

# **EVERGREEN CLUBHOUSE** **HANDBOOK**

**RULES AND GUIDELINES**

## TABLE OF CONTENTS

<b>SECTION</b>	<b>CONTENTS</b>	<b>PAGE NUMBER</b>
1. -----	OVERVIEW -----	2
2. -----	GENERAL INFORMATION -----	3
3. -----	INDEMNITY CLAUSE -----	5
4. -----	HEALTH AND SAFETY GUIDELINES -----	6
5. -----	USAGAGE GUIDELINES AND RULES -----	7
	(1) General -----	7
	(2) Fitness Room -----	7
	(3) Lounge Area Pool Table -----	8
	(4) Lounge and Kitchen Area -----	8
	(5) Theatre Room -----	8
	(6) Library Room -----	9
	(7) Basement Recreational Room -----	9
	(8) Pool and Pool Deck -----	10
	(9) Hot Tub -----	11
	(10) BBQ and BBQ Area -----	12
	(11) Guest Suites -----	12
6. -----	ENFORCEMENT OF GUIDELINES AND RULES -----	13

## **1. OVERVIEW**

Guidelines are recommendations that provide guidance in setting standards or in determining a course of action. Rules are binding orders that govern or prescribe behavior. Rules are clearly stated actions that fit under the Guidelines.

The Guidelines and Rules in this document are intended to govern the use of the Evergreen Clubhouse and its facilities by the Residents of the Cathedral Grove and Kaleden Strata Townhouse complexes.

The areas included in this document are the following Evergreen Clubhouse Facilities:

- Fitness Room
- Lounge Area Pool Table
- Lounge and Kitchen Area
- Theatre Room
- Library
- Basement Recreation Room
- Pool and Pool Deck
- Hot Tub
- BBQ and BBQ Patio Area



## **2. GENERAL INFORMATION**

### Operating Hours:

Fitness Room: -----05:30 AM to 9:50 PM

Clubhouse Facilities: -----08:30 AM to 9:50 PM

Hot Tub: -----10:00 AM to 9:50 PM

Pool (Seasonal):------10:00 AM to 9:50 PM

Clubhouse Manager Contact: Phone: 604-760-3870

Please be respectful of the guidance and/or authority of the Clubhouse Caretaker or Clubhouse Committee Members.

Loss of privileges under the provisions of Section 6 of this Handbook may result from inappropriate conduct or violation of the published guidelines/rules.

### Clubhouse Facility Rentals:

a) Maximum Guests allowed:

Facilities other than Guest Suites: 50

Guest Suites: 2 Adults plus their related children

b) Rental booking and agreement signature must be by an owner/resident of either Cathedral Grove or Kaleden.

c) Bookings may only be made up to a maximum of 3 months in advance

### Guest Suite Rentals

Rental is for a maximum of 2-weeks (14 days) unless approved in writing by the Clubhouse Committee

Booking Procedures for all Clubhouse facilities:

- a) All enquiries regarding available dates/times must be sent via email to [evergreenclubhouse4@gmail.com](mailto:evergreenclubhouse4@gmail.com)
- b) All booking requests must be made at least 48 hours in advance of the desired date/time.
- c) Rental forms, Checklists and the Clubhouse Handbook are available on the fireplace mantle at the entrance to the building.
- d) After obtaining the rental forms from the Clubhouse, fill out the forms and, via email, arrange a time to meet the Caretakers to review and finalize the rental agreements.
- e) Two (2) cheques made out to EVERGREEN CLUBHOUSE must accompany the rental request:
  - One for the Rental; and
  - One for the Damage Deposit/Performance Bond.
- f) Rental dates/times are not confirmed until steps a) through d) above are complied with.
- g) As it is the renter's responsibility to be aware of the contents of the forms, checklists and handbook, they should be reviewed as they are periodically updated.
- h) It is the renter's responsibility to ensure that family and friends using the facilities are aware of all the rules and guidelines.

