at all times.
4. Guests are expected to obey all rules and regulations of Clearbrook while in the community.
5. Guests and visitors may not park on lawns.
6. 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.

#### **O. Litter/Storage:**

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 the unit. This includes the atrium.
2. Patios and patio enclosures may not be used for storage.
3. Wrapped seasonal furniture must be unwrapped by May 1<sup>st</sup>.
4. 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 for no longer than 5 days unless the Section Board of Directors consents.

5. The placement of a dumpster on the common element (i.e. driveway) must have prior approval of the Section.

**P. Live-In Aides:**

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

1. All live-in health aides must be registered with the Administration Office and reported on bi-annual census forms.
2. Residents are to notify the Administration 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.

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

1. All drivers of golf carts must be at least 17 years of age.
2. Golf carts are subject to all community parking rules.
3. Motorized vehicles must be driven with the traffic and should stay to the right to allow cars to pass.
4. Drivers of motorized vehicles must stop at stop signs and obey all other motor vehicle laws.
5. 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 and Fire Pits:**

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

Definitions: *Outdoor Grills:* includes propane, electric, charcoal, smokers, deep roasters, deep fryers, hibachis, and propane fire pits only. *Unit:* The unit includes any house, garage, outside wall, overhang or fence.

1. Outdoor grills and fire pits 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. Fire pits and outdoor grills – except electric 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, unless in a fenced area.
3. Pet droppings must be picked up and disposed of properly and 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 are not permitted to relieve themselves in any area more than three (3) feet from any street curb.
6. Residents must avoid a neighbor's windows when walking their pet.

#### **U. Renting A Unit:**

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

1. Unit owners are required to inform the Administration Office of their intention to rent their unit by submitting a "Notice of Intent to Rent" form which is available in the Administration Office and at [www.clearbrook-nj.com](http://www.clearbrook-nj.com).
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 Administration Office.
4. Unit owners must pay an annual leasing fee of \$250.00.
5. Renters and unit owners must sign the Clearbrook Community Association's "Agreement Regarding Leasing of Units" and submit it to the Administration Office.
6. In landlord/tenant relationships, a tenant's relationship is with the unit owner only. 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 Administration Office.
7. Tenants' compliance with the Rules and Regulations of the CCA and Section is the unit owner's responsibility.
8. Non-resident landlords may not use Clearbrook facilities or amenities while leasing their Units.
9. Non-resident landlords do not receive bar code decals. They can enter the community through the main gate.

#### **V. Safety:**

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

1. Only licensed contractors 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 Administration Office of their intention to place their unit for sale by submitting a "Notice of Intent to Sell" form which is available in the Administration Office and at [www.clearbrook-nj.com](http://www.clearbrook-nj.com).
2. For Sale signs are not permitted on common area or in the windows.

**X. Surveillance Cameras:**

Purpose: To provide for community safety and privacy.

1. Contact your Section Board of Directors for approval of location and installation.

**Y. Traffic Safety:**

Purpose: To provide for the 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 vehicles must stop for pedestrians.
4. All vehicles must stop for golfers and/or golf carts at the golf course crossing.
5. All vehicles must stay on the right side of the road with the flow of traffic and obey all traffic signs and rules of the road. Vehicles include but are not limited to cars, trucks, bicycles, golf carts, 3-wheelers, scooters, electric wheel chairs, etc.
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. Ticket Purchase & Event Procedures

#### FIRST DAY OF SALE – RESIDENT SALES ONLY

On the day of sale, Lifestyle will use a “take-a-number” style system with the help of Lifestyle Committee volunteers. Each purchaser is entitled to one number only. Sign-up sheets are not permitted or recognized by volunteers and staff.

1. Resident must show Clearbrook ID at the time of purchase.
2. Resident must pay in full at the time of purchase. No refunds.
3. Resident may purchase tickets for residents only in the following amounts:

Events for up to 100 participants:	4 tickets maximum per event
Events for 100+ participants:	10 tickets maximum per event

