

INTRODUCTION

For many residents, community living is a new way of life. Each owner's use of his/her own unit as well as outside facilities must not conflict with the rights of other owners. Therefore, certain standards for individual behavior are necessary to insure pleasant and harmonious community living.

It is the desire of the Watergate Community Association (WCA) Board of Directors to serve the best interests of all residents.

It is the duty of owners to inform their guests and/or tenants of these rules.

Persons of all ages are welcome and permitted to use all of the common areas and recreational facilities at Watergate in accordance with the published rules governing their usage. Watergate has adopted certain restrictions on the use of recreational facilities by persons under 14 years of age for health and safety reasons. These health and safety restrictions are minimum standards and are not intended to operate as a substitute for safe and proper usage or parental supervision regarding the use of common areas or recreational facilities. WCA expressly disclaims liability for any injury or damage caused by negligence, misuse of, or lack of appropriate supervision regarding the use of the common areas or recreational facilities.

The Board of Directors has designated certain WCA common areas as a non-smoking environment. Smoking is prohibited in all elevators, lobbies, hallways, stairwells, indoor recreational facilities, and at or in all outdoor recreational areas except a designated section of the Clipper Club pool.

All rules will be strictly enforced by WCA personnel. Continued violation and disregard of the rules by an individual will be referred to the Board of Directors for procedure against the individual, as specified in the Revised Declaration (5.4).

Please note that the enclosed rules do not include the restrictions on use of property that are set forth in the Revised Declaration dated March 9, 1988.

* * * * *

Complete directions for a dispute involving enforcement of an Association's governing documents are located in the California Civil Code (section 1354)–Alternative Dispute Resolution (ADR). Copies of this section are available at the WCA office. Parties to a dispute are encouraged, or in some cases required, to attempt ADR (Arbitration or Mediation) before filing suit. Copies of the Request for Resolution, which must be served on the other party to initiate the process, are also available at the WCA office.

WCA recognizes its duty to comply with legal requirements of the Federal Fair Housing Act, and to follow requirements of the Americans with Disabilities Act (ADA) as they pertain to commercial uses at the complex. WCA intends to enforce the rules in this Rule Book in such a way as to comply with all statutory requirements, and, where necessary, to modify enforcement to allow appropriate accommodations for those with disabilities. If a resident believes that enforcement of a rule must be modified to accommodate his/her disability, the resident should put the request in writing; should explain the requested accommodation and why it is needed; and should submit the request for discussion by the Board of Directors.

The Watergate buildings were constructed prior to the enactment of the ADA and complied with legal requirements at the time they were constructed. The law does not require extensive renovations to make the buildings accessible to those with disabilities. However, WCA has made various modifications that are "readily achievable," as defined in the statute and in the regulations, which are intended to accommodate the needs of disabled persons.

* * * * *

The WCA office is open Monday through Friday from 8:30 a.m. to 5:30 p.m. When new residents register at the WCA office, they will receive a packet of information as well as a form which is necessary to obtain a Watergate I.D. card from the Clipper Club.

To call:

WCA Office, 8 Captain Drive	(510) 428-0118
Security, 4 Commodore Drive	(510) 772-5005
Clipper Club, 5 Captain Drive	(510) 654-4040
Tennis Pro Shop, 2 Captain Drive	(510) 547-7577
Emergency	911
Emeryville Police and Fire	(510) 596-3700

REISSUED OCTOBER 1997 TO INCLUDE RESOLUTIONS BY THE BOARD OF DIRECTORS THROUGH OCTOBER 1997.

TABLE OF CONTENTS

Definitions

Community Rules

Move-in/Move-Out Policies and Procedures

Trash, Garbage, and Recycling

Laundry

Architectural Control

Street and Parking

Car Rinse

Boardwalk

Clipper Club Recreation Facilities

Use by Private Groups

Billiard Room

Health Club

Swimming Pool and Spa

Anchor Club

Tennis Courts

Enforcement and Procedure

Map of Watergate

DEFINITIONS

Adult—Any person 18 years of age or older.

Architectural Control Committee—A standing committee of Association members appointed annually by the Board. The committee reviews proposals for unit modification and makes its recommendations to the Board of Directors.

Association—The Watergate Community Association (WCA), a non-profit, mutual benefit California corporation charged with the power, duties, and obligations of regulating the use and enjoyment of the Common Interest Development.

Board of Directors—A representative body of seven Association members responsible for administration of the Association.

Common Area—The corridors, lobbies, elevators, entrances, stairways, sidewalks, streets, landscaped areas, recreational facilities, Boardwalk, garages, and all other areas that are held in “common” by owners. (Includes Buildings and Community Common Areas.)

