

APPENDIX A: Bristol Harbour Community Center (BHCC) Overview, Rules and Regulations

For use by Residents, their Family Members and Guests; Short Term Renters Excluded



BHCC Mission Statement and History

“The Bristol Harbour Community Center (BHCC) is to be used to promote recreational, social, and educational activities for residents of Bristol Harbour Village (BHV).”

In October 2006, the community voted to construct the current 5,650 square foot BHCC to replace the 2,200 square foot Caprini Center which BHV had outgrown. The current BHCC officially opened September 2, 2007. Today, the center serves as a place for community meetings and events, recreational activities, family gatherings, and educational programs.

THE FACILITY

The BHCC is a smoke-free building that offers a free Wi-Fi Internet connection. For a username and password, see the information placard located on the table in the Founder’s Library. The BHCC provides the following facilities for the enjoyment of BHV residents:

On the main level:

The Bernice J. Caprini Great Hall, located on the first floor, is a 29 x 20 foot room with the capacity to hold 50 people for meetings and parties. It has a cathedral ceiling, oversized stone-gas fireplace and large windows with sweeping vistas of the hills and the lake. The hall is suitable as a gathering place for the community, or a reading and relaxing area with full access to bathrooms and a kitchen. Furniture is arranged to promote socialization and should be replaced to its original position after use.

The Titus Meeting Room, also located on the first floor, is a 24 x 20 foot room with the capacity to hold 72 people for large meetings, family gatherings, and educational forums with full access to bathrooms and an adjacent kitchen.

The Kitchen is 75 square feet and contains an oven, a microwave, a refrigerator, and a dishwasher. It is designed to be a staging area for serving food.

The BHVA Office of the resident property manager and/or administrative assistant. Residents may visit the office and these personnel by appointment only.



The Lavatory Facilities - Male and Female lavatories are easily accessible from the outside for convenience of residents and guests using the Pickleball and Tennis courts, Basketball court, and the Picnic Area.

On the second floor:

The Fred W. Sarkis - Founder's Library is a loft area contains a comfortable reading area and a library maintained by the residents with shelving for numerous fiction and non-fiction books donated by the residents. Checkout and return of books is on an honor system. Donations of newer and "best-selling" books are always accepted.

On the lower level:

The Fitness Center is a 700 square foot room with an entry card access system. Equipment provided for residents includes:

- Treadmills, Elliptical machines, recumbent bike, upright bike, TV
- Strength training station, stretching area and dumbbells
- Residents receive authorization to use the Fitness Center by completing and submitting a Fitness Center Application and Informed Consent Waiver (see APPENDIX B) to the management office.
- Authorized Residents are required to sign in and out in the Visitor's book and clean equipment after use.
- Please wear appropriate workout clothing and footwear. No bare feet are allowed. No gear or shoes should be left behind.

All of the equipment in the Fitness Center is provided by BHVA for the use of all Authorized Residents. It must remain in the Fitness Center; borrowing of this equipment is not permitted.

The Richard Booth Youth Center is located in the center of the lower level. This room functions as a social center for both the youth of our community as well as adults, in addition to serving as a craftwork area. It contains ping pong, pool and foosball tables, a video game center, and a TV. All of the items in the Youth Center are provided by BHVA for the use and enjoyment of all Authorized Residents. It must remain in the Youth Center; borrowing of this equipment is not permitted.

The Multipurpose Room is a 400 square foot room designed for group exercise lessons and other multipurpose uses. It can also serve as a meeting area, a workroom, or lounge.

The Lavatory Facility contains:

- 1 unisex bathroom
- 1 male shower/locker room
- 1 female shower/locker room

The Outside Grounds, just outside the community center, provide:

- a basketball court,
- a kids playground,
- a volleyball/badminton net,
- Adirondack chairs and Fire Pit,
- picnic tables / BBQ grill, Tennis and Pickleball courts and a Car Wash hose.

GENERAL STATEMENTS and ENFORCEMENT of BHCC RULES

The Rules and Regulations are set forth in order to enrich the enjoyment of all Residents of the BHV. The BHVA Board of Directors, management company, and staff encourage participation in the many activities within the BHV. The following rules, having been adopted by the BHVA Board of Directors, are hereby set forth for the residents¹.

- 1) The owner is responsible for ensuring all members and guests of the owner's household observe and comply with the rules, regulations and the directions of the staff. The owner has the ultimate responsibility to ensure that these rules and regulations are adhered to by all in the household and all

¹ The Board of Directors may, for good cause shown on its motion, or upon written request, waive or modify any of the rules and regulations contained herein or make additions to these rules and regulations, provided appropriate notification of such changes or additions is provided to the residents. An



guests. In the event there is a Violation of Rules, please refer to APPENDIX D: Schedule of Penalties.