  - a. A round table can accommodate 10 seats depending on the event type.
  - b. When purchasing a table, only one representative is needed to be present at the time of purchase.
  - c. A maximum of 10 tickets can be purchased per resident per event.
4. Resident must provide the names of all persons for whom they are purchasing tickets on the “Table Reservation Form” available at the Lifestyle desk and a fully completed check made payable to CCA. If a purchaser’s list includes a non-resident, the purchaser and the remainder of the table purchased at that time will be removed from the list and will not be permitted to attend the event. No refunds.
  - a. There is no soliciting, policing, or harassing of other purchasers allowed at any time.
  - b. Purchaser must exit the selling area after completing purchase.
5. Failure to adhere to the above rules and/or disrespecting or abusing volunteers or staff will result in prohibiting the purchase of tickets and exclusion from the event, removal from the clubhouse and the loss of the privilege to attend future events for 30 days or for the next similar-style event. Example: \$5.00 dance. No refunds.
6. On the First Day of Sale, 25% of an event’s tickets will be set aside for purchase during evening hours. All of the above procedures will be followed. Any unsold tickets from the evening’s sale will be made available the following day for Open Sales.

#### OPEN SALES

1. Resident may purchase tickets for themselves and non-resident guests in the following amounts:

Events for up to 100 participants:	4 tickets maximum per event
Events for 100+ participants:	10 tickets maximum per event

  - a. A round table can accommodate 10 seats depending on the event type.
  - b. When purchasing a table, only one representative is needed to be present at the time of purchase.
  - c. A maximum of 10 tickets can be purchased per resident per event.
2. Resident must show Clearbrook ID and provide the name of their guest(s) on the “Table Reservation Form,” available at the Lifestyle desk and a fully completed check made payable to CCA.
3. Resident must pay in full at the time of purchase. No refunds.
  - a. There is no soliciting, policing, or harassing of other purchasers allowed at any time.
  - b. Purchaser must exit the selling area after completing purchase.
4. Failure to adhere to the above rules and/or disrespecting or abusing volunteers or staff will result in prohibiting the purchase of tickets and exclusion from the event, removal from the clubhouse and the loss of the privilege to attend future events for 30 days or for the next similar-style event. Example: \$5.00 dance. No refunds.

### **TRANSFERRING TICKETS**

1. A maximum of 4 tickets can be transferred per person.
2. Transfers are permitted up to 48 hours prior to the event. Ticket holder must inform Lifestyle during normal business hours (9:00 a.m. – 5:00 p.m.) the name(s) of the new ticket holder(s).
3. Resident accepting ticket transfer must have Clearbrook ID or photo ID at event check-in.

### **EVENT SIGN-IN/CHECK-IN**

1. Resident must show Clearbrook ID. Non-resident guests must show picture ID.
2. Failure to present a proper form of identification prohibits entrance to the event.
3. Failure to adhere to the above rules and/or disrespecting or abusing volunteers or staff will result in prohibiting the purchase of tickets and exclusion from the event, removal from the clubhouse and the loss of the privilege to attend future events for 30 days or for the next similar-style event. Example: \$5.00 dance. No refunds.

### **AT THE EVENT**

1. Attendees are not permitted to enter an event before the listed “door opening” or start time.
2. Attendees must check-in and enter through designated doors only.
3. Lifestyle supplies, decorations, and related materials belong to Clearbrook Community. Do not take anything unless specifically invited to do so.
4. At the end of the event, attendees must exit the premises promptly so that the Lifestyle Department, Lifestyle Committee volunteers, Rezkom and Security can clean the event space and properly lock down the building.
5. Failure to adhere to the above rules and/or disrespecting or abusing volunteers or staff will result in removal from the event, removal from the clubhouse and the loss of the privilege to attend future events for 30 days or for the next similar-style event. Example: \$5.00 dance. No refunds.

### **B. 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)	10 long	80
Ballroom (w/o dance floor)	12 long	96
Ballroom (w/ dance floor)	6-8 round	80
Ballroom (w/o dance floor)	10 round	100
Ballroom (theatre seating)		200
Ceramics Room	9 long	32
Cultural Center (w/dance floor)	30 round	300
Cultural Center (w/o dance floor)	40 round	400
Cultural Center (theatre seating)		550
Lounge A or B	9 card	36
Lounge A or B	6 long	48
Lounge A or B (theatre w/head table)		50
Lounges A & B	12 long	96
Lounges A & B (theatre w/head table)		100
Multi-Purpose Room (seated at unconcentrated tables/standing)		50/100
Card Room	Unavailable for scheduled meetings	

### **C. Room Set-Up Forms**

When requesting a room, all C/G/Os (Clubs/Groups/Organizations) 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 the Lifestyle Department. All forms should be submitted two weeks before the event. As per General Clubhouse Facilities Rules: Nothing can be nailed, tacked, taped or glued to the walls, doors or windows. Each Activity Room has a bulletin board for posting notices.