Exclusive-Use Common Area—Exterior portions of the Building Common Areas designated for the exclusive use of an Owner. Included are balcony, patio, or deck areas adjoining a Unit and bound by railings, the exterior surfaces of the perimeter walls, windows, and sliding glass doors and the abutting ceilings and floors (exclusive of paint wax, enamel, or other finishes).

Guest—Any person, regardless of age, who visits a unit owner or tenant for periods of less than 15 consecutive days. Guests not accompanied by a resident must have a guest card to use the recreational facilities.

I.D. Card—A valid Watergate identification card issued by the Clipper Club. This includes cards issued to homeowners and tenants as well as temporary cards issued to guests and temporary residents.

Management—The General Manager and Supervisors employed by the Association to implement physical, financial, and administrative policies and procedures as defined by the Board of Directors.

Non-Resident Owner—A unit owner who does not reside at Watergate.

Owner/Member—The owner(s) of record.

Quiet Hours—10:00 p.m. to 8:00 a.m.

Recreational Facilities—The entire common area designated for recreation (Clipper Club, Anchor Club, B and D Pools, and Tennis Courts).

Resident—An owner or tenant who resides at Watergate.

Revised Declaration—The primary recorded governing document of the Watergate Community Association. These are commonly known as Covenants, Conditions, and Restrictions, or CC&Rs. A majority vote of at least 625 votes is required to amend the Revised Declaration.

Staff—Employees and volunteers directed by Management to perform duties assigned.

Temporary Resident—A person, regardless of age, who visits a unit owner or tenant exceeding 14 consecutive days but not more than 90 consecutive days. (Anyone visiting in excess of 90 consecutive days will be considered a tenant and subject to all provisions of processing tenants.) Temporary residents must have a temporary resident card to use the recreational facilities.

Tenant—Person or persons leasing or renting a unit. Anyone visiting in excess of 90 consecutive days will be considered a tenant and subject to all provisions of processing tenants.

Unit—Residential space.

COMMUNITY RULES

1. All residents must register at the WCA office. There is a Community Association processing fee applicable to both renters and new owners to cover the cost of processing as well as move-in/move-out costs. This applies to any resident who relocates from one unit to another. The fee is paid at the WCA office.
2. The move-in and move-out procedures are to be observed by residents and their movers. (See page xx.)
3. Owners are responsible for any damage to or defacing of property which they, their guests or tenants, or tenants' guests may have caused. Owners are also responsible for informing guests and tenants of all rules.
4. Residents shall not cause any loud noise or play or permit to be played any sound-emitting source (e.g., radio, TV, stereo, wind chimes, etc.) in units, common area, or exclusive-use common area in a manner that is unreasonable or that violates Quiet Hours. Noise violations may include alarm systems, faulty mufflers, door slamming, etc.
5. Owners relinquish all recreational privileges when their unit is rented or leased. Upon leasing or renting a unit, an owner must surrender that unit's Watergate I.D. card to the WCA office. Use of the recreational facilities by such non-resident owners is permitted only if a resident of Watergate obtains a guest pass for the non-resident owner as a guest.
6. A non-resident owner who rents or leases a unit to another party and uses a Watergate I.D. card to use the facilities will have that Watergate I.D. card confiscated.
7. WCA prohibits all forms of commercial solicitation on the premises, including all peddling and door-to-door sales of products and services. The purpose of the rule is to protect members' privacy and to avoid overburdening the custodial staff with the need to clean up flyers and other written materials. However, WCA recognizes the First Amendment protection for political speech. Therefore, candidates for political office, canvassers for candidates for political office, and candidates for ballot propositions and referendums may have access to the premises for campaigning purposes between the hours of 9:00 a.m. and 9:00 p.m., as long as they conduct themselves in a manner that does not unreasonably annoy or harass the residents. Delivery of paid newspaper subscriptions, community materials, and Association materials is permitted, if the agent and delivery person are registered with the Security office.
8. The Association will not be responsible for any articles delivered to or left with any employee. Furthermore, the Association will not be responsible for any

articles intended for delivery to a resident which are delivered or left in any corridor or public place. No bailment is expressed or implied in such instances.

