



CAMERON CLUB OPERATING RULES & PROCEDURES

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The Cameron Club is the social hub of our community and as such, is challenged to meet or exceed the highest standards of excellence. All aspects of the facility's operations are designed to foster community involvement and to the maximum extent possible meet the needs of Cameron Station Community Association (CSCA) members.

As the centerpiece facility within Cameron Station, its capabilities and operations are intended to serve as a compelling selling point and major property value multiplier for current and future property owners.

The Cameron Club provides its members the following:

- A community center offering a reception area, a great room with catering kitchen for events, a lounge, one meeting room, and CSCA staff offices and storage rooms.
- A Fitness Center offering a fitness room, a multi-purpose gym, locker rooms, staff office, and reception/sitting area.
- An outdoor swimming pool with children's wading pool, deck and lounges, umbrella tables and chairs.

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I. ELIGIBILITY FOR USE

All residents in good standing (resident owners, members of households living in Cameron Station, designated tenants and non-resident owners who have retained their right to use of the Cameron Club) are entitled to use the facilities of the Cameron Club. Non-resident owners who have delegated the right to use the Cameron Club and its facilities to their tenant must provide the CSCA with a written authorization and listing of tenants. Tenants must provide a current lease, utility or telephone bill, or driver's license as proof of residence.

The Board of Directors of the Cameron Station Community Association, Inc. (CSCA) reserves the right to suspend use of the Cameron Club and its facilities as detailed below:

For **tenants** (defined as any non-owner resident assigned the right to use the Cameron Club and its facilities by their landlord owner):

- o If non-resident owners are delinquent in their assessment payments for one quarter and/or have outstanding violations of CSCA governing documents.
- o If tenants have outstanding violations of CSCA governing documents.

For **owners**:

- o If owners are delinquent in their assessment payments for one quarter and/or have outstanding violations of CSCA governing documents.

For a **resident** of an owner-occupied home:

- o If the resident or owner has an outstanding violation of CSCA governing documents.

In such cases, as provided in Article IV, Section 4.5(iii) and (iv) of the Declaration, the Board reserves the right to suspend the owners' and tenants' right to use the Cameron Club and its facilities for up to 60 days if the owner is delinquent in his/her assessment payments for one quarter and for any period during which the owner and/or tenant is in violation of CSCA rules and regulations; however, the Board must afford the owner the rights of due process set forth in Article VIII, Section 8.1 (i) of the Declaration and Section 55-513 (b) of the Virginia Code before it may suspend an owners' or tenants' right to use the Cameron Club and its facilities.

The CSCA staff will issue a Cameron Club access/photo ID card to CSCA Members, individuals residing in their home (including all children), and to tenants designated by non-resident owners. Only upon presentation of a valid Cameron Club access/photo ID shall persons be entitled to enter and use the facilities. For emergency purposes, individuals must maintain the access/photo ID card with them while using the Fitness Center. A Cameron Club access card will be re-issued whenever ownership or residence changes occur (sale or new designated tenants) or in the case of children under five (5) years of age, each year.

The Cameron Club access card is the property of CSCA. Cameron Club access cards are not transferable.

The CSCA will provide the first issuance of the Cameron Club access/photo ID card at no charge. Lost cards will be replaced for a fee of \$5.00 per card. Non-functioning cards will be replaced at no charge.

A one (1) day Guest Pass is available from the CSCA Management Staff at a charge of \$5.00. A 7-day Guest Pass is available for \$25.00. This pass will be valid for seven (7) days, and use is not required to be consecutive days. All passes are non-refundable.

Guests under the age of 16 must be accompanied by a resident age 16 or older but are subject to age requirements for fitness center, pool and gymnasium.

Guests age 16 and older may use the facility unaccompanied upon presentation of a valid guest pass.

Each residence in the CSCA will receive sixteen (16) free guest passes each year. These passes will be single use passes. Guest passes will be marked with the year for use and may not be carried forward if unused.

In order to avoid overcrowding, Cameron Station residents may bring only two (2) guests to use the Fitness Center at any one time.

Cameron Club access card holders who permit or assist the entry of unauthorized persons into the Cameron Club may be suspended from use of the entire Cameron Club and its facilities after the Board provides the person with notice of the violation and an opportunity to request a hearing.