### **3. INDEMNITY CLAUSE**

#### **PLEASE READ CAREFULLY**

As a condition of use of the Evergreen Clubhouse Facilities, defined as including, but not limited to the: Fitness Room, Lounge Area Pool Table, Lounge and Kitchen Area, Library Room, Basement Recreation Room, Pool and Pool Deck Area, Hot Tub, BBQ and BBQ Area and any other common areas, I as a Resident of Cathedral Grove or Kaleden, 19 years of age or older and any minor children (aged 18 or less) for whom I am the legal Parent or Guardian, hereby assume all risks of personal injury or illness or property loss that may result from any cause whatsoever while using these aforementioned Evergreen Clubhouse Facilities. I understand that these Facilities are unattended and that my use and any use by my minor children for whom I am the legal Parent or Guardian is solely at my own risk and liability. By using these Facilities, I agree that I will indemnify and hold harmless Strata Plan BCS 3092, Strata Plan BCS 3097, the Evergreen Clubhouse Committee, any Employees, Contractor, Agents, or Volunteers of the Evergreen Clubhouse for any and all injury, illness or loss I or my minor children may incur while using, or as a result of using, these Facilities. I also agree that any potential claims or action whatsoever I may initiate against Strata Plan, BCS 3092 or BCS 3097 or the Evergreen Clubhouse Committee, any Employees, Contractors, Agents or Volunteers shall be governed by and interpreted solely in accordance with the Laws of British Columbia and no other jurisdiction.

#### **4. HEALTH AND SAFETY GUIDELINES**

The health and wellness of our community is extremely important, especially during the COVID 19 pandemic. Utilizing physical distancing and using the following local Health Agency Guidelines will serve to find a balance between the health benefits of exercise and the safety of those using the Evergreen Clubhouse facilities:

- a) A clear and concise policy for capacity limitations and cleaning expectations.
- b) A clear direction that no person who is feeling unwell or experiencing cold or flu symptoms may use the facilities.
- c) Facility cleaning procedures and documentation requirements.
- d) Facility monitoring measures.

**RULE #1** Usage of the Fitness Room, Pool and Hot Tub is restricted to Cathedral Grove and Kaleden Residents and their immediate family members.

**RULE #2** All minor children under the age of Sixteen (16) MUST be accompanied and continually supervised while in any of the Evergreen Clubhouse Facilities, Pool, and/or Pool Deck and Hot Tub by a Cathedral Grove or Kaleden Resident Adult (Aged 19 or older) from the Unit in which they reside.

**RULE #3** It is the sole responsibility of residents to ensure that their minor children aged 16, 17, or 18 are made aware of the contents of this document and its rules before they, the minor children, make use of any of the Evergreen Clubhouse Facilities.

**RULE #4** All organized/pre-scheduled Instruction of any kind, paid for or free, is not allowed in or on any Clubhouse facility without the prior written approval of the Clubhouse Committee.

**RULE #5:** Smoking, including vaping devices, is not allowed in any Clubhouse Facility - including the pool, hot tub and pool deck area, including grounds or within 7.5 metres of any entrance door or window.

**RULE #6:** Unreasonable noise is not allowed if it creates a nuisance and prevents others from their use of a Clubhouse Facility or Pool Deck area.

## **5. CLUBHOUSE USAGE GUIDELINES AND RULES**

### **(1) General**

- a) No pets allowed in the Evergreen Clubhouse including the pool deck, pool and hot tub.
- b) Washrooms are available to be used by residents and by those attending any private function in the Clubhouse Lounge.
- c) Personal items must not be left in the washrooms.
- d) Children under the age of 16 must be accompanied when in the washrooms.
- e) If any user is found to be ignoring any of the guidelines and rules in (2) through (10) below, loss of privileges under the provisions of Section 6 of this document may occur.

### **(2) Fitness Room**

- a) Hours of operation: 5:30 AM to 9:50 PM.
- b) Persons under the age of sixteen (16) are not allowed in the Fitness Room.
- c) Capacity: 5 persons.
- d) All gym clothes and towels must be cleaned (laundered) prior to use.
- e) Users must clean/sanitize their hands prior to the session.
- f) Only specific gym shoes to be used – no outside (street) shoes allowed.
- g) All fitness room equipment must be wiped down with disinfectant and cleaned after it is used.
- h) All fitness room equipment must be put away after use.
- i) Random spot checks of the Fitness Room Rules will be conducted.