9. Notices shall be posted only in those areas approved by the Association. The Health Club and the laundry rooms have bulletin boards for personal ads. See "LAUNDRY" on page xx for specifications.
10. Hallway lighting is part of the common area. Replacement of bulbs is the responsibility of the Association. Residents are not permitted to remove bulbs except when a burned-out bulb creates a lack of lighting that constitutes a safety hazard.
11. Animals, livestock, poultry, dogs, cats, and other household pets shall not be raised, bred, or kept in any unit or in the common area. Exceptions are guide dogs required for the blind or hearing impaired.
12. Feeding wild or stray animals (such as birds, geese, squirrels, feral cats, and raccoons) is prohibited.
13. Units shall not be used for commercial purposes. Any unit operating a business which requires deliveries and persons coming to the unit will be considered used for commercial purposes.
14. No unit shall be used for hotel or transient purposes.
15. The use of skateboards, roller skates, roller blades (in-line skates) and bikes are permitted only on streets and only for ingress and egress.
16. Landscape-damaging activities or any activity creating a nuisance or disturbance to others on the common area are not permitted.
17. Any act or omission that poses a fire danger or other risk of loss to structures, landscaping or personal property, or that creates a dangerous condition or an increased risk that WCA will be held liable for injury or damages, is prohibited.
18. Barbecues are allowed only when not causing an unreasonable nuisance to neighbors. Barbecues must be supervised and not cause a fire hazard. Lighter fluid, self-starting briquettes, fire starters, and charcoal impregnated with liquid fire starters are not allowed. A fire extinguisher must be available in case of emergency.
19. Pruning trees, shrubs, or vines by residents or their agents is strictly prohibited and subject to fines per occurrence. The Association staff is responsible for the landscaping. Suggestions and requests must be submitted in writing to the General Manager for review.

20. Recreational activity, such as fishing, swimming, etc., is not allowed in the lagoon. Pedestrian traffic is not allowed in the sand area, due to the existence of a membrane beneath the sand.
21. No persons are allowed in the water fountains.
22. Lawns, patios, and common walkways are not to be used as exclusive-use common areas. Container plants may be kept on common areas adjoining an owner's unit, if the owner maintains the plants and WCA Management does not consider them to be a hazard to passers-by or in case of an emergency.
23. The use of electrical outlets in the common areas by residents, guests, or their contractors is forbidden unless prior approval has been granted by WCA.
24. The elevator telephone emergency button is to be pushed in an EMERGENCY ONLY. All but two lobby phones (2 Admiral and 2 Commodore) can be used to contact the Emeryville Police.
25. All unit owners with fireplaces must have their chimneys cleaned by a licensed chimney sweep at least every two years and provide verification to the WCA office of this in a timely manner. Spark arresters are required by the Fire Department.

Move-in/Move-out Procedures

1. Responsibility for the move and any damage to the building or common area rests with the homeowner and tenant. Arrangements for move-in or move-out must be scheduled at least 24 hours in advance with the Watergate Community Association (WCA) Office at 8 Captain Drive. If the WCA office is closed, WCA Security at 4 Commodore Drive must be notified.
2. All new residents are charged a non-refundable processing fee which covers certain administrative costs as well as the cost of moving in and moving out. Tenants are charged an additional fee which is refundable upon return of their I.D. card to the WCA office when they move out. This processing fee also applies to residents who relocate within WCA.
3. A refundable security deposit must be left to cover loss of the pads or damage to the common area.
4. Move-ins/move-outs are permitted every day from 9:00 a.m. - 9:00 p.m.
5. Care should be exercised not to damage the elevators or common area during moves. This includes the following:
 - a. Elevator pads are to be in place. They are available through WCA Security.
 - b. Caution should be used when loading elevators so that they do not exceed 1,500 pounds. Overloading will cause the elevator to malfunction. The cost of any subsequent service calls will be the responsibility of the homeowner and the tenant.
 - c. Lobby front door is to be protected by the movers.
 - d. Unit door exterior is to be protected by the movers.
6. Boxes, bicycles, strollers, etc. are not to be placed in the lobbies or hallways in such a way that they block mailboxes or doorways or create a nuisance during the move. All hallways and doorways must remain wheelchair accessible.
7. At the end of each day and at the end of the move, all areas, including hallways, lobbies, and elevators, must be cleared of all debris. Packing materials and containers must not be disposed of in the garbage chutes. All cartons must be flattened and placed in the garbage rooms in the garage.

8. Owners are to obtain all keys directly from the seller or agent. Tenants are to obtain all keys directly from the owner. WCA is not responsible for such items. Replacement or additional lobby door keys are available from the WCA office for a refundable deposit for each key.
9. All incidents of problems or damage to the common area should be immediately reported directly to WCA Security. A 24-hour answering service is available.
10. The lobby door should be kept closed when unattended.
11. If the unit is rented, a copy of the lease must be provided to the WCA office prior to move-in.
12. No commercial moving vehicles (moving vans, vehicles, or trailers) may be left on WCA property without permission from Security.
13. Vehicles belonging to residents must be registered with WCA. Refer to the "Street and Parking" section of this booklet on page xx.