The CSCA staff and lifeguards represent the CSCA Board of Directors. Any concerns regarding the rules and regulations shall be addressed to the CSCA manager, who will, by email, bring the issue to the attention of the Board of Directors.

Safety is of primary concern to the CSCA. All persons using the Club facility do so at their own risk and agree to abide by the rules for use of the facility. The CSCA, its Board of Directors, agents, and employees assume no responsibility for any accidents or injuries incurred in connection with the use of any of the Club's facilities or for loss or damage to personal property. All Cameron Station residents are responsible for their actions and the actions of their guests.

No person may use the Fitness Center or pools unless the facility is officially open. Unauthorized persons entering these facilities when closed may be suspended from use of the entire Cameron Club and its facilities; provided, however, that if such unauthorized person is a resident, the Board will first provide such person with notice of the violation and an opportunity to request a hearing. In addition, all unauthorized persons entering these facilities when closed may be prosecuted for trespassing.

No person under the influence of alcohol or drugs will be permitted in the Cameron Club at any time.

IPODs, radios, CD players or similar devices may be used inside the Cameron Club and pool area as long as headphones are used.

All refuse must be placed in containers provided for this purpose. Keeping the Club clean is everyone's responsibility.

Situations and issues not specifically covered by these rules and regulations will be referred to the CSCA Board of Directors.

II. ACCESS

Each Cameron Station member/designated tenant will be issued a Cameron Club access/photo ID card. This card will be linked to personal data (name/address/telephone numbers- home, office, fax), emergency contact names and telephone numbers, birth date (if under 16 years of age), and status of CSCA assessments and open violations maintained by the CSCA manager. Data collected will be used only for official/emergency purposes by CSCA or Fitness Center staff.

III. HOURS OF OPERATION

Cameron Club Community Center and Association Management Office:

- Monday-Friday 9 a.m. – 5 p.m.
- Saturday 12 p.m. – 4 p.m.
- Closed Sunday and Federal Holidays

Pools:

- Monday-Friday 11 a.m. – 9 p.m.
- Saturday and Sunday 11 a.m. – 9 p.m.
- Open Saturday before Memorial Day through Labor Day
- Open Weekends in September, weather permitting
- Lap Swim only from 6am – 8am Monday through Friday excluding Federal holidays (dates may vary each season).
- Swim Lessons shall be held Monday through Thursday from 2pm to 7pm. Swimming instructions will be contracted only thru Pool or Fitness Center Management Contractor.
- Fifteen (15) minutes before each hour shall be reserved as a “break” for lap swim during normal hours. Swim lessons will be allowed during lap swim.

Fitness Center and Multi-Purpose Court/Gymnasium:

- Monday-Friday 5am-11pm
- Saturday-Sunday 7am-8pm
- Holiday hours will be posted at least one week in advance on Cameron Club bulletin boards.

IV. OCCUPANCY LIMITATIONS

- Entire Community Center Facility – 500 persons
- The Great Room – 100 persons
- 2nd Floor Meeting Room – 44 persons
- Fitness Center – 125 persons
- Multi-Purpose Gym – 30 persons
- Pools – 125 persons

V. PROHIBITED ACTIVITIES

- Alcohol sales are not permitted within the Cameron Club
- Consumption of alcohol is limited to authorized events in the Great Room only. Persons under 21 years of age may not consume alcohol in the Cameron Club or on its grounds.
- Excessive noise is not permitted.
- The use of profanity or fighting is not permitted.
- Smoking is not permitted in the Cameron Club or on its grounds (including the pool deck).

VI. ENFORCEMENT OF RULES & CONDUCT VIOLATIONS

Please be aware that the CSCA must protect the rights and privileges of all residents, and that inappropriate behavior will not be tolerated. All users are responsible for compliance with the rules and regulations established for the safe operations of all the Club's facilities. Every individual charged with a violation of the rules and/or regulations will be accorded due process and have access to the already established hearing procedures and processes provided for in CSCA documents.