**(3) Lounge Area Pool Table**

- a) Hours of operation: 08:30 AM to 9:50 PM.
- b) All children under the age of sixteen (16) must be accompanied by a resident adult aged 19 or older.
- c) No food or drinks allowed.
- d) All equipment must be wiped down with disinfectant and cleaned after it is used.
- e) All equipment must be put away after use.

**(4) Lounge and Kitchen Area**

- a) Hours of operation: 08:30AM to 9:50 PM.
- b) Contact the Clubhouse Caretaker to book use of the Lounge/Kitchen.
- c) A rental fee and deposit are due and payable at time of booking.
- d) The lounge and kitchen area must be cleaned up after use, and all garbage bagged and removed. Should additional time be needed for clean-up, prior arrangements must be made with the caretaker.

**(5) Theatre Room**

- a) Hours of operation: 08:30 AM to 9:50 PM.
- b) Contact the Clubhouse Caretaker to book use of the Theatre Room.
- c) A rental fee and deposit are due and payable at time of booking.
- d) All children under the age of sixteen (16) must be accompanied by a resident adult aged 19 or over.
- e) No food or drinks allowed.
- f) The movie room must be cleaned up after use and all garbage bagged and removed.

**(6) Library Room**

- a) Hours of operation: 08:30 AM to 9:50 PM.
- b) A rental fee and deposit are due and payable at time of booking
- c) All children under the age of sixteen (16) must be accompanied by a resident adult aged 19 or over.
- d) This is a lending library so please feel free to borrow books but try to return the books in a reasonable time frame.
- e) Donations are encouraged.
- f) When using the room to read, please make sure that you leave the room as you found it.
- g) No food or drink in the library.

**(7) Basement Recreation Room**

- a) Hours of operation: 08:30 AM to 9:50 PM.
- b) A rental fee and deposit are due and payable at time of booking
- c) All children under the age of sixteen (16) must be accompanied by a resident adult aged 19 or over.
- d) No food or drinks allowed.
- e) All equipment must be wiped down with disinfectant and cleaned after it is used.
- f) All equipment must be put away after use.
- g) The room must be cleaned up after use and all garbage bagged and removed.

## **(8) Pool and Pool Deck**

### **WARNING: NO LIFEGUARD ON DUTY.**

- a) Hours of operation: 10:00 AM to 9:50 PM.
- b) Adult only pool and hot tub time: Fridays from 7:00 PM to 9:50 PM.
- c) Children under the age of sixteen (16) are allowed in the pool and pool deck area but must be supervised at all times by a resident adult aged 19 or older.
- d) Capacity of the pool deck area: 25 persons at any one time.
- e) Entrance to and exit from the pool deck will only be via the washrooms.
- f) Prior to entering the Pool Deck area, all users must wash their hands for at least twenty (20) seconds with liquid soap and water or use hand sanitizer.
- g) Prior to entering the pool, all users must shower. To eliminate any chance of slipping, ensure that all excess water is mopped up after showering.
- h) No food allowed on the pool deck or in the pool.
- i) Use of the pool or pool deck while using alcohol or any other drugs/intoxicants is prohibited.
- j) Only non-alcoholic liquids in plastic containers are allowed on the pool deck area.
- k) Glass containers/bottles/dishes/utensils of any kind are not allowed on the pool deck or in the pool.
- l) Chairs on the deck and patio cannot be reserved.
- m) No running on the pool deck.
- n) No diving into the pool.
- o) No spitting or blowing of nose into the pool water.
- p) No drinks or food allowed in the pool.
- q) Children in the pool must wear "swim up" diapers.
- r) Inflatable pool toys, inflatable floatation devices and similar inflatable water floats, rings or raft like toys are prohibited in the pool and on the pool deck area.
- s) Personal floatation devices constructed from cellular foam materials in formats such as foam life vests, "pool noodles" or Transport Canada Approved personal floatation devices worn on the body are allowed for use in the pool.
- t) Report any injury suffered while in the pool or on the pool deck, OR any contamination or fouling of the pool to the Clubhouse Manager.

