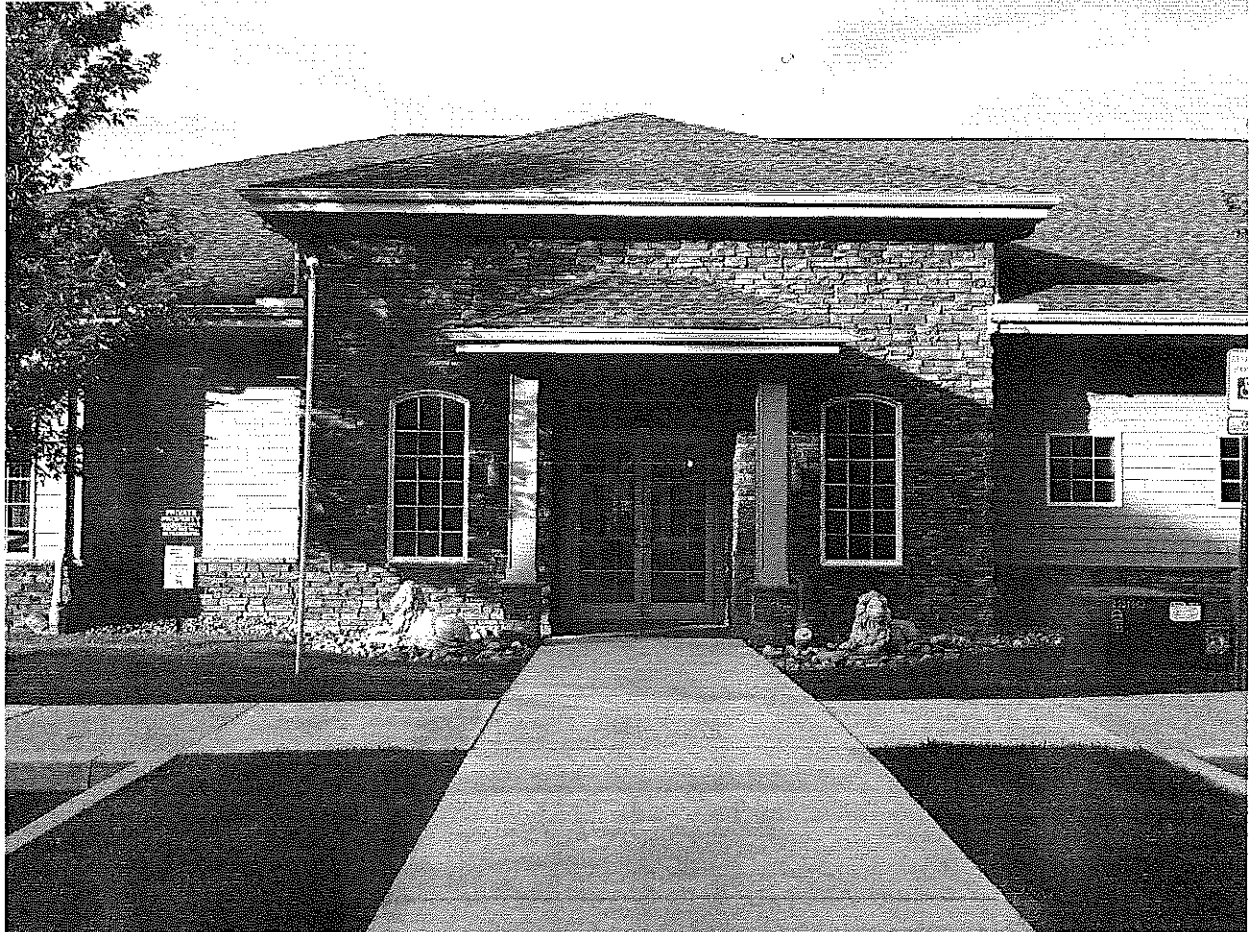


Summit at Shiloh Clubhouse Rules



Dated as of July 20, 2014

Revised as of April 24, 2018

April 24, 2018

To owners and residents of the Summit at Shiloh:

Continuing the need to maintain, protect and oversee the Clubhouse, the Condo Owners Association Board requested that the Clubhouse Rules published in 2014 be updated. The culmination of this effort is enclosed in this document. This updated, cohesive set of rules cover all areas of the Clubhouse facilities, including the Great Room, pool and spa area, workout room and patio area.