The Cameron Club and Events Committee and the CSCA Board of Directors have approved these rules. Their purpose is to ensure that everyone has a safe and enjoyable experience at the Cameron Club. Violations of the rules and regulations will be enforced as follows:

First Violation – The supervising staff member will bring the violation to the attention of the individual involved. If the person fails to modify his/her behavior, the individual will be asked to leave the Club immediately and will not be allowed to return until the next day. A written record of the violation will be made and forwarded to the CSCA manager as soon as possible. If the offending party is a guest, the guest will be asked to leave immediately. The offending individual will receive a written notice from the CSCA manager detailing the infraction and noting that additional violations will be subject to more substantial sanctions.

Second Violation – Upon a subsequent violation, the individual will again be asked to leave the Club immediately and will not be allowed to return until the next day. A second violation will result in more substantial sanctions after the CSCA provides the person with notice of the violation and an opportunity to request a hearing. The sanction for a second violation is a recommended three (3) day suspension from use of the Cameron Club. More substantial sanctions may be imposed by the CSCA Board of Directors.

Third Violation – Upon a third subsequent violation, the individual will again be asked to leave the Club immediately and will not be allowed to return until the next day. The Board will provide the person with notice of the violation and an opportunity to request a hearing. The sanction for a third violation is recommended to be at least a seven (7) day suspension from use of the Cameron Club. More substantial sanctions may be imposed by the CSCA Board of Directors.

VII. POOLS

Swimming Pool:

The pool manager (CSCA manager as well as all others will be provided with pool rules) is responsible for the safe and orderly operation of the pool. The pool manager and lifeguards have been instructed in the rules of the pool. Any questions/concerns about rules must be addressed to the CSCA manager. If concerns are not resolved, issues should be addressed to the Board of Directors.

Professional swim instructors will be contracted thru the Pool or Fitness Center Management Contractor and subject to the same conditions and requirements as personal trainers in Section VIII.

Persons who have obvious infections (colds, lesions, open sores, inflamed eyes, nasal or ear discharge, communicable diseases, etc.) will not be allowed in the pool area. Sanitary habits are a responsibility of everyone, and anyone displaying improper behavior will be asked to leave the pool area by the pool manager. **The decision to refuse access of a person to the pool shall be in the sole and reasonable discretion of the pool manager, life guard, and/or CSCA manager.** The pool will also be immediately closed upon the occurrence of any person vomiting, urinating, or defecating in or around the pool. The pool will remain closed until the incident is properly cleaned. If the resident or authorized

user of the pool repeat does any of the above occurrences, the pool manager may deny access of the individual for a period of time of until the pool manager is satisfied in the sole and reasonable discretion that problem has been remedied.

All swimmers must first shower before initially entering the pool.

The pool may be closed at any time due to breakdown or operational problems, and/or at the discretion of the pool manager or the Club manager on duty. The pool and pool area will be closed during electrical storms and/or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder and/or sighting of lightning and will remain closed for thirty (30) minutes after the last sighting.

Children under the age of 12 are not permitted in the swimming pool area unless accompanied by an adult 18 years of age or older, unless they are participating in a CSCA – sponsored swimming pool activity **that is under the supervision of an adult.**

Residents ages 12 – 15 may use the pool unaccompanied after they have passed a swim test administered by a Cameron Station lifeguard.

Residents age 16 and older may use the pool unaccompanied.

No person shall use the swimming and wading pools unless the pools are officially open. Unauthorized persons entering the swimming and wading pools when they are closed will risk prosecution for trespassing in addition to the suspension of privileges up to the legal maximum provided under Virginia law.

Abusive, offensive, or profane language is prohibited.

Loud noise disturbance is prohibited.

Smoking is not permitted in the pool, pool deck or in locker rooms.

Breakable objects are not permitted in the pool or on the pool deck area.

Food and drink must be consumed at least 6 feet away from the pool water.

No gum is permitted in the pool or on the pool deck.

Users must wear proper swimming attire in the pools. Persons whose swim attire causes a safety hazard will be asked to change attire or leave the pool area. No cut-offs, dungarees or similar attire will be permitted.

Baby strollers must have operational brakes when parked on the pool deck.

No diving is allowed, except for sanctioned swim team practices or events.