## **(9) Hot Tub**

### **WARNING: NO LIFEGUARD ON DUTY**

- a) Hours of operation: 10:00 AM to 9:50 PM.
- b) Children under the age of sixteen (16) are allowed in the pool and pool deck area but must be supervised at all times by a resident adult aged 19 or older.
- c) Minimum age for children in the hot tub: Seven (7).
- d) Capacity of the hot tub: Six (6) persons at any one time.
- e) No food allowed in the hot tub
- f) Use of the hot tub while using alcohol or any other drugs/intoxicants is prohibited
- g) Only non-alcoholic liquids in plastic containers are allowed on the deck area.
- h) Glass containers/bottles/dishes/utensils of any kind are not allowed on the pool/hot tub deck or in the hot tub.
- i) Prior to entering the hot tub, all users must shower. To eliminate any chance of slipping, ensure that all excess water is mopped up after showering.
- j) Do not use the hot tub while under the influence of intoxicants.
- k) Time limit: 20 minutes for adults, 10 minutes for children. Obey the time limit as long exposure may result in nausea, dizziness, or fainting.
- l) Always enter and leave the spa slowly and cautiously.
- m) Always have someone with you when you are in the hot tub.
- n) Children must be constantly supervised while using the hot tub.
- o) Keep long hair out of the water, away from all underwater fittings, especially suction fittings.
- p) Do not totally immerse your body.
- q) No spitting or blowing of a nose into the hot tub water.
- r) Inflatable pool toys, inflatable floatation devices and similar inflatable water floats, rings or raft-like toys are prohibited in the hot tub. Personal floatation devices constructed from cellular foam materials in formats such as foam life vests, or Transport Canada Approved personal floatation devices worn on the body are allowed for use in the hot tub.
- s) Report any injury suffered while in the pool, hot tub, pool deck or contamination or fouling of the pool or hot tub to the Clubhouse Manager.
- t) Do not use the hot tub without consulting your doctor if you are pregnant, have heart disease, diabetes, or high or low blood pressure, or are taking prescription medication.

**(10) BBQ and BBQ Patio Area**

- a) Hours of operation: 08:30 AM to 9:50 PM.
- b) Contact the Clubhouse Caretaker to book use of the BBQ.
- c) The BBQ and BBQ patio area must be cleaned up after use and all garbage bagged and removed.

**(11) Guest Suites**

Rental is for a maximum of 2-weeks (14 days) unless approved in writing by the Clubhouse Committee.

## **6. ENFORCEMENT OF GUIDELINES AND RULES**

The following sets out the procedures that the Evergreen Clubhouse Committee (the Committee) will follow in enforcing the Rules and Guidelines of this Handbook:

When a complaint is received by the Committee about the contravention of a Rule or Guideline by a Strata Unit's owner/resident, the Committee will:

- (a) Notify the Strata Unit's owner in writing the particulars of the contravention and the enforcement action to be taken by the Committee.
- (b) If the contravention is by a tenant, the notice of contravention will be sent to both the owner and the tenant of the Strata Unit.
- (c) The Strata Unit's owner/tenant will be given a reasonable number of days to answer the contravention notice, including a hearing before the Committee, if requested.
- (d) At its next scheduled meeting, the Committee will review the matter and determine if additional actions or penalties are required.
- (e) The Committee will, as soon as feasible, give notice in writing to the owner/resident of its decision under (d).
- (f) Once the Committee has complied with this Section in respect of a contravention of a Rule or Guideline, it may impose a loss of privileges for a continuing contravention of that Rule or Guideline without further compliance with this Section.
- (g) Notwithstanding the above procedures, a Clubhouse Entrance Fob may be temporarily deactivated for a serious violation of a Rule or Guideline or damage to a Clubhouse Facility until the notification procedures in (a) and (b) have been carried out.