

**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**POLICY RESOLUTION NO. 2023-01**  
**AMENDED CAMERON CLUB OPERATING RULES & PROCEDURES**

Supersedes all prior Cameron Club Rules & Procedures and  
Personal Trainer Policy Resolutions  
Effective

Amended February 25, 2014, May 27, 2014, October 25, 2016, and May 31, 2022

**WHEREAS** Article III, Section 3.8(a) of the Declaration of Covenants, Conditions, and Restrictions (“the Declaration”) of the Cameron Station Community Association, Inc. (“the Association”) as recorded in the Land Records of the Circuit Court for the City of Alexandria at Deed Book 1630 at Page 0401, *et sq.*, as amended, provides that every member of the Association shall have a right and easement of enjoyments in and to the Common Area for their reasonably intended purposes, subject to any rules and regulations or policies which may be established by the Board of Directors (“the Board”); and

**WHEREAS** Article III, Section 3.4 of the Amended Bylaws (“the Bylaws”) provides that the Board shall have the power to adopt and publish rules and regulations governing the use of the Common Areas and facilities of the members and their guests thereon;

**NOW, THEREFORE, BE IT RESOLVED** that the Board duly adopts the following Cameron Club Operating Rules and Procedures.

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, Inc. (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 facilities:

- A community center offering a reception area, a great room with catering kitchen for events, a lounge, one meeting room, one conference 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 loungers, tables, and chairs.

The Association also provides shuttle bus service to and from the Metro station, Monday through Friday (excluding Federal holidays) during prime rush hour times.

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## I. ELIGIBILITY FOR USE

All residents (resident owners, members of households living in Cameron Station, designated tenants, non-resident owners who have retained their right to use of the Cameron Station facilities, and persons who reside in Cameron Station continuously for 30 or more days), in good standing 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. 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 the payment of any assessments by more than 60 days 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 the payment of any assessments by more than 60 days and/or have outstanding violations of CSCA governing documents.

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

- o If owners are delinquent in the payment of any assessments by more than 60 days.
- 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 if the owner is delinquent 60 days or more in his/her assessment payments and/or 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 55.1-1819(c) of the Virginia Property Owners Act before it may suspend an owners' or tenants' right to use the Cameron Club and its facilities.

The CSCA Management staff will issue encrypted access cards or mobile credentials using a QR code to provide access to the Cameron Club Facilities. All residents must return their non-encrypted passes to the management office in order to be registered for the new CSCA Access System. Residents using the shuttle bus must only use the mobile credential option for entry to the shuttle buses.

An encrypted access card or mobile credentials shall be given to CSCA Members, individuals residing in their home (including all children), and to tenants designated by non-resident owners when they register with the Association. Residents must present a current photo ID to

CSCA Management staff in order to pick up the encrypted access card or mobile credentials. Tenants must also present a copy of their current lease.

The CSCA Access System, including the encrypted access card and/or mobile credentials is the property of the Association and are non-transferable; Access to the Association facilities may be revoked or suspended if used by a person other than the one to whom it is issued.

Owners who rent out their homes transfer their right to use the Cameron Club Facilities and shuttle bus to their tenants, unless they provide written notice to the Association of their intent to retain the right to use the Cameron Club Facilities and shuttle bus. If an Owner provides such notice to the Association, then their tenants will not be permitted to use the Cameron Club Facilities and shuttle bus during the term of such tenant's lease. Owners who are renting their home are responsible for retrieving the encrypted access cards or mobile credentials from a tenant, nanny, caregiver, and/or guest, after that person is no longer residing within the Association. Any owner that fails to retrieve the encrypted access cards or mobile credentials shall be responsible for purchasing a replacement encrypted access card or mobile credentials. Upon sale of a home or the end of the lease term, all access to the CSCA Facilities associated with the home will be deactivated immediately. Lost or stolen encrypted access card or mobile credential must be reported immediately so that CSCA Management staff can deactivate the access card or mobile credentials to prevent unauthorized use. In the event that an encrypted access card or mobile credentials are not recognized by the CSCA Access System, owners are directed to visit the CSCA Management. If the CSCA Management is closed, owners will be permitted to enter the CSCA facilities with a valid photo ID. Cameron Club staff will provide a daily report to CSCA Management staff noting owners who do not have a recognized encrypted access card or mobile credentials and may be denied access to the CSCA facilities in a subsequent visit. Accordingly, owners are required to contact CSCA Management staff within 24 hours (the next business day) to resolve the matter. It is within CSCA Management's discretion to deactivate any encrypted access card or mobile credentials if they believe there is evidence of suspicious or non-authorized use. Any encrypted access card or mobile credentials which are inactive for 12 months will be deactivated by CSCA Management staff.