Running, pushing, wrestling, excessive splashing, standing or sitting on shoulders or causing undue disturbance in/or around the pool area is prohibited.

Spitting of water or similar unhygienic actions is not allowed.

No hanging or sitting on the lane markers is permitted.

Items that may be potentially hazardous or annoying to another swimmer are not permitted (i.e. hard balls, water guns, etc.) This excludes floating devices used by parents to contain and keep infants safe in the water. Large rafts or other floating objects used by children or adults over the age of 4 may not be permitted for use in the pool to be determined at the sole and reasonable discretion of the pool manager.

Children age five (5) and older must use the locker room designated for gender, unless the child in question is disabled and then that child may be permitted to use their parent's locker room to the extent necessary to accommodate the child's disability.

Only two (2) guests are allowed at a time for a pool and fitness center use, with resident over 18 of age.

Parties at the wading pool are allowed only of those children/parents residents from CSCA. Only two guests outside the CSCA are allowed.

All children three (3) years and younger or those not yet potty trained must wear swimmer's diapers. Children will not be admitted without a swimmer's diaper, and the diaper must be worn at all times within the pool or pool area. Disposable diapers, cloth diapers or plastic/rubber pants are not substitutes and will not be permitted. If a child has a hygienic accident in the pool, the pool manager should be notified immediately. The CSCA staff will generate a report of this incident if the incident results in the pool closure.

All children using inflatable armbands, water wings, or any approved Coast Guard flotation device must be supervised one-on-one by an adult who is in the water and is within arm's length of the child. At the pool manager's discretion, certain flotation devices may not be permitted.

The pool will be cleared by the pool manager/lifeguard for a lap swim for the last 15 minutes of each hour.

Except for official helper dogs (seeing-eye, etc.), no pets are allowed in or around the pool.

Tables on the deck area may not be reserved by placing towels and/or personal belongings on them. The use of privately owned chairs and tables is prohibited.

Persons under the influence of alcohol will not be allowed in the pools. Loud noise causing disturbance of the reasonable peace and enjoyment of others person using the pool will be determined in the reasonable and sole discretion of the pool manager.

Renters and guests MUST abide to all the pool rules.

WADING POOL:

The pool staff does not supervise the wading pool; accordingly, the pool is to be used as the individual's own risk. CSCA is not responsible for any improper use or incidents that occur in or around the wading pool.

This pool is for **children who are six (6) years of age and under** and must always be supervised by an adult 18 years of age or older, who remains alert on the pool deck in the vicinity of the wading pool.

The gate to the wading pool shall remain closed at all times.

All children must shower before entering the wading pool.

All safety rules that govern the swimming pool also apply to the wading pool.

VIII. FITNESS CENTER

The Fitness Center manager has complete authority and responsibility for the safe and orderly operation of the Fitness Center. Safety is of primary concern to the CSCA. All persons using the Fitness Center do so at their own risk and agree to abide by the posted rules for use of the facility. The CSCA,

it's Board of Directors, agents, and employees assume no responsibility for an individual's use of the facility, or any accident or injury incurred in connection with the use of the Fitness Center or for any loss or damage to personal property. Residents are responsible for the actions of their children and guests.

Fitness Center staff will offer to collect basic health information that any member/designated tenant may take to his/her own personal physician to discuss to help them in their own evaluation of how they should or should not use the Fitness Center, the fitness equipment, and/or the pool. All members/designated tenants, prior to receiving their access/photo ID badge, must sign a release acknowledging that use of the fitness facility is solely at their own discretion and responsibility.

Residents under the age of 12 are not permitted in the Fitness Center.

Residents between the ages of 12 and 15 are permitted in the Fitness Center, if accompanied by an adult 18 years of age or older.

Residents age 16 and older may use the Fitness Center unaccompanied.

Guests under the age of 18 must be accompanied by an adult 18 years of age or older.

Guests 18 years of age and older may use the Fitness Center without a resident being present upon presentation of a valid guest pass.