Please take time to review this document, to ensure every owner and resident is up-to-date on the current policies. This document defines regulations for all areas of the Clubhouse.

Please note that this document is intended to remain in the possession of its unit after a sale. Please leave this document in the unit upon move out or pass it on to the next owner.

The Summit at Shiloh Condo Owners Association Executive Board

Summit at Shiloh Clubhouse Rules Receipt-of-Rules Acknowledgment Form

Owner/Tenant Copy

As you review this form, please note that all Owners/Tenants must fill out Section 1.

Section 1: Confirm that you have received the Clubhouse Rules.

As required by the Executive Board and the Clubhouse Rules revised April 2018 and as owner of unit or villa # _____ at the Summit at Shiloh, I herewith acknowledge that I have received the Clubhouse Rules dated April 2018).

Owner's/Tenant's Name: _____

Owner's/Tenant's Signature: _____ Today's Date _____

If your unit or villa is occupied by a tenant or other non-owner resident (e.g., a student, housemate or house sitter), the owner is responsible for insuring the resident know and abide by the Clubhouse Rules.

Section 2: This copy of the form is to remain in the Clubhouse Rules in the unit or villa.

If you have questions, contact the Executive Board at boardpres@summitatshiloh.org

Failure to supply this signed document to the Summit at Shiloh within 21 days will result in an immediate \$25.00 fine to the owner.

The Summit at Shiloh COA Clubhouse

1. The Summit at Shiloh Executive Board hopes you enjoy the Clubhouse.
2. Of course, there are rules that protect the safety and rights of all residents, their families and guests.
3. Please exercise good judgment and consideration of all residents.
4. The Clubhouse Pool area and Workout Room are available for use 24/7, except times for cleaning and maintenance. Please check sign posted in Clubhouse lobby for closure times. For the comfort of all owners/residents/tenants please keep all noise to a minimum after 11:00 pm.
5. The Clubhouse Great Room is available for use 8:00 am to 11:00 pm. Parties in the Great Room-Kitchen must end at 11:00 pm including cleanup.
6. Parties on the Patio & Grill area must end at 11:00 pm including cleanup.
7. The Clubhouse has free WiFi for use while in the facility. The password is Pennstate1.
8. This facility is for all of us to enjoy, maintain and protect.

General

1. Clubhouse is to be kept clean and fully functional. If you see something that needs attention (broken or damaged, etc.), please contact the Executive Board at: boardpres@summitatshiloh.org
2. Clubhouse is cleaned and disinfected weekly. In order to effectively accomplish this, all areas of the Clubhouse are closed for a period of time each week. That time frame is set by the cleaning company. The current schedule for this activity is Tuesday 4:30 pm to 7:00 pm. In the event of a temporary time change of the weekly cleaning, a notice will be posted on the bulletin board in the Clubhouse lobby.
3. Guests are the responsibility of and must be accompanied by an owner/resident/tenant at all times while in the Clubhouse.
4. The interior Clubhouse is a smoke-free facility.
5. Consumption of alcohol by minors under 21 is strictly prohibited.
6. No pets allowed in the Clubhouse.
7. Return all furniture and equipment to their original positions.
8. Children under the age of 16 must be under adult supervision at all times while in the Clubhouse.
9. Ensure doors are closed and securely locked when leaving the Clubhouse.
10. Please remember cleanliness, conservation of electricity and the proper use of all equipment will be constantly monitored. Anyone found in violation of any of the Clubhouse rules will incur a \$50.00 fine for each occurrence. Failure to clean up and/or if damages to the Clubhouse or its contents are found, the responsible owner/resident will be assessed for the full costs incurred by the COA to restore the Clubhouse to its original condition.
11. All persons using any of the recreational facilities do so at their own risk and sole responsibility. The Association does not assume responsibility for any occurrence, accident or injury in connection with such use. No Unit Owner shall make any claim against the Association, its servants, agents, or employees, for or on account of any loss or damage to life, limb or property sustained as a result of or in connection with any such use of any of the recreational facilities. Each Unit Owner shall hold the Association harmless from any and all liabilities and any action of whatsoever nature by any guests, invitees or licensees of such Unit Owner growing out of the use of the recreational facilities, except where such loss, injury or damage can be clearly proved to have resulted from and been proximately caused by the direct negligence of the Association or its agents, servants or employees in the operation, care or maintenance of such facilities. In addition to all other rights which the Executive Board has for nonpayment of assessments, the Executive Board of the Association shall have the right to bar the use by a Unit Owner of any of the recreation facilities for failure to make payment of any assessments or fees due.
12. Parking for guests is located behind the Clubhouse and beside the pool area. Parking in front of Building #1 and Building #2 is reserved for owners/ residents/tenants of those buildings. If necessary, additional parking can be on the grassy area across from the pool area and Building #2. Enter and exit this area where there is no curb behind Building #2. This area is not to be used during adverse conditions, i.e. snow, rain, etc.