TRASH AND GARBAGE

1. Trash and garbage shall be deposited in proper receptacles.
2. All trash should be wrapped in paper or placed in a bag or sack before dropping it down trash chutes. Do not pour liquids down the trash chutes.
3. Do not discard items that will plug or block the trash chutes.
4. No cartons larger than 10" x 12" can be disposed of in trash chutes. If larger than 10" x 12", they should be placed on the floor in trash room.
5. Residents are urged to recycle cardboard, paper, plastic, glass, and aluminum items at the recycle stations (a) at the Clipper Club on the outside lower level and (b) at 3 Admiral Drive in the F Building garage. Aluminum cans may also be placed in designated receptacles at the Clipper Club poolside.

LAUNDRY

1. Hours of operation are from 8:00 a.m. to 10:00 p.m. Machines may not be operated at other times.
2. The use of liquid bleach is not allowed in the laundry or common areas. Powdered bleach is acceptable.
3. Bulletin boards in laundry areas may be used for ads or notices. All ads are limited in size to 3" x 5". Notices can be 8-1/2" x 11" and should be hung on the bottom. Items must be dated or they will be removed. After a period of 30 days, material will be cleared from the boards.

ARCHITECTURAL CONTROL

1. Patios, balconies, and roof gardens shall not be decorated, landscaped, furnished, or embellished except in accordance with Architectural Control Committee Guidelines.
2. The following are considered to be approved patio, balcony, and roof garden items: barbecue equipment and patio furniture. Examples of unacceptable furniture are beds, desks, and storage units, such as bookcases and file cabinets. Boxes may not be stored on balconies pursuant to the Emeryville Fire Code. Cleaning and construction equipment, as well as recycling containers, are not to be kept on balcony or patio areas. Recycling locations are noted on page xx.
3. The storage of bicycles on balcony and patio areas is forbidden. Each building has a bike storage room. WCA will issue a special storage room key.
4. Nothing may be hung from or nailed to open balconies or patio areas which will penetrate the water-proof seal of the building. Hooks may be fastened to beams to support hanging plants. However, trellises, hammocks, etc. must be “free standing.”
5. Balcony railings are Association property. Planter boxes and potted plants are not to be placed on balcony railings. Hanging pots must be located at least two feet behind balcony railings. Balcony screening is not to be removed, except for installation of WCA-approved materials.
6. Sheets, tinfoil, and other types of temporary window coverings are not permitted. Window coverings visible from the exterior of the unit must be solid white or neutral in color. Shiny or reflective coverings or linings are not allowed. Air conditioners and fans may not be installed in windows without WCA approval.
7. “For Sale” signs placed in windows must not exceed two square feet in area. The background must be white. No fluorescent or neon colors are allowed. “Open House” signs cannot be displayed on common areas (such as streets, lobby fronts, etc.).
8. Antenna rules (relating to size, type, maintenance, camouflaging, location, etc.) should be obtained from the WCA office before purchasing any antenna. A Notice of Intent to Install an Antenna (available at the WCA office) must be completed and filed with the Association before any installation. If the size or location anticipated does not conform to WCA antenna rules, Management will schedule a meeting at a mutually convenient time to determine if there is an acceptable location.

9. Nothing shall be placed or left in the stairwells, the hallways, the garden, or recreation areas which might be considered a hazard or unsightly. Linen, clothing, rugs, mops, or other items may not be shaken or hung from windows, doors, railings, or balconies.
10. Lighting on balcony areas must not shine into neighboring units or cause an annoyance to other residents.
11. Bird feeders are not permitted.
12. Repairs within the unit are the responsibility of the owner(s). Certain electrical, plumbing, or water penetration may be WCA's responsibility. In case of emergency, please contact the WCA office or Security immediately. If WCA is responsible, then WCA will effect the necessary repairs or will authorize the owners or tenants to effect the repairs, in which case WCA will reimburse the person who paid for the repairs for the reasonable costs.
13. Structural alterations to units require approval from the Architectural Control Committee and the Board of Directors. Unit modifications may require similar approval. Application forms and instructions are available at the WCA office.
14. All contractors working on WCA units must register with Security at 4 Commodore Drive. WCA's trash bins are not to be used for discarded items, such as appliances, carpeting, etc. Proper disposal of discarded items and clean up are the responsibility of the owner.
15. Hours permitted for construction work are from 8:00 a.m. to 5:00 p.m. on Monday through Friday. Weekend work is allowed with prior approval from WCA. If emergency work needs to be done, notify Security.
16. WCA has the authority to issue Stop Work Orders and levy fines for noncompliance with these rules.

