

The Preserve at Belle Pointe Clubhouse and Amenities Handbook

Important Contact Information

All **EMERGENCIES** should be reported to 911 immediately. There is an Emergency Phone located by the pool. This phone dials directly to the Emergency Service Provider and you will be instructed on how to proceed.

For unlawful solicitations or non-emergency law enforcement issues, call the Lebanon police non-emergency number 615-444-2323.

Please report all other concerns to the Ghertner & Company at hsr@ghertner.com or 615-277-0358. For after hours emergencies, please call 615-255-4736.

The Preserve at Belle Pointe Amenities Security System

Key Fob System

A key fob is required to access the Pool, Fitness Center, and Clubhouse.

Each Preserve household is supplied with 2 remote key fobs to access the amenities during operation hours. *NOTE: It is the homeowners' responsibility to maintain their assigned key fobs. On the back of every key fob there is a set of numbers; please write those numbers down in case you need a replacement. If homeowners need a replacement key fob, they must contact the Ghertner & Company for a replacement. There will be a fee to replace an assigned key fob.*

NOTE: *HOA Monthly Payment Delinquency may result in key fob suspension. A policy of 30-days overdue will be enforced.*

Security Camera System

Recordings are made 24/7 and may be used to review activities in public areas to document violations and/or vandalism. Cameras are not monitored. These cameras do not provide, nor are they intended to provide, any degree of personal security.

Fire Safety and Alarm

The amenities' center is secured with a fire alarm system. Each resident is encouraged to familiarize themselves with the alarm and evacuation procedures.

General Liability

The Preserve at Belle Pointe HOA, its committees, Goodall Homes, or the Property Management Company are not responsible for any accidents or injuries resulting from the use of the Preserve Clubhouse, Amenities and the equipment therein, OR for the loss or theft of resident's personal property.

Any member of the Preserve HOA Board is authorized to remove any resident or guest whose conduct does not comply with the rules and regulations of the Preserve Clubhouse.

Note: *Individuals who violate the Clubhouse Rules and Regulations listed in this handbook will be penalized for their actions and subject to immediate key fob suspension. A letter of reinstatement will need to be submitted to the HOA Board for review.*

Amenities Rules & Policies

For purposes of the following, all persons using the Preserve Amenities (clubhouse, pool, fitness center, playground, etc) without exception must be a Homeowner, or accompanied by a Homeowner. Otherwise, trespassing charges will be aggressively pursued by the Preserve HOA against anyone not accompanied by a Homeowner. This applies to members of the Homeowner's family. The Preserve HOA Board may adopt additional rules and regulations as necessary.

Clubhouse Hours of Operation

The clubhouse is open from 7:00 am to 10:00 pm daily. The Clubhouse and Grounds are closed from 10:01 pm to 6:59 am nightly. Overnight parking is allowed by permit only.

Hours of operation are subject to change.

Access to the Clubhouse or Amenities Center

Homeowners are given access to the Clubhouse and Amenities Center with their key fobs during normal operating hours listed above. Access after operating hours is prohibited and your access will be withdrawn.

By using the facilities, you agree to terms below:

- Unregistered household members or guests must be accompanied by a homeowner(s).
- The homeowner(s) are responsible for the conduct of your guests and other members of your household.
- The homeowner(s) are aware that areas of the amenities center are under surveillance by means of unmonitored video recordings that may be used for enforcement purposes.

- The homeowner(s) may bring not more than four guests per household to the amenities center.
- The homeowner(s) have read the rules pertaining to the use of the amenities.

Violations of this policy and / or rules will result in suspension of all amenities privileges for the entire household. Appeals will be heard by the Board of Directors at regularly scheduled meetings.

Periodic checks will be made to ensure that everyone using the amenities center is a homeowner or is accompanied by a homeowner. Anyone unaccompanied by a homeowner(s) will be considered trespassing and asked to leave.

Inappropriate Behavior

Any horse playing, profanity, disruptive conduct, and inappropriate behaviors are strictly prohibited on the Amenities Center's grounds, and you will be asked to leave. This is a family-oriented environment, please be mindful of others.