CSCA will issue the encrypted access card or mobile credentials to each owner at no charge. This does not include an additional encrypted access card or mobile credentials to a nanny, tenant, or guest of the owner. The owner of the Lot will be charged \$25 for the issuance of the initial encrypted access card or mobile credentials for a nanny or other caregiver. Such nanny or caregiver will be required to present photo identification prior to the issuance of the encrypted access card or mobile credentials.

### **Additional Encrypted Access Cards and/or Mobile Credentials**

Additional or replacement encrypted access cards or mobile credentials may be obtained for a charge of \$25.00 for use of nannies, and caregivers, provided such nanny or caregiver will be required to present photo identification. However, if a Facilities Access Pass is returned in

exchange for the encrypted access card or mobile credentials, a credit will be issued on the owner's Association account. Non-functioning Passes will be replaced at no charge.

**Guests must be accompanied by the individual who holds the encrypted access card or mobile credentials ("Facilities Pass Holder"), subject to age requirements for Fitness Center, pool, and gymnasium.**

Each residence in the CSCA will receive a single guest pass that allows for sixteen (16) free Guest access uses each calendar 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.

All guests are required to abide by the Cameron Club Operating Rules and Procedures.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, number of guests, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

### **Nanny Passes**

Residents wishing to obtain an additional encrypted access card or mobile credentials for a nanny ("Nanny Pass Holder") will be required to provide written authorization each calendar year with the names of any nanny or childcare provider that will escort Cameron Station Facilities Pass Holders under the age of 16. Nanny Pass Holders may not use the facilities without accompanying a Facilities Pass Holder. Nanny Pass Holders are not permitted to bring guests to the facility. All nannies/childcare providers are required to abide by the Cameron Club Operating Rules and Procedures.

### **Caregivers**

Caregivers are eligible for a temporary encrypted access card or mobile credentials ("Caregiver Pass") for the duration of time that they reside with a Cameron Station resident in the Cameron Station Complex. A caregiver is a person who helps in identifying, preventing, or treating an illness or disability, and who is responsible for attending to the needs of a child or dependent adult, who lives with a Cameron Station resident, in the Cameron Station complex. Residents wishing to obtain a Caregiver Pass will be required to provide written authorization with the name of their live-in Caregiver. All Caregivers are required to abide by the Cameron Club Operating Rules and Procedures.

## II. ACCESS

Each Cameron Station member/designated tenant will be issued one form of the CSCA Access System.

All residents must be registered and have an updated photo taken for identification purposes. The CSCA Access System will be linked to personal data (name/address/telephone numbers-home, office, mobile), 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.

Each year, all Facilities Pass Holders must complete the combined Pool and Fitness Center Use Agreement (Exhibit A) to avoid their encrypted access card or mobile credentials from being suspended. A parent or legal guardian is required to complete and sign the Pool and Fitness Center Use Agreement for any Pass holder under the age of 18. Additionally, every person using a Guest, Nanny Pass Holder, or Caregiver Pass must complete and sign the Pool and Fitness Center Use Agreement. All complete Pool and Fitness Center Use Agreements will be kept on file with the Association.

Only upon presentation of a valid Cameron Station Facilities Pass with the required annual decal for the then current year shall persons be entitled to enter and use the facilities. For emergency purposes, individuals must maintain the Facilities Pass with them while using the Fitness Center.

Cameron Station Facilities Pass 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 (including the shuttle bus service) after the Board provides the person with notice of the violation and an opportunity to request a hearing.

## III. HOURS OF OPERATION

### **Cameron Club Community Center and Association Management Office:**

- Monday-Friday 9:00 a.m. to 5:00 p.m.
- Closed on Saturdays, Sundays, and Federal Holidays

### **Pools:**

The pool hours of operation will be determined by the Board of Directors and hours will be announced each year prior to the pool season. Pool hours will be publicized in the Community newsletters and posted on the Cameron Station website.

### **Fitness Center and Multi-Purpose Court/Gymnasium:**

- Monday-Friday 4:45 a.m. to 11:00 p.m.
- Saturday-Sunday 7:00 a.m. to 8:00 p.m. (8:30 p.m. during open pool season)

- Holiday hours will be posted at least one week in advance on Cameron Club bulletin boards and Cameron Station website.