### **D. 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.

### **E. VCR/ DVD Usage**

Reservations for the VCR/DVD player 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 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 in the future. Prior to showing a movie, all C/G/Os must submit the movie title to the Lifestyle Department for approval.

### **F. 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 Clearbrook Community Association, Inc., Clearbrook Condominium Associations #1-12 and #14-18B, Taylor Management Company and the C/G/O, if an independent C/G/O, as additional insureds.

### **G. 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, Inc., Clearbrook Condominium Associations #1-12 and #14-18B, Taylor Management Company 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*).

#### **H. Supplies/Copying**

All C/G/Os are responsible for their own supplies (i.e.: materials for arts, tablecloths, soda, cups, cleaning supplies, paper goods, copying, etc.).

#### **I. 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.

#### **J. 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 request room usage in advance.
2. Casual users must give up the room when requested by the Lifestyle Department, 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 Lifestyle Department.

The Lifestyle Department will try to set up the room without evicting casual users but, if necessary, the casual users will be asked to leave.

#### **K. 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*).

#### **L. 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, members, and proposed room usage requirements.
3. Room usage by any C/G/O must be requested and arranged with the Lifestyle Department at least 14 days in advance of the event.
4. Special events for C/G/Os must be reserved and arranged in writing using a room set-up form a minimum of 30 days in advance. Any C/G/O requesting a room for a special event, such as a party, must state intention on room set-up form for Lifestyle Department approval.
5. Room assignments are decided by priority status, the number of persons expected to attend and availability. 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>: Lifestyle Department

- 3<sup>rd</sup>: Lifestyle 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)
- 4<sup>th</sup>: Recognized C/G/Os
- 5<sup>th</sup>: Groups with less than 25 members may apply through the Lifestyle Department as long as they have a common purpose

#### **M. Tax Requirements**

All independent C/G/Os must have a Federal ID number. A copy of this information must be submitted to the Lifestyle 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 Lifestyle 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.

#### **N. 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.

#### **O. Chartered Bus Trips**

Any C/G/O chartering a bus for a trip must provide the Lifestyle Department with a certificate of insurance from the bus company evidencing commercial general liability insurance in the amount of \$1,000,000. combined single limit and listing Clearbrook Community Association, Inc., Clearbrook Condominium Associations #1-12 and #14-18B, Taylor Management Company and C/G/O and 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 Lifestyle Department (*Exhibit G*).

1. All C/G/Os **must** check with the Lifestyle Department for approval **before** scheduling any bus trips and submit a completed C/G/O Bus Trip Form (*Exhibit J*).
2. Permits to park in the Cultural Center will be issued from the Lifestyle Department for any overnight trips where a bus is picking up and dropping off at the Cultural Center. Permits must be displayed on the dashboard of your car.
3. All residents' cars must be parked on the Halsey Road edge of the lot.
4. Any C/G/O not observing the rules for bus trips will be denied scheduling future trips.

#### **P. 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. to the Lifestyle Department.

1. **Gambling**: Gambling of any kind is not permitted in the Clearbrook common facilities.
2. **Bingo/Raffles**: Games such as Bingo, raffles and other games of chance **are not** permitted to be played for monetary prizes/reward.
3. Bingo, raffles and 50-50s are permitted with the appropriate license required by law. A copy of the license must be submitted to the Lifestyle Department.
4. **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.



#### **Q. Porter Clean-Up and Charges**

C/G/Os are required to perform self clean-up as described in **Section VII I. C/G/O Self Clean-Up.** Porters are responsible for setting up the tables, chairs and supplies per the room set up form during their regular shift. The porter will check in on the event every hour in case of a temperature, toilet or spill issue. 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 porters are responsible for cleaning the kitchen and mopping the floors.