STREET AND PARKING

1. Parking regulations must be observed at all times by residents and their guests. All garage spaces are assigned. Numbered street parking is not assigned and is available for both residents and their guests, except under special circumstances during construction.
2. Vehicles belonging to residents and parked on WCA property must have a valid Watergate parking permit displayed on the left rear bumper. Residents may register up to 3 vehicles per unit. Exceptions can be made at the discretion of Management. Vehicles may not be parked in any garage at Watergate unless duly authorized by Security or the person to whom that space is assigned, and then only in the designated space.
3. The Association will not be responsible for any vehicles parked in the common areas of the complex.
4. When parked on the street, vehicles must not block access to the sidewalks in any way.
5. Vehicles may not be left in such a manner as to block thoroughfare or the ingress or egress of other vehicles.
6. Vehicles may not be parked in ANY Red Zone (by order of the Emeryville Fire Department). The Association is required to remove vehicles parked in unauthorized areas within one hour of the observed violation.
7. Vehicles, boats, and other items shall not be rinsed off or worked upon on WCA property. The exception is a designated area for rinsing cars or boats, which is located near 4 Captain Drive. (Note: No soaps or detergents may be used.) See CAR RINSE on page xx.
8. The speed limit is 10 miles per hour throughout the complex, unless otherwise posted.
9. Trucks with camper shells, campers, trailers, buses, boats, and similar commercial and recreational vehicles are generally prohibited from parking on the complex. Exceptions can be made by WCA. Standard size or smaller pick-up trucks without camper shells are permitted.
10. Motorcycles, motorbikes, and mopeds are permitted only on the streets and only for ingress and egress. Such vehicles should not be operated on WCA property during quiet hours.

11. The streets shall not be used to store any vehicles. After a period of five (5) days, vehicles in violation of this rule will be towed at the owner's expense. Residents who use street parking for additional vehicles and who will be away for more than five days should complete a "Vacation Request" form at WCA Security.
12. Any abandoned vehicle on WCA property as well as inoperable vehicles left on WCA streets will be removed promptly.
13. Violating vehicles are subject to tow-away at owner's expense.
14. WCA will determine the number and location of garage spaces available for rental of second cars, recreational vehicles, etc. Spaces may be utilized for boats, trailers, etc. only if rented by WCA specifically for that purpose.

CAR RINSE

1. There is a designated car rinse area located at 4 Captain Drive next to the chain link fence. Cars should be rinsed and vacuumed in this location.
2. Hoses may be borrowed at the Clipper Club desk with a proper Watergate I.D. card.
3. No soaps or detergents may be used. State and federal laws prohibit runoff from draining into the Bay if it contains soaps or detergents.
4. Radios, CD players, and tape decks are not to be played loudly in this area.

BOARDWALK

1. All persons using the Boardwalk do so at their own risk.
2. The Boardwalk is open to the general public between sunrise and sunset. Access is limited to pedestrian traffic except for emergency and maintenance vehicles.
3. Litter and trash shall not be deposited on or thrown from the Boardwalk.
4. Access from the Boardwalk for fishing, diving, windsurfing, or swimming is not permitted.
5. Loud, boisterous and offensive activity shall not be permitted.
6. Food and beverages are not permitted to be consumed except in designated areas. No alcoholic beverages may be consumed on the Boardwalk.
7. Any fire or insurance liability activities are prohibited. Any act or omission that poses a fire danger or other risk of loss to structures, landscaping or personal property, or that creates a dangerous condition or an increased risk that WCA will be held liable for injury or damages, is prohibited.
8. Fires, fireworks, or firearms shall not be used on the Boardwalk, nor shall any hazardous or controlled substances be permitted.
9. Animals are not allowed on the Boardwalk at any time. Exceptions are guide dogs required for the blind or hearing impaired.
10. No private autos, motorcycles, bicycles, skate boards, roller skates, or similar vehicles or rolling objects shall be permitted.

**CLIPPER CLUB
RECREATION FACILITIES**

1. Valid Watergate I.D. cards are required for use of the Clipper Club recreation facilities and for checking out equipment.
2. New residents are issued non-transferable Watergate I.D. cards after move-in processing by the WCA office.
3. Residents are allowed to bring guests to the Clipper Club. Residents are responsible for seeing that their guests comply with WCA rules.
4. Guests must be accompanied by a resident with a valid Watergate I.D. card. Otherwise, the resident must obtain guest passes for the guests. Guests cannot have guests.
5. Children of all ages are permitted to use the Clipper Club. (For use of the Health Club, please refer to page xx, Rule #3.) At social functions in the public areas at which alcohol is served, children may not be excluded, but they must be accompanied and supervised by an adult.
6. Packages may be left at the Clipper Club by letter carriers and delivery personnel to be claimed by residents with proper Watergate I.D. cards. It is the responsibility of the employee of the postal or other delivery companies to notify residents of any deliveries. Articles from one individual to another can be accepted at the owner's risk. Staff members are not responsible for deliveries.
7. Alcoholic beverages are not allowed in the Clipper Club building unless served at a scheduled event.
8. Food and drink should not be consumed in any way that would damage furniture, create a nuisance, or create a hazard.
9. Swimwear is not to be worn in the club building. Shirts and shoes must be worn at all times.
10. Petitions or solicitations are allowed in the club building. Table space may be provided at recreational functions, if written requests for community interest or material presentations are given to Management.
11. Any misuse of or damage to facilities, furniture, or equipment by residents or their guests will jeopardize further privileges, and any damages will be charged to those responsible.

