

# **STRATA PLAN LMS 1220, TUGBOAT LANDING**

## **HARBOUR MASTER CLUBHOUSE RECREATION FACILITY & FITNESS CENTRE**

### **PURPOSE**

This policy provides the management framework for the operation of the Harbour Master Clubhouse (HMC) Recreation Facility & Fitness Centre and addresses the needs of residents for appropriate access to the HMC facilities at Tugboat landing. The users of the HMC facilities must maintain order and abide by the HMC Rules and Regulations as well as those of all federal, provincial and city authorities.

The Rules are intended to ensure that residents act in a safe and responsible manner consistent with providing an environment that respects the personal safety and physical security of all users, as well as being a vital component in the protection of the property and assets of Tugboat Landing.

### **MANAGEMENT & OPERATIONS**

- The management and operations of the HMC Recreation Facility & Fitness Centre is the responsibility of Tugboat Landing LMS 1220. Tugboat Landing has authorized the Resident Manager to act on its behalf for the daily operations and management of the HMC Recreation Facility & Fitness Centre.
- The HMC Recreation Facility & Fitness Centre is for use by residents who reside at Tugboat landing, Pilot House, Harbour House and Captain's Walk.
- The Resident Manager has the authority to request the identification of anyone who is using the facility. As proof of residency, the person must provide his or her name, address, and telephone number, and if requested, show a numbered entry key . A failure to provide this information shall result in being asked to leave the facility immediately.
- All persons using the HMC facilities do so at their own risk. Tugboat Landing will not accept responsibility for any injury sustained while using the premises and/or recreation equipment (see Harbour master Club Recreation Facility Rules).
- Anyone who does not abide by the HMC Rules shall be asked to leave the facility by the Resident Manager. On the second violation LMS 1220 will issue a fine. Subsequent and continuing violations of the Rules will result in issuance of fines and a suspension of the privilege to use the facility for a given period of time. The re-instatement of the privilege rests solely with LMS 1220 Strata Council.

## **HMC RECREATION FACILITY – SCHEDULING / RESERVATIONS / RENTAL CONTRACT**

- The Resident Manager is responsible for the scheduling of events and for booking reservations.
- Only residents 19 years of age or older can make a reservation for the HMC Recreation Facility.
- Reservations are required for the sole exclusive use of the HMC Recreation Facility. Reservations may be made in person, by telephone, mail or email. For information on Rental Contracts and deposits, please contact the Resident Manager at 604-321-3235. A contract must be signed and payment received before a reservation is confirmed.
- The scheduling of the HMC Recreation Facility will be arranged on a first-come, first-served basis.
- Each Strata Corporation shall be permitted sole exclusive use of the HMC Recreation Facility for the following meetings:
  - a. Regular monthly Strata Council Meetings, not to exceed one per month;
  - b. An Annual General Meetings;
  - c. One extraordinary Special General Meeting in each calendar year;
  - d. Two social events per calendar year.

These meetings shall be exempt from the rental charge outlined in the HMC Rental Agreement.

- Jointly-sponsored meetings and events which have been formally approved by all four Strata Councils shall be exempt from the rental charge outlined in the HMC Rental Agreement.
- Other social events and functions sponsored by a resident or by a Strata Corporation shall be subject to the HMC Rental Agreement and applicable rental charges.
- Sole exclusive use shall mean:
  - a. the reserved use of the recreation facility for a private function wherein the facility is not available for use by other residents; or
  - b. any social event meeting or gathering of more than six people, regardless of whether it is posted as a function that is open to all or is not posted on the assumption it is open to all residents.
- Tugboat Landing LMS 1220 may consider waiving the rental charge requirement as outlined in the HMC Rental Agreement if a written request is made to the Strata Council and the request is deemed to be in the best interest and common good of all residents.

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## **HARBOUR MASTER CLUBHOUSE RECREATION FACILITY RULES**

- The resident must be present at all times when guests are present in the facility, and is responsible for their conduct.
- Casual use without a reservation that causes exclusion to others shall be deemed sole exclusive use and subject to Rental Agreements.
- Children (under the age of 19 years) must be accompanied by an adult resident owner or registered tenant when using the facility.
- Pets are not permitted in the Harbour Master Club facilities.
- The Harbour Master Club facilities are a non-smoking area. The stairways and building entrances are also off limits for smoking.
- After using the HMC Recreation Facility and before leaving, the resident is required to:
  - a. Turn off all lights, taps, fireplace and television,
  - b. Return furniture to its original location,
  - c. Stack all patio furniture neatly on the dance floor,
  - d. Remove all garbage, bottles and cans,
  - e. Return the billiard area to its original arrangement, rack the pool cues, clean the blackboard, re-rack the balls and brush the felt on the pool table,
  - f. Close and lock the patio doors.
- The HMC Recreation Facility must be vacated before 10:00 p.m. daily. Extension of these hours of operation for reserved private functions on Friday and Saturday evenings may be requested at the time of reservation.

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## **HARBOUR MASTER CLUBHOUSE FITNESS CENTRE / SPA WHIRLPOOL AREA RULES**

- Hours for HMC Fitness Centre are Daily from 7:00 a.m. to 10:00 p.m. The facility is closed at noon on Christmas Eve and New Year's Eve, and all Christmas, Boxing and New Year's Days. It may also be closed to facilitate repairs, painting and carpet cleaning.
- All equipment is to be used as intended. Do not abuse equipment or cause weights to strike against one another excessively.
- All equipment must be wiped down after use. Please use paper towels from the dispenser.
- Proper fitness attire is required at all times. Shoes and shirt are mandatory in the fitness area.
- Personal earphones must be used with radio or music player equipment of any kind.
- Alcoholic beverages of any kinds, food, or drink (other than bottled water) are not permitted in the fitness centre.
- No glass containers of any kind are allowed.
- In order to protect the health and safety of children, no child under nineteen (19) years of age may use the spa whirlpool, unless accompanied and supervised by an adult who is a resident owner or registered tenant.
- Individuals with open cuts or wounds are not permitted in the spa whirlpool.
- If you are taking medications or have heart disease, diabetes, high or low blood pressure, the spa whirlpool cannot be used without first consulting your doctor.
- The spa whirlpool should not be used when under the influence of alcohol, or alone in the facility.
- Absolutely no foreign substances of any kind may be added to the spa. Persons observed doing so will be assessed the cost of draining, cleaning and refilling the spa.
- The maximum capacity of the spa whirlpool is six persons.
- Care should be exercised around the spa whirlpool, as floors become slippery when wet.
- Never enter the spa whirlpool when "Hot Tub Closed" sign is posted.
- The fitness centre and spa must be vacated before 10:00 p.m. Users should plan time for showers, dressing, etc.

- Residents who fail to leave the facility and cause a delay in locking up of the facility will be issued a warning for the first infraction. On the second, LMS 1220 may issue a fine or issue a suspension of the privilege to use the facility for a given period of time.