Smoke Free Environment

Smoking of any kind is not permitted inside the Clubhouse Facility or anywhere on the premises or amenities' grounds (i.e., outside porches, pool deck, areas around the pool, parking lot, doorways, etc.). **Note:** There is no smoking on Clubhouse grounds during a facility rental, please inform your guests.

Thermostats inside Clubhouse

All thermostats throughout the Clubhouse are to remain at:
73 degrees in the summer and 70 degrees in the winter.

General

- Absolutely no Pets are allowed in the Clubhouse or Amenities' grounds, including outside pool deck area.
- All homeowners and guests are responsible for picking up after themselves and disposing of their own trash in provided receptacles throughout the amenities center.
- It is the homeowners' responsibility to keep the clubhouse presentable and orderly.
- Skateboards, Roller Skates, Scooters, Bicycles, etc., are not allowed in or around the clubhouse grounds and/or pool deck unless used as general transportation to and from the clubhouse.
- Please be mindful of dirt and mud on your shoes when entering the Clubhouse & Fitness Center.
- Homeowners must always remain with their guests. Example: Homeowners cannot be in the clubhouse watching TV while their guests are at the pool.
- Inappropriate language will not be tolerated.

- Only Preserve community related posters and publications, approved by the Community Manager, are allowed to be posted or made available in the clubhouse. The only exception will be posters or publications promoted by the City of Lebanon or Wilson County Government Agencies.

Dress Code

Proper attire is required when entering the Clubhouse.

- Always wear shoes and be fully clothed when entering the clubhouse.
- No wet swimsuits are allowed inside the clubhouse or fitness center room.
- There are restrooms provided by the pool area for you to use when participating in outdoor activities.

Clubhouse Rooms

Reservation Room Rules:

The Reservation Room was designed as a gathering area for events, parties, and meetings. For information on reserving this room for a private function, please see the “Clubhouse Reservations” section of this manual. All general Clubhouse Rules apply to the Windsor Room

Kitchen Rules:

- The Clubhouse kitchen is for the use of the developer, sales agents, homeowners, and clubhouse reservations.
- The refrigerator may not be used to store personal items for longer than one day.
- Do not to take or borrow any food items in the kitchen.
- No committees will store items in the kitchen.
- No cabinets will be key locked for any reason.

Fitness Center Rules:

All persons using the Preserve fitness center without exception must be, or be accompanied by, a homeowner. If Homeowners would like to have a personal trainer or fitness instructor to provide individual training sessions or group exercise classes, please see the section on “Professional Classes conducted at Preserve Amenities” below.

- Strollers, baby carriers, and children are not permitted to wait inside the fitness center while the guardian is exercising.
- No glass of any type is permitted, only closed plastic containers are allowed.
- Rubber-soled athletic shoes that cover the entire foot must be always worn. NO FLIP FLOPS.
- Proper fitness attire is required (shirts must be always worn)
- Swimsuits are not allowed.
- Food is not permitted.
- Please turn off televisions when exiting the Fitness Center.
- Homeowners are responsible for cleaning equipment after use.

- Dumbbells should be returned to the racks supplied, do not drop dumbbells on the floor.
- Cardiovascular equipment use is limited to 30 minutes when other homeowners are waiting.
- All exercise equipment should only be used according to instructions.
- No group classes will be held unless done so in accordance with the section on “Professional Classes conducted at The Preserve at Belle Pointe amenities below.
- No handheld weights are permitted on any of the cardiovascular machines during use.
- Please report ALL damaged equipment to Ghertner & Company immediately.

NOTE: All persons using the fitness facility do so at their own risk and do not hold harm or liability to The Preserve at Belle Pointe HOA, its agents, or developer.

Private Preserve Resort Pool

Note: All persons using the private Preserve Resort Pool must do so in accordance with these rules.

Pool Descriptions

The private Preserve Resort Pool is designed for all ages. Minors must be accompanied and supervised by a homeowner in accordance with these rules.

Dates of Operation

The private resort pool is open from the weekend prior to Memorial Day through Labor Day. The pool is closed when thunder, lightning, or rain is present.