12. There is a Lost and Found at the Clipper Club for articles left at the Clipper Club or Anchor Club facilities. Items of small value are generally held no longer than 10 days. After this period, lost and found items may be turned over to the Lost and Found at the Security office where they are held for an additional 30 days before disposal.
13. The Clipper Club may be used for civic public information sessions sponsored by residents, at no cost, for the benefit of Watergate residents. The “Hatchcover” and the Association TV channel may be used to publicize such sessions. Users cannot charge a fee or solicit donations.
14. Smoking is not allowed inside the Clipper Club. Smoking is allowed outside the Club only in designated areas.

USE BY PRIVATE GROUPS

Certain facilities within the Clipper Club as well as the F Building classroom are available for rental. The use of the facilities will be for recreational and assembly purposes. Policy issues are determined by the Board of Directors or Management.

1. The Activity Room, Kitchen, and Lounge (not including the TV room) are available for rental for a fee for private groups. Rental is available to residents only. Residents wishing to make reservations must schedule a meeting with a Clipper Club staff person responsible for making reservations. The resident who reserves the facility will be the person expected to be at the activity and act as liaison with the Clipper Club staff member on duty. This resident will be expected to attend the entire event.
2. The available hours of rental are between 2:00 p.m. and 10:00 p.m., Saturday and Sunday only. If the resident wishes to go beyond these scheduled hours, an additional fee will be charged. However, no event may extend past midnight.
3. The F Building classroom is available for rental by residents for meetings for a fee. The room is available from 10:00 a.m. to 10:00 p.m., seven days a week. A key must be obtained from the Clipper Club office to gain access to the room.
4. The general clean-up of the rented area is the responsibility of the individual or group using the facility. Any maintenance in addition to that normally required will be charged to the individual or group.
5. Scheduled activities have priority at all times over private functions.
6. Persons attending a private activity are limited to the area reserved.

7. The pools, tennis courts, billiard room, TV area, and TV cannot be reserved for or used by private parties.
8. Smoking is not allowed in the Clipper Club. Smoking is allowed outside the Club only in designated areas.

BILLIARD ROOM

1. A Watergate I.D. card must be exchanged for the use of billiard balls.
2. Instruction regarding proper use and care of the equipment is available from the club attendant.
3. Table surfaces and other furnishings must not be damaged. Sitting on the tables is prohibited.
4. Food and beverages are prohibited in the billiard room.
5. Wagering is not permitted.
6. In the event people are waiting to play, a time limit of 30 minutes will be observed.
7. Smoking is not allowed in the Billiard Room. Smoking is allowed in designated areas outside the Club only.

HEALTH CLUB

1. A Watergate I.D. card must be left with the attendant before entering the Health Club. Invalid I.D. cards will be confiscated.
2. All guests must be accompanied by a resident. There is a limit of two guests per visit.
3. Children under 14 years of age are permitted to enter the weight-training area provided they are accompanied and supervised by an adult. Children under 14 years of age are prohibited from using free weights, Nautilus, or Nautilus-type machines or other weight-training equipment in the gym. Children under the age of 10 are prohibited from using the sauna and steam room.
4. Strict adherence to all posted safety regulations is mandatory.

5. Residents and guests who use the Health Club for the first time are required to make an appointment with a Clipper Club attendant for orientation before using the facilities.
6. Smoking is prohibited throughout the Health Club. Smoking is allowed in designated areas outside the Club only.
7. Appropriate clothing is required at all times. Wet clothing and swimwear are not permitted in the exercise room.
8. All equipment must be returned to its proper place.
9. Oils, eucalyptus leaves, etc., are not permitted in the sauna or steam room.
10. Shoes or other types of foot cover must be worn at all times.
11. Use of the Health Club is at your own risk. No supervision is provided.
12. All posted rules must be observed.
13. Food and beverages are not allowed in the Health Club. Water in plastic containers is acceptable.

SWIMMING POOLS AND SPAS

All rules in this section apply to the Clipper Club pool and spa, the Anchor Club pool and spa, the B Building pool and the D Building pool with the exception of hours of operation. Refer also to the Anchor Club on page xx.