Pool Area

1. Owner/resident/tenant must fill in the pool register upon entering and exiting the pool area.
2. Guests must be accompanied by an owner/resident/tenant at all times.
3. Children 13 years of age and under must be accompanied by an adult owner/resident/tenant at all times and are not permitted in the sauna room, steam room or whirlpool spa.
4. Small floatation toys, rafts, etc. are permitted unless they become a hazard or an annoyance. These items must be removed upon departure from the premises.
5. Proper attire must be worn in the pool area.
6. The pool, patio and grill area are always available to any owner/resident/tenant. These areas cannot be reserved for private parties.
7. Both the steam room and the sauna room are only to be preheated no more than 5 minutes prior to use, and must be turned off immediately upon vacating them.
8. Steam room door must be propped open after use.
9. Owner/resident/tenant is responsible for the pool area and returning furniture to its original location upon leaving.
10. Pool and spa must be serviced daily. This activity includes water testing, adding chemicals when needed and cleaning. To accomplish this the pool and spa must be closed. Pool and spa closure for daily servicing is 8:30AM to 9:30AM weekdays and weekend/holidays before noon. When the servicing company pool tech arrives, the pool and spa must be vacated. Exception to this pool maintenance schedule may occur on mornings when the servicing company tech is required for snow removal work.

Prohibited in Pool Area

1. Running, roughhousing and behavior that interferes with the enjoyment of others.
2. Roller skates, skateboards, and other dangerous items in the pool area.
3. Moving of pool furniture to the outside patio.
4. Remaining in the pool during an electrical storm.
5. Glass containers.
6. Smoking.
7. Pets.
8. Propping exterior doors open.

Great Room and Kitchen

1. Please use the double doors located in the Great Room for your guests to enter and exit.
2. If no one has the Great Room reserved any owner/resident/tenant is welcome to use it. The Great Room is open for use 8:00 am to 11:00 pm.
3. You will be responsible for the total clean-up of the Great Room and Kitchen including:
 - a) Cleaning of kitchen appliances.
 - b) Equipment and utensils.
 - c) Emptying and cleaning of refrigerator.
 - d) Cleaning of tables.
 - e) Vacuuming (vacuum located in coat room).
 - f) Take all trash and garbage generated by the reservation with you and dispose of accordingly at your home.
 - g) When using dishcloths and towels please wash and return ASAP.
4. Recycle with bins provided in the coat room. Dispose of recycling in your building/villa and return **cleaned** bins to the coat room.
5. When using dishwashers please remember to empty and put everything back where you found them.
6. When using tables and chairs, please return them to the Great Room closet before you leave.
7. Return tables and furniture to original location before leaving.
8. Do not hang anything from light fixtures.
9. The pool table and its equipment is there for the enjoyment of the owners/residents/tenants and must be treated with care and respect. To maintain the good condition of the pool table and it's equipment for your use and the next person who wishes to use it, please observe these following rules:
 - a) Do not move pool table. If you do you will be billed for leveling.
 - b) Supervise children when using the pool table so the felt does not get damaged.
 - c) Children under the age of 16 must be accompanied by an adult owner/resident/tenant.
 - d) Pool table equipment is to remain in the Great Room so it does not get lost or damaged.
 - e) Upon completion of using the pool table, please replace all cues, the rack and make sure that **all** pool balls have been accounted for.
 - f) Cover pool table when finished.
 - g) Do not use the pool table as a serving table.
10. Turn lights off when not in use.
11. Use of the fireplace is seasonal only. Please turn off when leaving.