Hours of Operation for the Resort Pool

The private resort pool is open from 7:00am-10:00pm

The resort pool is private and for the express use of The Preserve homeowners and guests in accordance with these rules. The HOA will suspend fob access and pursue trespassing charges against anyone using the pool after hours.

Pool Rules

- **No Lifeguard is on duty. Swim at your own risk.**
- Absolutely **NO GLASS** containers [the Health Department has the right to close and drain our pool if glass products are found on the pool deck or if glass is found in or around the pool areas].
- Homeowners and their guests shall refrain from allowing unauthorized individuals access to the pool and clubhouse.
- Homeowners must always accompany and supervise minors.
- Do not prop open the pool gate under any circumstances. Doing so poses a safety risk and is a state violation and can cause result in the pool being shut down.

- Pets are not permitted within gated pool area.
- Swimmers must wear appropriate swim attire (no cut-offs).
- Children who are not bathroom independent must wear swim diapers.
- Diving or Jumping into the pool is NOT PERMITTED.
- Horse playing (running, shoving, dunking) is NOT PERMITTED.
- Improper behavior, intoxication, and profanity are not tolerated. Violators will be asked to leave to pool.
- NO SMOKING (tobacco or vapor devices) on the premises.
- Food and drinks are not permitted within 3 ft of the pool or in the pool. This includes chewing gum.
- Skateboards, hoverboards, roller skates, scooters, bicycles, etc., are not allowed in the pool area or pool veranda.
- Bicycles must be parked in the designated bicycle rack located at the pool gate entrance.
- Flotation devices, in the opinion of Community Manager, any board member, or pool monitor, which present a nuisance or pose a hazard to swimmers are not permitted in the pool.
- Those homeowners providing their own umbrella must remove their umbrella upon departure.
- Audio devices may only be used with headphones.
- Be mindful of the pool chair seating. Seating is limited and if you leave your chair for longer than 30 minutes your items may be removed for another resident to enjoy the seat.
- Saving chairs for persons absent from the pool area is prohibited.

Refer to 'Liability Clause' stated at the beginning of the manual. The Preserve at Belle Pointe is not responsible for any stolen or misplaced items while you are at the pool. The Preserve does not maintain an on-site lost & found bin. Items left on the pool deck and/or in the pool will be discarded [i.e., pool floats, pool towels, cups, clothing, etc.].

The Preserve private pool rules are enforceable by the Community Manager, any board member, or pool monitor. Please report violations to Ghertner & Company as soon as possible.

In the event of an emergency, please use the provided emergency call phone or call 911. Please keep in mind this is only for true emergencies. In addition, below you will find the non-emergency number for the Lebanon Police Department and number for Ghertner & Company.

Lebanon Police Department Non-Emergency Number: (615) 444-2323

Ghertner & Company: 615-277-0358

Health and Hygiene

Note: *To ensure proper pool sanitation, please notify the Ghertner & Company immediately if your child has any bowel or vomiting accident in the pool. We are required to close the pool for up to 8 hours in these instances to regulate chemicals.*

How can you help prevent accidents and illnesses?

- If you have, or have had diarrhea in the past two weeks, please do not use the pool.
- If you have a contagious illness, infection conditions, open sores, or abrasions with bandages, please do not use the pool.
- Shower or bathe before entering the pool.
- Use the diaper changing area in the restrooms—do not change a child’s diaper poolside.
- Toddlers should wear close fitting swimsuits.
- Infants and toddlers who are not bathroom independent must wear swim diapers.
- Do not drink the pool water.
- Do not rinse a child in the pool before, during, or after a diaper change.
- Ensure that your child makes frequent visits to the restrooms to minimize accidents.

If you have any questions or concerns regarding the pool rules, please contact the Ghertner & Company for assistance.

The Preserve Event Lawn

The Event Lawn is designated for homeowners of the Preserve to use for large outdoor gatherings such as community events. If you desire to use the Event Lawn for a private gathering, please contact Ghertner & Company for assistance.