The hours for the Clipper Club pool and spa are from 6:00 a.m. to 10:00 p.m. Sunday through Thursday, and from 6:00 a.m. to 11:00 p.m. on Friday and Saturday. Any day that the Clipper Club pool or spa is out of order, the Anchor Club will be opened by Security at 6:00 a.m. The hours for the B and D Building pools are from 8:00 a.m. to 10:00 p.m. daily.

1. All residents and their guests must have their Watergate I.D. cards in their possession while in the pool area and show their I.D. cards upon request. Otherwise, residents and their guests can be requested by WCA staff to leave the pool area. Guests who are accompanied by a resident do not need a guest card.
2. There is a limit of four guests per unit in the pool area at a given time. Exceptions may be made at the discretion of management.
3. There is no lifeguard on duty. SWIM AT YOUR OWN RISK.
4. Bathing suits must be worn in the pool and spa. Cut-offs, levis, jeans, and other inappropriate apparel will not be permitted. Children in diapers or training pants must wear protective pants.
5. Children under the age of 14 years who wish to use a pool or spa must be accompanied by an adult and supervised. Use of spas by children under age 6 is prohibited.
6. Swimming caps are recommended for persons with long hair.
7. Chewing gum and tobacco are not permitted in pools and spas.
8. Glass and breakable objects are not permitted in the pools or pool areas.
9. Balls, frisbees, airborne-type toys, innertubes, rafts, and other large inflatable objects are not permitted at any time in the pool area, with the exception of toddler flotation devices or during organized swim activities. Small swimming aids, such as kickboards and styrofoam noodles, are permitted. Scuba gear or tanks may not be used in the pool without the prior written consent of management and appropriate insurance and liability waivers.
10. Cigarettes, cigars, wastepapers, and refuse must be deposited in the disposal containers provided for the same.

11. Courtesy, politeness, and good manners should be observed at all times. There shall be no shouting, boisterous conduct, loud or profane language, or other practices such as playing loud radios, or sound equipment which may be annoying to others or injurious to their enjoyment of the facilities.
12. There shall be no running, rough-housing, wrestling, pushing, dunking, or piggyback riding in the pools or pool areas.
13. Poolside furniture is not to be taken off the concrete area within the fenced pool areas.
14. Lap swimmers have the right of way during the times posted at the pools. Persons may swim laps at unscheduled hours if they are not interfering with recreational swimmers.
15. All posted rules must be observed.
16. Management has the right to admonish residents, their families, or guests for noncompliance with the rules, or any other posted regulations of the Association. In the event of violation, the Board of Directors has the right to discipline the residents, families, or their guests by suspension of privileges, or use procedures as indicated in the Revised Declaration.
17. Persons failing to comply with these and posted rules will be asked to leave the pool area.
18. Residents and their guests must observe the designated non-smoking areas.

ANCHOR CLUB

The Anchor Club is open from 9:00 a.m. to 9:45 p.m. daily, unless otherwise posted. Any day that the Clipper Club pool or spa is out of order, the Anchor Club will be opened by Security at 6:00 a.m.

1. General pool and spa rules that apply to the other pools are also applicable to the Anchor pool and spa. (See pages xx-xx.)
2. Residents or guests must have their Watergate I.D. cards in their possession while in the Anchor Club and must show their I.D. cards upon request-
3. Children under the age of 14 years who wish to use a pool or spa must be accompanied by an adult and supervised. Use of spas by children under age 6 is prohibited. Children under the age of 10 are prohibited from using the sauna.
4. Smoking is prohibited in the Anchor Club.
5. Food and beverages are not allowed in the Anchor Club.
6. Glass and breakable objects are not permitted in the Anchor Club or pool area.
7. Soaps, oils, fragrances, or lotions may not be used in or added to the spa.
8. Persons failing to comply with these rules will be asked to leave the premises.
9. **Racquetball Courts:** Proper shoes must be worn. Black-soled shoes are not allowed. If there are players waiting, the one-game rule will apply. Racquets and balls are available for loan to residents and guests with Watergate I.D. cards. These may be checked out at the Clipper Club office.

TENNIS COURTS

1. Residents and their guests must wear appropriate tennis attire and shoes at all times. Running shoes or shoes that may damage or discolor the courts, roller-skates, cut-offs, street pants, and jeans are not acceptable. Shirts must be worn at all times.
2. The tennis courts are to be used for tennis only. Courts are available for play from 7:00 a.m. to 10:00 p.m.
3. Courts 1, 2, and 4 are available for **reservation** seven days a week from 9:00 a.m. to 10:00 p.m. Reservations can be made as follows:

<u>Day to call in:</u>	<u>Time to call in:</u>	<u>For reservation on:</u>
Tuesday	7:00 p.m.-7:15 p.m.	Thursday
Wednesday	7:00 p.m.-7:15 p.m.	Friday
Thursday	7:00 p.m.-7:15 p.m.	Saturday, Sunday
Saturday	12:00 noon - 12:15 p.m.	Monday
Sunday	12:00 noon - 12:15 p.m.	Tuesday, Wednesday