Residents are entitled to bring a personal trainer to the Fitness Center for their own personal training services, provided the resident first complies with either of the two following requirements:

1. A resident's personal trainer must enter into an employment agreement with the company that is contracted by the Association to operate the Fitness Center; or
2. The resident must complete and submit to the HOA Management Office a Request for Authorization for Personal Trainer Form and a Personal Trainer Agreement completed and signed by his/her personal trainer. The resident must submit the signed Request to Use a Personal Trainer Form, all required insurance certifications, and the Personal Trainer Agreement to the Association's Management Office (HOA Office) at 200 Cameron Station Boulevard, Alexandria, Virginia 22304. The Resident must agree to indemnify and hold harmless the Association against any liabilities, damages or causes of action arising out of their use of the Cameron Club while receiving personal training from their personal trainer.

Personal Trainers are prohibited from providing any services in the Cameron Club until all documentation is received and approved by Management, or in the alternative, a valid employment agreement with the company that is contracted by Association to operate the Fitness Center is received and approved by Management.

Personal trainers are prohibited from advertising their services within the Cameron Club. A personal trainer, unless employed by the company that is contracted by the Association to operate the Fitness Center, is prohibited from providing personal training services to members of more than two individual families in the Cameron Club in any single month.

A resident may not bring a guest acting in the capacity of a Personal Trainer into the Fitness Center.

No person shall use the Fitness Center unless it is officially open. The Fitness Center will not open without on-duty staff present. Unauthorized persons entering the Fitness Center when closed may be suspended from use of the entire Cameron Club and its facilities for up to one year, after the board provides the person with notice of the violation and an opportunity to request a hearing, and may be prosecuted for trespassing.

Persons under the influence of alcohol will not be allowed in the Fitness Center at any time.

Appropriate attire for the Fitness Center (shorts or warm-up suits, shirts or sports bra, tights or leotards) and appropriate athletic footwear must be worn. Bathing suits and bare feet are prohibited.

No food items will be brought into or consumed in the Fitness Center. Only beverages in non-breakable containers are permitted.

All refuse must be placed in containers provided for this purpose. Keeping the Fitness Center clean is everyone's responsibility.

IPODs, radios and CD players are permitted in the Fitness Center if used with headphones and played at a volume that does not disturb others.

Loud grunts/screams are not allowed.

Weights will not be thrown or dropped.

Each user is requested to wipe off the equipment after each use with their towel.

All cardio equipment will have a 30-minute use time. Sign-up sheets will be maintained for each piece of equipment. Users must abide by the sign-up sheets and time limits when people are waiting. Cardio machines cannot be reserved by placing towels, keys, water bottles, etc. on the machine.

IX. GYMNASIUM

Children under the age of 12 must be supervised by an adult 18 years of age or older.

Only shoes that have non-scuffing soles are permitted.

Shirts and shoes must be worn at all times.

No gum, food or drink (except water in non-breakable container) is allowed.

Balls may be checked out at the reception desk by leaving a current Club access card. The cost of a ball (not to exceed \$40.00) will be assessed to the resident who does not return a ball belonging to the fitness facility.

Any structured program scheduled for the gym has priority over "open" gym activity structured programs schedule is available at the fitness center information desk.

The Cameron Club staff reserves the right to close the gym for any additional hours necessary to accommodate all programs and activities, or any reasonable cause to be determined by the Management or the Board of Directors.

X. EVENTS/MEETING ROOMS

The Great Room (without its catering facilities) and the meeting room on the second floor may be reserved without fee by residents or staff to support CSCA sponsored or recognized events and activities, including classes held in conjunction with the Fitness Center. Residents reserving any room are responsible for ensuring that the room is returned to its original condition after use.

XI. RESERVATIONS

All reservations for the Cameron Club's event and meeting rooms (great room and upper meeting room) will be made through the CSCA management office. Once a reservation is confirmed, CSCA staff will promptly post it on a 12-month calendar in the CSCA office.

Only residents/designated tenants in good standing are eligible to reserve these rooms.

First priority for use will be given to the Board of Directors and CSCA Committees for regularly scheduled meetings and/or functions; otherwise, scheduling shall be on a first-come, first-served basis. Residents reserving a room must be in attendance for the duration of the reserved time.