If a C/G/O needs a porter to stay for the entire event, a Porter Request Form (*Exhibit E*) must be submitted to the Lifestyle Department at least one month in advance of the event. The C/G/O will be notified in advance as to whether or not a porter is available. If a porter is available, the C/G/O will be charged the prevailing hourly overtime rate for the porter(s) for a minimum of four hours. In the event the club chooses to hire servers/waiters on their own, the Lifestyle Department must receive a copy of the company's commercial general liability insurance noting a minimum of \$1,000,000 naming Clearbrook Community Association, Clearbrook Condominium Associations #1-12 and #14-18B, Taylor Management Company and the C/G/O, if independent, as additional insureds before the date of the event. All C/G/O events should end by 10:30 p.m. so that the porters 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., the Lifestyle Department must be notified in advance and the C/G/O will be charged a porter fee at the prevailing hourly overtime rate for the porter. If the event goes beyond 10:30 p.m. without advance notice to the Lifestyle Department, the C/G/O will still be charged a porter fee at the prevailing hourly overtime rate for the porter. 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 Lifestyle Department to be posted on bulletin boards. The Lifestyle Department does not make copies of flyers for C/G/O events. All C/G/Os are responsible for their own promotional materials. C/G/Os may submit information to the *Clearbrook Courier* directly to advertise their 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 a contact for robo calls.
2. A membership list, preferably in *Excel*, including name and telephone number of all members of the C/G/O must be submitted to Administration via email in order for a listing to be registered with our robo call company.
3. Once the original setup is complete, there are two 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 be emailed or written on paper and brought to the Administration Office for the office to 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 Administration of any addition or deletion of the membership list, keeping it updated frequently.

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

These rules have been developed for the 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.

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

1. "Clearbrook" may be used in the name of an independent C/G/O in the context of location only, not as part of the name. For example: "Bowlers of Clearbrook" is permitted, whereas "Clearbrook Bowling Club" is not. If "Clearbrook" is in the name of a C/G/O, the C/G/O must display the following disclaimer on all documentation (flyers, posters, checks, etc.): ***Not affiliated with, monitored by, or sponsored by Clearbrook Community Association, Inc.***
2. Obtain commercial general liability insurance noting a minimum of \$1,000,000 coverage and naming Clearbrook Community Association, Inc., Clearbrook Condominium Associations #1-12 and #14-18B, Taylor Management Company and the C/G/O as additional insureds.
3. Obtain a Federal ID number and file the appropriate returns.
4. Notify the Lifestyle Department of all bus trips and hired entertainment.
5. When going on a bus trip, obtain commercial general liability insurance noting a minimum of \$1,000,000 coverage and naming Clearbrook Community Association, Inc., Clearbrook Condominium Associations #1-12 and #14-18B, Taylor Management Company and the C/G/O 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.
6. When hiring entertainment, obtain commercial general liability insurance noting a minimum of \$1,000,000 coverage and naming Clearbrook Community Association, Inc., Clearbrook Condominium Associations #1-12 and #14-18B, Taylor Management Company and the C/G/O 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*).
7. Give copies of the following to the Lifestyle Department, 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.

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

1. Arrange with CCA Administration to handle receipts and expenditures.
2. 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 at the Administration Office.
3. Members should pay their dues by check made out to CCA with a notation on the bottom of the check that it is club dues, making sure to name the club.
4. Obtain licenses and permits if needed from the appropriate governmental authority (for example: raffle license, liquor license).
5. Notify the Lifestyle Department of all bus trips and hired entertainment.
6. When going on a trip, obtain a certificate of insurance noting a minimum of \$1,000,000 commercial general liability coverage and naming Clearbrook Community Association, Inc., Clearbrook Condominium Associations #1-12 and #14-18B, Taylor Management Company and the C/G/O 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.
7. When hiring entertainment, obtain a certificate of insurance noting a minimum of \$1,000,000 commercial general liability coverage and naming Clearbrook Community Association, Inc., Clearbrook Condominium Associations #1-12 and #14-18B, Taylor Management Company and the C/G/O 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*).
8. 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.
9. Give copies of the following to the Lifestyle Department, 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.

**V. No Political Fundraisers**

## 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. Rentals will be accepted from Clearbrook residents *only*.
2. All guests are restricted to the reserved room and may not use any non-designated rooms.
3. Food and drink are not allowed outside the reserved room.
4. No stoves of any kind may be brought into the building.
5. 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 non-refundable 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, Inc., Clearbrook Condominium Associations #1-12 and #14-18B and Taylor Management Company as an additional insured.
3. When discussing your room set up with the Lifestyle Department, please mention if any special tables or equipment are required.
4. Security and porter services will be assigned. A 4 hour *minimum* is mandatory for security and porter services. Security and porter services are billed at the prevailing hourly rates.
5. If use of our stage lights and/or audio equipment is requested, a trained technician is required.
6. No refunds for events cancelled less than 48 hours prior to the event.

**C. Safety**

1. Occupancy must not exceed the posted number of persons permitted in the rented room (see Section VII, Letter B – 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