

Addendum to Art. IX sect. 9.1 of the Rules

STRAWBERRY FIELDS CONDOMINIUM ASSOCIATION
SOUTH WINDSOR, CONNECTICUT 06074

Section 9.1 - Club House. A community Club House is part of the Common Elements of Strawberry Fields. The Club House is available for general use (informal gatherings of residents) and for more formal events (such as small parties for birthdays or anniversaries, number of guests not to exceed the safe capacity of the Club House). The use of the Club House is provided to residents free of charge, however, when the Club House main hall is reserved for the exclusive use of an owner, a rental fee may be charged (see section 9.1(b) Club House Main Hall Reservation Procedures).

(a) Rules:

- i. Normal Club House hours are from 9 A.M. till 1 A.M.
- ii. A unit owner must be present, at all times, when there are guests in the Club House.
- iii. Access to the Club House is achieved by use of keys, issued to all unit owners. No one should give their keys, to anyone else. The association will charge a fee of \$25 for replacing lost keys.
- iv. Parking is available in the lot adjacent to the North side of the building. No parking is allowed in the streets or on the lawns. In the event that the parking lot is full; overflow parking is allowed only on the south side of the entrance road (Strawberry Lane) and no parking is allowed along the 100 building access road nor the access drive way to the brick house.
- v. This is a nonsmoking facility. Smoking is permitted only in the designated area on the west side of the deck & all smoking materials must be disposed of in the provided receptacle.
- vi. Three fire extinguishers are located throughout the building. One each in the kitchen, lobby area and basement near the furnace. All residents should familiarize themselves with the locations and usage of these extinguishers.
- vii. The Club House has three zones of heat/air conditioning. The thermostats are on automatic settings & shall not be adjusted. If there is a problem with the temperature contact a CHC member (names are located on the bulletin board in the library). Thermostat adjustments may only be made by a member of the CHC.
- viii. This building is used by all residents. Please leave it as neat and clean as you would your own home!
- ix. At times the main hall may be reserved, by an owner, for a private function. The library & exercise rooms, however, will always be available to all residents, even if a private party is in progress. Residents should, however, be respectful of their neighbor's right to have the exclusive use of the main hall. The guests at the private function should also respect the privacy of the other residents by refraining from entering the library or exercise room.

9.1 (b) Club House Main Hall Reservation Procedures: The Main Hall is available for short term reservation only by owners of Strawberry Fields Condominium Association. This reservation guarantees the reserving owner the EXCLUSIVE use of the main room and kitchen of the clubhouse. All guests will be able to share the use of the restrooms and deck, but should refrain from entering the Library or Exercise rooms. The reserving OWNER MUST BE PRESENT during the function.

- i. Fee Structure - The Association will charge a \$100 fee (\$135 if the outside grill is to be used) to be placed in the Clubhouse operating fund, and require a \$175 refundable deposit, which the Association will hold to offset any costs incurred for cleaning of or damage to the clubhouse. By holding this deposit, the association is not waiving its right to take legal action to seek compensation for any damages incurred beyond the amount of the deposit.
- ii. Check the calendar (located in the main foyer) to ascertain if the date you desire is available. Then write your name on this calendar for the date you wish to reserve. Please note: Procuring your date at least one month prior to your reservation is advised. If your reservation date is near a holiday time or for a special occasion, it is recommended that you allow several months' lead time.
- iii. Within 24 hours of signing the calendar contact a Club House Committee (CHC) member to verbally identify the date of your reservation. The names of the (CHC) members are posted on the main foyer bulletin board as well as on the 'committee' page of our website.
- iv. Within three (3) days of marking the calendar, download the Club House reservation Packet (which includes informational materials, a checklist and the reservation agreements) from the website. Contact a CHC member after completing the forms.
- v. After reading and signing the reservation documents, return the appropriate documents to the (CHC) member, along with two checks in the amounts of (\$100 (\$135 if using the outdoor grill option) rental fee, and \$175 refundable cleaning deposit), to assure a firm reservation of your date.
- vi. Any hired service, such as a caterer or a band, must provide proof of liability and Worker's Compensation insurance to the CHC or BOD, at least seven (7) days prior to the event.
- vii. The reserving unit owner and a CHC member will make a walkthrough with a checklist both before (within 24 hours) and after the event (within 24 hours). This checklist will be used to determine that the facility is returned to its original state. It will also be the determining factor in the decision of the refund of your \$175 cleaning deposit. If the facility is returned to its original condition your reservation cleaning deposit will be returned to you within seven (7) days.
- viii. Should you need to cancel a function, it must be done not less than two (2) weeks from the date of the function. All moneys received will be returned to you.
- ix. If a function is canceled less than two (2) weeks from the date of the function, for reasons other than emergencies, then \$50 will be forfeited from your \$275. An amount of \$225 will be returned to you, the \$50 will be applied to the Club House operating fund.
- x. If you decide to cancel an event due to an unforeseen emergency (ie: a snow or ice storm) you may reschedule to another date or take a full refund of all monies.