Amenities Non-Resident Policy

Homeowners can invite guests to enjoy the Preserve Amenities. Goodall employees, buyers, and prospective buyers also have access to the facility. All guests must follow the Preserve Rules Handbook.

- No guest fees.
- Guest policies may be amended each season.

Current Homeowners

- Each Homeowner may bring no more than four (4) guests on any given day to the pool & clubhouse.
- Homeowners are REQUIRED to accompany their guests at all times.
- The Pool area is not available for reservations. Reference the “Clubhouse Rental Contract” portion of this manual.

Prospective Buyers

Goodall Homes reserves the right to allow limited access to the Amenities of the Preserve to prospective home buyers. These prospects will be allowed to use the amenities up to two (2) times without the actual purchase of a home during normal sales office hours. A Goodall Homes representative will be responsible for informing these individuals of all facility rules and regulations.

Buyers with Contracts

Goodall Homes reserves the right to allow access to the Amenities of the Preserve to home buyers that have executed a contract to purchase a home in the Preserve community but have not yet moved into the community.

These individuals will be able to use the amenities an unlimited number of times until purchase of their new home is complete during normal sales office hours. A Goodall Homes representative will be responsible for informing these individuals of all facility rules and guidelines.

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Clubhouse Resident Reservations

Reservations for the Preserve Clubhouse require completion of the appropriate rental agreement (contract). Homeowners must complete the Resident Contract. Reservations must be processed through Ghertner & Company. Any private use of the Clubhouse not sponsored by the HOA requires a Clubhouse Reservation.

Rooms/Areas of the Clubhouse Available for Rental

- The Reservation Room only up to 8 hours.
- The Kitchen is available for reservation food preparations.

Reservation Rates and Fees

- Please see the Reservation agreement for rates and fees.
- A Damage Deposit and Cleaning Fee are required for ALL reservations.
- If alcohol is being served during your event, an additional security deposit is required and you must assign a contracted bartender to serve at your event. A copy of the bartending license must be provided to Ghertner & Company prior to your event.

Process for booking a Clubhouse Reservation/ Cancellations

Please contact Ghertner & Company to request a clubhouse Reservation by visiting ghertner.com/owner, emailing amenityrequest@ghertner.com or calling 615-277-0358.

- The individual signing the document must fully read and understand the contract. Failure to abide by the rules and regulations of the Reservation Contract will result in forfeiture of deposit checks.
- Signed contracts must be returned to Ghertner & Company (as indicated on the contract form) along with all Deposit Checks and Fees.
- Reservations are not finalized until the signed agreement and payment are received by Ghertner & Company.
- It is the renter's responsibility to fully understand the instructions supplied on the Reservation Contracts. The Preserve at Belle Pointe HOA is not responsible for any actions or liability during the reservation.
- If damage occurs during the reservation (whether in the Reservation room or throughout the Clubhouse), the cost of damages will be charged directly to the homeowner's HOA account.
- Excessive cleaning/furniture moving fees will be charged to the homeowner's account.
- Access to/use of the pool is NOT included with any Clubhouse Reservation.
- **The person signing the contract must sponsor and attend the entire event.**

Reservation cancellations

All Reservation cancellations must be submitted 48 hours prior to your reservation to avoid a cancellation fee of \$30.00.

Professional Classes conducted at the Preserve amenities.

(All classes require approval of the Board of Directors)

A class is defined as two or more sessions (meetings) conducted by a paid instructor/trainer. A session cannot exceed more than four hours per day. Closed Class - all participants (students) live at the Preserve at Belle Pointe.

Fees

Closed class - each session subject to residential rental agreement.

Signed contract with rent payment covering the duration of the class and damage deposit checks are due before each class.

The instructor shall provide a copy of a current liability insurance document that shows the Preserve at Belle Pointe HOA, its directors and committees, and Ghertner & Company personnel as additional named insured with \$1,000,000 General Liability Limits.

Instructor/trainer must provide hold harmless waivers bearing the name, address, and signature of each attendee at the beginning of each class. Checks, insurance documents, and waivers are to be collected by Ghertner & Company.