At times which do not conflict or interfere with activities sponsored by the CSCA, the Cameron Club's event and meeting rooms may be reserved for private use by any CSCA resident for the use of that resident and his/her guests and invitees so long as the reserving resident is in good standing, and so long as the resident is in attendance for the full duration of the scheduled event. The resident is precluded from reserving the Center's event and meeting rooms on behalf of third party, non-residents.

Two weeks prior to the first of the year, Cameron Station members, tenants, and business tenants may contact the management office to make reservations for meeting rooms for the upcoming year. Any dates not reserved prior to the beginning of the calendar year shall be available on a first-come/first-served basis, provided the facility is open at such times and provided such reservation does not interfere with an Association sponsored use of the facility.

XII. RENTAL

The Club offers the great room and second floor meeting room for rent to residents for private events. The Great Room has:

- A catering kitchen (sink, refrigerator, oven, stove, microwave, icemaker and dishwasher)
- Square tables and wooden and folding chairs
- Men's and women's restrooms

Any other items needed must be provided by the renter from outside suppliers.

The second floor meeting room has only rectangular tables and wooden chairs.

The renter shall be legally responsible for the behavior of all guests, agents, employees, invitees and licensees on the premises of the Cameron Club during the period of the rental of any room and shall be responsible for the cost of repairs or damage, as well as for any violations that occur on the premises of the Cameron Club.

The renter is precluded from the transfer of any rental contract rights or responsibilities to any other individual or entity without the advance written approval of the CSCA. Failure to abide by this provision shall provide the CSCA with the power to terminate the renter's contract and retain the sums paid in advance.

Renting of the Great Room requires completion and signature of a rental contract, as well as payment of associated fees as follows:

- \$300 security deposit, refundable if there is no damage done to the facility or its equipment.
- \$125 cleaning fee, non-refundable for cleaning of the facility after each use, unless waived by the CSCA manager upon inspection of the facility after use.
- \$50 rental charge per four-hour period or part thereof.

The Great Room shall be formally reserved when the renter delivers to the CSCA staff a signed contract, along with full payment of the security deposit and all other fees described above, and has received a written confirmation and signed copy of the contract from the CSCA. All payments must be in the form of a personal check, certified check, or money order made payable to the CSCA. If and when the CSCA obtains the capability of receiving payments by credit card, renters may make payment by credit card.

The second floor conference room may also be rented. Individuals renting the meeting rooms must complete and sign a rental contract as well as pay the follows fees:

- \$300 security deposit, refundable if there is no damage done to the facility or its equipment.
- \$125 cleaning fee, non-refundable for cleaning of the facility after each use, unless waived by the CSCA manager upon inspection of the facility after use.
- \$25 per four-hour period or part thereof.

The Association reserves the right to retain a security service to provide security at any event to be held in the Cameron Club. If the Association chooses to retain a security service to perform security services at a rental event, the renter shall be responsible for paying all costs associated with retaining the security service, which costs must be paid prior to the event.

For all facility rentals, the renter acknowledges responsibility for the advance payment of a security deposit, a non-refundable cleaning fee, and 50% of the hourly usage fee in accordance with the established rates. The renter must pay the balance of the hourly usage fee no later than 15 days before the date of the event.

The renter shall pay the CSCA twice the regular hourly rate for every hour, or portion thereof, for use beyond the time period specified in the signed contract, plus any other consequential damages, legal fees and other costs incurred by the CSCA, if the CSCA must enforce the renter's contract as a result of the renter's actions. The CSCA may deduct such sums from the security deposit or take any other appropriate course of action to enforce the contract and collect for any damages in excess of the security deposit.

If a renter wishes to cancel the contract, he/she must send written notice to the CSCA. The refund shall be processed within ten 10 business days following the date of receipt of the notice of cancellation.

XIII. FORMS (Available at HOA Management Office or CSCA web-site)

- Committee Member Registration
- Common Area Improvements Application
- Common Area Pocket Park Use Application
- Exterior Modification Application
- New Resident Welcome Packets
- Orientation Forms
 - Pool (swim test)
- Fitness center (voluntary fitness evaluation/waiver of responsibility)
- Owner/Resident Information Sheets
- Personal Trainer Agreement
- Rental contract for events/meeting rooms
- Request for Authorization for Personal Trainer
- Resident Vehicle Registration Form Violation Complaint Form