#### **IV. OCCUPANCY LIMITATIONS**

- Entire Community Center Facility – 500 persons
- The Victoria Hebert Great Room – 71 persons
- Paul Henderson Meeting Room (second floor) – 41 persons
- Fitness Center – 91 persons
- Conference Room – 15 persons
- Multi-Purpose Gym – 30 persons
- Pools – 125 persons

#### **V. GENERAL CLUB RULES**

The CSCA staff and lifeguards are authorized to enforce the terms of these rules. 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 liability for or stemming from 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 (including the shuttle bus); 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.

MP3 players, radios, CD players or similar devices may be used inside the Cameron Club and pool area as long as headphones are used and played at a volume that does not disturb others.

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

Children age six (6) and younger may use the locker room designated for gender of either parent or primary caregiver. If the child in question is disabled, then that child may be

permitted to use their parent's or primary caregiver's locker room to the extent necessary to accommodate the child's disability.

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

### **Prohibited Activities**

- Alcohol sales are not permitted within the Cameron Club.
- Consumption of alcohol is limited to authorized events approved by the Board of Directors. 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 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. Owners and individual charged with a violation of the rules and/or regulations will be afforded due process pursuant to the Association's due process policy.

## **VII. POOLS**

### **Swimming Pool:**

The pool manager and pool management contractor are responsible for the safe and orderly operation of the pool. The pool manager and lifeguards have been provided with copies of the Cameron Station Pool Rules and have also been instructed in the rules of the pool, by the CSCA Management Staff. Any questions/concerns about the rules or enforcement must be addressed to the CSCA manager. If concerns are not resolved, issues should be addressed to the Board of Directors.

**For safety purposes, children under the age of 12** are not permitted in the swimming pool area unless accompanied by a Facilities Pass holder 18 years of age or older.

**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.



Cameron Station Facilities Pass holders may bring only four (4) guests per household to use the pool area at any one time. Guests must be accompanied by at least one (1) Facilities Pass holder 18 years of age or older.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass Holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, number of guests, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Swimming lessons are only to be provided by a pool management company who holds the proper credentials and insurance. If the current pool management company is not able to provide swimming instruction, residents in need of these services as well as private swimming instructors must work with and be approved by management and/or the Board of Directors to ensure proper documents, credentials, and insurance requirements are in place. Swimming lessons can only be provided during the hours established by the Association.

The pool will be cleared by the pool manager/lifeguard for a lap swim for the last 10 minutes of each hour. Children under 18 months of age shall be permitted into the pool with their parent or guardian during lap swimming.

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, lifeguard, and/or CSCA manager.** The pool will 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. Persons shall not be permitted to use the pool until the pool/lifeguard supervisor is satisfied, in their sole and reasonable discretion, that the 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, CSCA manager, and/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.

General Pool Area Rules

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.

Parties are not permitted in the pool area.

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 in the pool.

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, oversized toys, 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.

**All children three (3) years and younger or those not yet potty trained** must wear swimmer's diapers with waterproof diaper covers. 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.

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 other persons using the pool will be determined in the reasonable and sole discretion of the pool manager.

#### **Wading Pool:**

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

The wading pool is for **children who are six (6) years of age and under** and must always be supervised by a Facilities Pass Holder 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 and Fitness Center Management contractor have 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, its Board of Directors, agents, and employees assume no liability for or stemming from 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 Facilities Pass, must sign the Pool and Fitness Center Use Agreement acknowledging that use of the fitness facility is solely at their own discretion and responsibility.

**For safety reasons, 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 a Facilities Pass Holder 18 years of age or older.

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

**Guests** must be accompanied by at least one Facilities Pass Holder 18 years of age or older.

Cameron Station Facilities Pass holders may bring only two (2) guests to use the Fitness Center at any one time.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, number of guests, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

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 (Exhibit B) and a Personal Trainer Agreement (Exhibit C) 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 completed and signed 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 (2) individual families in the Cameron Club in any single month, or to any persons who do not reside in Cameron Station. All Personal Trainers shall provide a Certificate of Insurance to the Association naming the Association as an additional named insured on the Personal Trainer's Liability Insurance Policy prior to providing personal training services in the Fitness Center and shall provide continued evidence of such insurance coverage on the first of each subsequent month.

A Facilities Pass Holder 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 Cameron Station Board of Directors 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.

MP3 players, radios, CD players or similar devices are permitted in the Fitness Center if used with headphones and played at a volume that does not disturb others.