- 2) Children under the age of 16 while in the Community Center must be supervised by an adult.
- 3) BHVA is not responsible for lost or stolen items.

MANAGEMENT OF THE COMMUNITY CENTER

The BHVA Board of Directors and the management company are responsible to oversee the center's Rules and Regulations, Hours of Operation, Rental Fees, Room Reservation Calendar, Equipment Acquisition and Replacement, Exterior Building and Grounds, and Maintenance and General Upkeep of the Facility.

ACCESS to the COMMUNITY CENTER, FITNESS CENTER, and the RECYCLING CENTER

The Community Center is monitored by a security system. This security system includes the use of video cameras recording activities in and outside the Community Center, in the trash room, elevator, beach, and marina.

ADMITTANCE PROCEDURES

Community Center Main Entry: Hold your entry card up to the reader, which is located next to the double door. The security lock will be released and you will be able to pull the door open.

Community Center Entry at Titus Room: Hold your entry card up to the reader, which is located next to the door. The security lock will be released and you will be able to pull the door open.

Fitness Center Entry: Enter through the main door or the Titus Room. Hold your entry card up to the reader, which is located next to the door. The security lock will be released and you will be able to pull the door open.

Refuse and Recycling Center Entry: Enter through the Refuse and Recycling Center's main door. Hold your entry card up to the reader, which is located next to the door. The security lock will be released and you will be able to open the door.

USE or RENTAL of COMMUNITY CENTER SPACES

Requests for reservations can be taken up to one year prior to the date of use. *Short Term Renters may not reserve or use this facility; additionally, the property Owner of the rented property may not reserve this facility for their renters.* Residents must be in good standing and current with all dues, fees and assessments to rent the facility. Refer to APPENDIX C for the complete BHCC Rental Package.

Procedure for Use or Rental

- Use the Reservation Application found in APPENDIX C of these Rules or obtain one from <https://www.bristolharbourvillage.org/forms-documents>.
- Use/Rental requests will be confirmed by phone or e-mail within 7 business days excluding weekends and holidays.
- Reservations will be finalized only after required forms are submitted and all fees and deposits have been paid.

Payment and Deposit Information – Payable to BHVA and sent to: BHVA c/o Kenrick Corporation, 3495 Winton Place, D-4, Rochester, NY 14623. Certain Community and Board events use the facilities free of charge. Private events are charged the following fees:

- The Bernice J. Caprini Great Hall - \$50.00 for 4 hours, \$90.00 for 8 hours
- The Titus Meeting Room - \$50.00 for 4 hours, \$90.00 for 8 hours
- Combination Bernice J. Caprini Great Hall and Titus Meeting Room - \$75.00 for 4 hours, \$140.00 for 8 hours

Security Deposit Fee

The responsible Resident will be held financially responsible for all breakage, damage or clean-up expense resulting from their event. A Security Deposit Fee of is \$250.00 is required; refundable if the conditions of the Use/Rental are met. Damages exceeding \$250.00 will be billed to Renter. Conditions that lead to withholding part or all of the Security Deposit include, but are not limited to, the following:

- Clean up is not completed as outlined in the facility rules and regulations.



- Use of the room exceeds the scheduled time.
- The number of persons attending the event exceeds the maximum number listed in the application.
- Trash and/or Recyclables remain after your event.

If a Kenrick staff member has to be called in for any purpose relating to a rental, there will be a \$100/hour fee which will be deducted from the Security Deposit Fee.

There will be no fee or Security Deposit required for use of the center for qualified residents' events such as Neighbor's Night, community clubs, educational forums, and general interest activities for residents. Meeting dates, however, will be subject to availability. Although there is no charge for these events, a valid Resident must sponsor the event and be responsible for any damage/clean-up that may occur.

Cancellation/Refund Policy:

Once the reservation request has been accepted and date(s) confirmed, a reservation may be cancelled commensurate with the following refund policy:

- 100% Security Fee Refund
- 100% Rental Fees Refund Prior To 30 Days
- 50% Rental Fees Refund Within 30 Days of Start of Rental Period

All requests for cancellation must be submitted in writing to the management company. If fees are required, checks should be made payable to the BHVA. Two separate checks need to be submitted at the time of application for rental. One check will be for the rental fee and the other check will be for the \$250.00 Security Deposit Fee.

RULES FOR COMMUNITY CENTER USERS

Short Term Renters may not reserve or use this facility; additionally, the property Owner of the rented property may not reserve this facility for their renters.