4. Reservations are taken by phone (547-7577) or in person at the Pro Shop. Reservations are taken alternately between phone-ins and people waiting in line. (To determine the correct time, call 767-1111.) After the call-in times, residents may make reservations by signing up on the sign-up sheets at the Pro Shop.
5. The Pro Shop is open Tuesday through Sunday but may be closed on Mondays.
6. All rights to reserved courts are forfeited 10 minutes after the designated playing time.
7. One person cannot hold a court while others are waiting, except on Court 3 when using the ball machine.
8. Reservations not utilized should be canceled either by phoning 547-7577 or noting late cancellations on the bulletin board outside the Pro Shop.
9. On weekends between 10:00 a.m. and 2:00 p.m., if all courts are being used, singles players must accept a doubles challenge at the discretion of the challenger.
10. Court 3 is the teaching court. Court 3 is available for play, when the Tennis Pro is not teaching, on a rotating basis of 45 minutes of play for singles, 60 minutes for doubles. Players going onto court 3 must post their starting time on the bulletin board outside the Pro Shop before beginning play or forfeit the court if someone else signs up on the sheet.

11. A Watergate I.D. card is required by players at all times for usage of courts.
12. Guests not accompanied by a resident must have a guest card to use the tennis courts. Only two guests per court are allowed during weekdays from 4:00 p.m. - 8:00 p.m. and weekends from 9:00 a.m. - 6:00 p.m. Exceptions will be made at the discretion of the Tennis Pro.
13. Residents are responsible for their guests' knowledge of the tennis rules.
14. All persons using the tennis courts do so under the direction of the Tennis Pro or WCA Management. All persons on the court who are not playing tennis must be seated on the benches.
15. All rolling objects, such as skates, baby carriages, and strollers, are not permitted on the tennis courts.
16. If you wish to upgrade your rating on the tennis roster, you must challenge and beat someone on the tennis roster. If a player wishes to play a Tennis Ladder Challenge Match, both the person being challenged and the Tennis Pro must be notified in advance of the match.
17. Two singles players may not reserve a court for two consecutive hours. An exception to this rule is Tennis Ladder Challenge Matches approved by the Tennis Pro.
18. Interpretation of and exceptions to the rules will be made by the Tennis Pro.
19. Tennis courtesy should be observed at all times. Tennis players must observe the following rules at Watergate:
 - a. Wait outside the court until it is time to claim your reservation. When it is time, inform those on the court that you are there to claim your court.
 - b. If players are rallying when the court time is ended, they should relinquish the court immediately. If players are in the middle of a game and wish to finish, they should ask if they can do so. If permission is given for them to continue to play, they should do so in 2 to 4 points. Longer play would infringe on the time reserved by those waiting.
 - c. Players who grant extensions to those on the court should remain outside the court to wait for Court 1, or sit quietly on the bench at the far courts when waiting for Court 2 or 4.
 - d. When crossing courts, do so quickly and quietly. If a game is in progress, wait until the point is ended. If a tournament is being played, cross only after the game in progress has ended. Reduce distraction to players by crossing as a group if more than one person is involved.

RULES ENFORCEMENT AND PROCEDURE

All rules will be enforced. In order to insure effective rule enforcement, all owners and tenants must possess a complete set of rules. All owners are responsible for any violations made by themselves, guests, and tenants. Any complaint reporting a rules violation that cannot be observed by staff (i.e., noise, construction, etc.) must be made in writing and signed.

If the violation is a health or safety violation or poses a threat of damage to person or property, the Association may immediately abate the violation and may charge the owner for the cost of correction or impose a fine.

RULES ENFORCEMENT AND PROCEDURE (Revised Declaration 5.4)

- | | |
|------------|--|
| 1st Notice | 1. Management will notify the owner/agent and the violator of the rule violation. This will be recorded on a form by Management. |
| 2nd Notice | 2. If violation persists, a letter will be sent by Management to the owner/agent and violator advising immediate compliance. |
| 3rd Notice | 3. In the event of continued violation, a certified letter will be sent to owner/agent and violator with notice of monetary penalty against the owner according to an established schedule of fines. Owner shall pay penalty or request a hearing before the Board to contest the penalty. |
| 4th Notice | 4. If penalty is not paid nor hearing requested, additional monetary sanctions may be imposed daily against the owner until the penalty is paid. |
| 5th Notice | 5. If penalties remain unpaid, the Board may undertake appropriate measures available at law. |

Notices are spaced by 15 calendar days. If a notice or letter is not accepted, a WCA representative may personally deliver the notice.