Great Room Reservations

- 1) Reserving the Great Room-kitchen does not grant you the exclusive use of the exercise room, the swimming pool, spa, steam room and sauna, patio or grill. These areas are open to all owners/residents/tenants of the Summit at Shiloh at all times.
- 2) Reservations for parties for the Great Room/Kitchen end at 11:00 pm including cleanup.
- 3) Reservations can be made up to six months in the future.
- 4) To allow a fair distribution by owners/residents/tenants of reserving the Great Room and Kitchen for holidays, the owner/residents/tenant who had reserved the Great Room/Kitchen the previous holiday may not make a reservation for the same holiday prior to 60 days before the holiday. An example would be, if you reserved the Great Room/Kitchen for Christmas Day 2013, you may not attempt to reserve the Great Room/ Kitchen for Christmas Day 2014 prior to October 24, 2014 (60 days prior). If at that time no one has reserved it you may go online and submit a reservation. The holidays this applies to are: New Year's Eve, New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
- 5) The procedures for reservations are as follows:
 - a) Reservations are made at summitatshiloh.org/reservations
 - b) A user account is required to schedule a reservation. Click 'Create an Account' on the login page. Once created, the account will need to be verified as belonging to a current owner/resident/tenant of the Summit at Shiloh.
 - c) Login to the reservation system at summitatshiloh.org/reservations and click 'Schedule' in the main navigation bar.
 - d) Click on the desired reservation slot and fill in all required information, including the number of guests, whether alcohol is going to be served, and the unit number of the owner/resident/tenant hosting the event.
 - e) Once submitted, the reservation will be pending until reviewed by an administrator. Reservations may take up to 24 hours to be confirmed.
 - f) Full instructions for the reservation system can be found at summitatshiloh.org/reservations/Web/help.php
 - g) For those unable to log on to the reservation system, please contact Executive Board at: boardpres@summitatshiloh.org

Workout Room

1. No one under 16 is permitted to use the equipment in the workout room at any time.
2. Wipe down equipment and return where it belongs after each use.
3. Turn off TV and lights upon leaving and return remote to top of thermostat cover.
4. If something breaks while you are using it or notice that something needs to be repaired, please notify the Executive Board at:

boardpres@summitatshiloh.org

Locker Rooms and Restrooms

1. Do not turn the wall heaters on for future use. Make sure the wall heaters are turned off when leaving. In the wintertime sometimes the heaters in the ladies locker room / restroom are left on in cold weather to prevent pipes from freezing. The heater control for this situation is to be done only by maintenance personnel or the Clubhouse Manager.
2. Lockers are available for use with personal locks. Please be considerate and remove locks if not using for an extended period.
3. Please place all personal items in locker before entering pool or workout area. COA is not responsible for personal items left in locker room or restrooms.

Patio and Grill Area

1. When using the grill, turn off the gas when finished, clean grilling surface with brush, and replace grill cover when cooled.
2. Wipe down patio table after use and close umbrella.
3. Put table and chairs back where they belong.
4. Take all garbage with you and dispose of accordingly at your home.

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Receipt-of-Rules Acknowledgment Form**

COA Clubhouse Copy

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Section 1: Confirm that you have received the Clubhouse Rules.

As required by the Executive Board and the Clubhouse Rules revised April 2018 and as owner of unit or villa # _____ at the Summit at Shiloh, I herewith acknowledge that I have received the Clubhouse Rules dated April 2018.

Owner's/Tenant's Name: _____

Owner's/Tenant's Signature: _____ Today's Date _____

If your unit or villa is occupied by a tenant or other non-owner resident (e.g., a student, housemate or house sitter), the owner is responsible for insuring the resident know and abide by the Clubhouse Rules.

Section 2: Return the form to the Summit at Shiloh COA, 400 Jefferson Ave, State College, PA 16801 or it may be dropped at the Clubhouse Office (slide under the door if no one is there).

If you have questions, contact the Executive Board at boardpres@summitatshiloh.org

Failure to supply this signed document to the Summit at Shiloh within 21 days will result in an immediate \$25.00 fine to the owner.