Community Center spaces are allocated on a first come, first serve basis. Times and days reserved by the Board or for Community Events take first priority, after which, the first party receiving an approved reservation request, whether paid-for or complimentary, will be guaranteed use of the facility. Although Residents with valid access cards may enter the facility at any time, set-up may not begin until the reserved and paid-for day(s) and time(s). Set-up time as well as clean-up time should be factored into the occupation time requested. Should extensive set-up or cleanup time be needed, additional day(s) should be booked (and paid-for if a fee is charged).

Facility users are responsible for cleaning the reserved room/rooms. *The facility should be clean upon arrival; if it is not, please contact the management company immediately.* Adequate cleaning is defined as leaving the facility in the same or better condition than it was prior to use. Users will be given a clean-up Checklist from the BHVA office (see APPENDIX C); cleaning equipment is provided. All trash must be properly bagged, sealed and taken to the Refuse and Recycling Center, located at the entrance to the Community Center parking lot. A valid Resident entry card will allow access to this facility.

Furthermore:

- No lighted candles, open flames, or helium filled balloons are permitted in the building.
- Damage from any food or beverage spill will be assessed and charged to responsible user.
- No equipment/furnishings may be removed from the building at any time.
- Do not attach decorations to either the exterior or interior walls. Posters or signs should be free standing.
- All personal items and decorations must be removed at close of the event; this includes any decorations or signage placed on road signs or mailboxes.
- No smoking, no sale of alcohol (alcohol is permitted to be brought in, but not sold), and no pets are allowed inside the center.
- All lights should be off, the fire place must be turned off, and assure that the key card accessed doors lock behind you as you exit.



The following Holidays are not available for bookings: Memorial Day weekend, July 4th weekend, and Labor Day weekend.

FITNESS CENTER RULES AND REGULATIONS

The hours of operation are 5:00 am to 10:00 pm., all days of the week.

Access

Enter through the main door or the Titus Room. Hold your entry card up to the reader, which is located next to the door. The security lock will be released and you will be able to pull the door open.

Fitness Center Application and Informed Consent Waiver

Prior to being allowed to use the BHCC Fitness Center a Fitness Center Application and Informed Consent Waiver (see APPENDIX B) must be signed and returned to the management office, after which the resident's entry card be activated to permit entry to the Fitness Center.

Rules and Regulations

- Residents must have valid entry card to enter the Fitness Center and sign the sign-in sheet upon entry.
- Proper workout attire is required, e.g.:
 - No street clothes; they are not proper workout attire.
 - No denim shorts or pants.
 - No open-toed shoes or bare feet.
 - No loose-fitting jewelry.
 - Shirts and athletic shoes must always be worn.
- When others are waiting to use the equipment, you are limited to 30 minutes.
- Wipe down all equipment after use. Paper towels and liquid cleaner are provided.
- Report any broken equipment to the management office (585) 424-1540.
- Leave the machine in start-up position for the next person.
- No food or drink allowed in the Fitness Center other than water bottles with lids/waterproof closures.
- No pets are allowed in the Fitness Center.
- Children under 16 years of age must be supervised by a responsible adult while using the facility.
- There is a phone located in the Richard Booth Youth Center for emergencies only.
- When leaving the Fitness Center, and no one else is using the room, please turn off the lights.

RICHARD BOOTH YOUTH CENTER

- Children under the age of 16 must be supervised by a responsible adult.
- Appropriate behavior is required at all times. Behavioral issues and/or abuse/damage to the facility and/or its equipment are subject to penalties that will be levied against the responsible Property Owner (refer to APPENDIX D: Schedule of Penalties).

COMMUNITY ACTIVITIES

The Bristol Harbour community schedules events for its residents, many of which are held at the Community Center. A typical (but not guaranteed) list of BHVA events follows:

- | | | | |
|---------------------|---------------------|------------------------|-----------------------------|
| • Neighbors' Night | • Ladies' Luncheon | • Memorial Day Bonfire | • Meet the Candidates Night |
| • Easter Egg Hunt | • Bridge Club | • Annual Garage Sale | • Pickleball Tournament |
| • Fitness Classes | • Oktoberfest | • Bristol Daze | • Wine and Beer Tasting |
| • Food Truck Events | • Ice Cream Socials | • Moonlight Paddle | • End of the Season Party |