Talking on cellular phones is not permitted in the Fitness Center. Loud grunts/screams are not allowed.

Weights will not be thrown or dropped and must be restacked after usage. Each user shall 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.

**Guests** must be accompanied by at least one Facilities Pass Holder 18 years of age or older.

Cameron Station Facilities Pass holders may bring only four (4) guests to use the gymnasium/multi-purpose court at any one time.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, numbers of guest, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

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 Cameron Station Facilities Pass. 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. The 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 Victoria Hebert Great Room (without its catering facilities), the Paul Henderson Meeting Room, and the Conference 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.

### **Reservations**

All reservations for the Cameron Club's event and meeting rooms (Victoria Hebert Great Room, Paul Henderson Meeting Room and the Conference Room) shall 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 18 year of age or older and in good standing with the Association 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.

### **Rental Information**

The Club offers the Victoria Hebert Great Room, Paul Henderson Meeting Room, and a Conference Room for rent to residents for private events. The Victoria Hebert Great Room has:

- A catering kitchen (sink, refrigerator, oven, stove, microwave, icemaker and dishwasher)
- Rectangular tables and upholstered chairs

Any other items needed must be provided by the renter from outside suppliers. The Paul Henderson Meeting Room has rectangular tables and upholstered chairs. The Conference Room has a conference table and swivel 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 shall remain on the premises of the Cameron Club during the period of the rental of any room.

The renter is precluded from the transfer of any rental contract rights or responsibilities to any other individual or entity. 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 meeting and event rooms requires completion and signature of the Cameron Club Room Rental Contract, as well as payment of associated fees as follows:

#### **Victoria Hebert Great Room**

- \$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.
- \$150 rental charge per four-hour period or part thereof.

#### **Paul Henderson Meeting Room**

- \$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 per four-hour period or part thereof.

#### **Conference Room**

- \$300 security deposit, refundable if there is no damage to the facility or its equipment.
- \$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.



The Victoria Hebert Great Room, Paul Henderson Meeting Room and the Conference Room shall be formally reserved when the renter delivers to the CSCA Management 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 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 a written notice to CSCA Management staff at least one (1) business day prior to the scheduled event. The refund shall be processed within ten (10) business days following the date of receipt of the notice of cancellation.

#### **XI. DISCLAIMER OF LIABILITY**

All residents and guests using the Cameron Club facilities agree to abide by the Rules and Procedures for use of the facilities. Use of the facilities is at the user's risk and all persons using the facilities shall indemnify and hold harmless the Association and its officers, directors, agents, volunteers, contractors, and members from any claims or causes of action arising out of the use of the Cameron Club facilities. The Association assumes no liability for injury or damage to person or property arising from the use of the facilities.

#### **XII. 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
- Owner/Resident Information Sheet
- Pool and Fitness Center Use Agreement
- Personal Trainer Agreement
- Rental Contract for Events/Meeting Rooms
- Request for Authorization for Personal Trainer
- Resident Vehicle Registration Form
- Unaccompanied Guest Pass Request Form

- Violation Complaint Form

This Resolution was amended and adopted and approved by the Board of Directors of Cameron Station Community Association, Inc. on this 28 day of February 2023.

**CAMERON STATION COMMUNITY  
ASSOCIATION, INC.**

By: Megan Christensen  
Megan Christensen, Vice President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 2023-01  
AMENDED CAMERON CLUB OPERATING RULES & PROCEDURES

Duly adopted at a meeting of the Board of Directors held February 28, 2023.

Motion by: Brendan Hanlon

Seconded by: Chris Mulder

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
_____ Andrew Hill, President <i>Megan Christensen</i>	_____	_____	_____	<u>  X  </u>
_____ Megan Christensen, Vice President <i>[Signature]</i>	<u>  X  </u>	_____	_____	_____
_____ Joan Lampe, Treasurer <i>[Signature]</i>	<u>  X  </u>	_____	_____	_____
_____ Melinda Lyle, Secretary	_____	_____	_____	<u>  X  </u>
_____ Chris Alex, Director <i>[Signature]</i>	<u>  X  </u>	_____	_____	_____
_____ Brendan Hanlon, Director <i>[Signature]</i>	<u>  X  </u>	_____	_____	_____

ATTEST:

*[Signature]*  
\_\_\_\_\_  
Melinda Lyle, Secretary

03/03/2023  
\_\_\_\_\_  
Date

Resolution Effective: April 1, 2023