APPENDIX B: BHCC Fitness Center Application and Informed Consent Waiver

BHVA FITNESS CENTER APPLICATION

Owner's Name _____ DOB _____

Family Member _____ DOB _____

Family Member _____ DOB _____

Family Member _____ DOB _____

Family Member _____ DOB _____

Owner's Email _____

Address _____

Cell Phone _____

Other Phone _____

Emergency Contact _____

BHVA FITNESS CENTER INFORMED CONSENT WAIVER

I, the undersigned, wish to use the Fitness Center at the Bristol Harbour Community Center. I certify that I am physically able to participate in exercise activities. I have a reasonable basis for this opinion due to examination and/or consultation with my physician. I also certify that I will use good judgement while exercising and will not overexert. I recognize that I am responsible for knowledge of my own state of health. I realize that any time one engages in physical activity there are inherent dangers. I, therefore accept any and all responsibility and assume risk of any and all injury or damage to my person which may arise, whether directly or indirectly, as a result of my participation in the fitness program, or as a result of the prescriptive advice I receive, I hereby release and hold harmless from any liability, whatsoever, the BHVA, as well as its affiliates, directors, officers, employees and representatives. I also agree to abide by the rules and regulations as established by the BHVA with the understanding that violation of such rules may result in withdrawal of my privilege to utilize the fitness facility or engage in the prescribed fitness program. I certify that I understand and agree to the contents of this waiver.

Owner's Signature: _____ Date: _____



APPENDIX C: Bristol Harbour Community Center (BHCC) Rental Agreement

30 Golfside Circle, Canandaigua, NY 14424

Management Company Contact: achristoff@kenrickfirst.com

Renting Resident's Information:

Name: _____

BHV Address: _____

Phone: _____ Email: _____

Today's Date: _____ Start Date Requested: _____

Organization: _____

Type of Function: _____

Max # of Attendees: _____ Duration of Use (hours): _____

Important Rules:

- Vehicles of any kind are **NOT** allowed to be driven on the Community Center walkway
- Helium Filled Balloons prohibited
- Food in the Caprini Great Hall prohibited
- Max # of Attendees must not exceed the Fire Limit of the BHCC

SECURITY DEPOSIT: \$250.00 (MUST BE SEPARATE FROM the RENTAL CHECK)

Refundable if conditions of rental are met:

- Clean up completed
- Time of use is met
- Number of attendees did not exceed as stated above
- This is a carry-in and carry-out facility. Do not leave trash or recyclables behind

RENTAL FEES: (MUST BE SEPARATE FROM the SECURITY DEPOSIT CHECK):

<u>Bernice J. Caprini Great Hall:</u>	4 hours: \$50.00	8 hours: \$90.00
<u>Titus Meeting Hall:</u>	4 hours: \$50.00	8 hours: \$90.00
<u>Combination Great Hall and Meeting Hall:</u>	4 hours: \$75.00	8 hours: \$140.00

Cancellation:

- 100% Security Fee Refund
- 100% Rental Fees Refund Prior To 30 Days
- 50% Rental Fees Refund Within 30 Days of Start of Rental Period

CONFIRMATION of AVAILABILITY of DATE(s), RECEIPT of SECURITY DEPOSIT CHECK and RENTAL CHECK REQUIRED to HOLD YOUR RESERVATION

Renting Resident's Signature: _____ Date: _____

Management Company Signature: _____ Date: _____

Amount Received: _____ Date: _____



Bristol Harbour Community Center (BHCC) Clean-up Checklist

KITCHEN

- Empty refrigerator and freezer of liquids, foods, ice, etc. Do not leave bags of ice in the freezer.
- Wipe countertops and sink.
- Mop/sweep floor.
- If used, clean stove and microwave.
- Remove all belongings from premises including trash and recyclables. Do not leave recyclables in the building.

GREAT ROOM AND MEETING ROOMS

- Return all tables and chairs to original positions.
- Wipe down all tables.
- Do not store chairs in the closets.
- Mop/sweep floors.
- Empty all trash and recyclables.
- Remove/clean up all decorations.

BATHROOMS

- Wipe down sinks.
- Mop/sweep floors.
- Flush toilets.
- Empty trash.

OUTSIDE OF FACILITY

- Clean up any refuse and decorations left outside including front porch and grounds.
- Pick up and dispose of cigarette butts and pet excrement.
- Place benches and rocking chairs in original positions.
- If the grill has been used, brush off the gratings, and if the gas tank is low or empty, please notify the management company.

Bristol Harbour Community Center – Notice to Residents

The Bristol Harbour Community Center has been rented by one of your neighbors for a special occasion today.

Please be considerate of the attendees and if you were planning on enjoying one of our community rooms today, please stop by another time. Weather permitting, the fitness center can be accessed by the exterior basement door.

As you know, the events that we hold at the Community Center add to our ability to provide you with all of the amenities that this building provides:

- Library
- Meeting Rooms
- Sitting Rooms
- Youth Center & Fitness Center

Thank you for your consideration.