



RIVERTOWN PARK MASTER ASSOCIATION

CLUBHOUSE ACCESS & USE POLICY

1. Purpose

The Rivertown Park Master Association maintains the clubhouse and related common areas for the use and enjoyment of the Rivertown Park community.

The purpose of this Policy is to establish rules for safe, orderly, and respectful access to and use of the clubhouse, protect residents and guests, preserve Association property, maintain the security of the clubhouse and other Master Association amenities, and provide reasonable flexibility for use of the clubhouse during emergencies or other community needs.

2. Authorized Access

The clubhouse is a secured Master Association facility.

Residents must use an authorized key card or other approved access credential when accessing the clubhouse.

Residents shall not:

- Provide or loan their key card or access credential to another person;
- Allow unauthorized persons into secured portions of the clubhouse;
- Prop open or otherwise defeat a secured exterior door or access-control device;
- Assist another person in circumventing Association access controls;
- Tamper with, damage, disable, obstruct, or interfere with locks, security cameras, access-control equipment, or other security systems; or
- Enter or remain in areas that are closed or restricted by the Master Association.

Access credentials and amenity privileges are subject to suspension or deactivation in accordance with Master Association policies.

3. General Clubhouse Use

Residents and authorized guests shall use the clubhouse in a safe, courteous, respectful, and appropriate manner.

The clubhouse shall not be used in a manner that:

- Unreasonably interferes with another resident's use and enjoyment of Master Association facilities;
- Creates excessive noise or disruption;
- Creates an unreasonable safety or security risk;
- Damages, misuses, or interferes with Association property;
- Blocks entrances, exits, hallways, stairs, elevators, or access to other Master Association amenities; or
- Violates applicable law or Master Association rules.

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Residents and guests shall comply with posted signs and reasonable instructions provided by the Board, management, or other authorized Association representatives concerning use of the facility.

4. Guests

Guests must be accompanied by an authorized Rivertown Park resident while using the clubhouse unless otherwise authorized as part of an approved clubhouse rental, Association event, or other authorized activity.

Residents are responsible for the conduct of their guests and for ensuring that their guests comply with all applicable Master Association rules.

Residents shall not provide access credentials to guests or other unauthorized persons.

Access to the clubhouse as a guest does not automatically authorize use of the pool, spa, Fitness Center, or other Master Association amenities.

5. Access During Private Events and Rentals

An approved private event or clubhouse rental does not provide the renter or rental guests with exclusive control over portions of the clubhouse reasonably necessary for residents to access other Master Association amenities.

Residents may pass through designated portions of the clubhouse as reasonably necessary to access the lower level, elevator, Fitness Center, pool, spa, or other Master Association facilities that remain open.

Residents passing through an area during a private event are expected to reasonably respect the privacy of the event.

Rental guests shall remain within the areas authorized under the applicable Clubhouse Rental Agreement and shall not use the pool, spa, Fitness Center, or other Master Association amenities solely by virtue of attending a clubhouse rental or private event.

Clubhouse rentals and private events are subject to the separate **Clubhouse Rental Agreement** and any other applicable rental requirements established by the Master Association.

6. Doors and Building Security

Exterior doors and other secured access points shall not be propped open, blocked, disabled, or otherwise left unsecured except when specifically authorized by the Master Association.

Residents and guests shall not interfere with locks, doors, security cameras, alarms, access-control devices, or other building security equipment.

Doors, gates, and other secured access points shall be used only for their intended purpose.

Residents should ensure that secured doors close and latch behind them when entering or leaving the clubhouse.

Any known security concern, damaged lock, malfunctioning door, or access-control issue should be reported to management or the appropriate Association representative.

7. General Conduct and Safety

All residents and guests are expected to conduct themselves in a safe, courteous, respectful, and appropriate manner.

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The following are prohibited within the clubhouse and related common areas:

- Fighting, harassment, threats, intimidation, or dangerous conduct;
- Profane, abusive, offensive, or violent conduct;
- Illegal activity;
- Smoking or vaping inside the clubhouse;
- Intentional damage, misuse, or removal of Association property;
- Tampering with security, access-control, fire, or safety equipment;
- Excessive noise or other conduct that unreasonably interferes with residents or surrounding properties;
- Blocking or obstructing entrances, exits, hallways, stairways, elevators, or emergency access; and
- Conduct that creates an unreasonable safety or security risk.

8. Smoking and Vaping

Smoking and vaping are prohibited inside the clubhouse.

Smoking is prohibited within **150 feet of any clubhouse entrance**, consistent with the Association's existing clubhouse requirements.

Residents are responsible for ensuring that their guests comply with these restrictions.

9. Property and Facility Care

Residents and guests shall use reasonable care with clubhouse furniture, fixtures, appliances, equipment, and other Association property.

No person shall intentionally damage, deface, alter, remove, or misuse Association property.

Furniture and other items shall not be moved in a manner that may damage walls, floors, doors, or other surfaces.

Entrances, passages, stairs, fire exits, sidewalks, and other access routes shall remain clear and shall not be obstructed.

Residents and guests are expected to clean up after themselves and leave areas they use in a reasonably clean and orderly condition.

10. Animals and Service Animals

Pets and other animals are not permitted inside the clubhouse unless otherwise authorized by the Master Association.

Nothing in this Policy is intended to prohibit or improperly restrict a service animal when required by applicable law.

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Residents requiring an accommodation involving an assistance animal should contact the appropriate Association representative or management so that the request may be handled in accordance with applicable law and Association procedures.

11. Relationship to Other Amenity Policies

Access to the clubhouse does not automatically provide authorization to use other Master Association amenities.

Use of the pool and spa is governed by the **Rivertown Park Master Association Pool & Spa Rules Policy**.

Use of the Fitness Center is governed by the **Rivertown Park Master Association Fitness Center Rules Policy**.

Residents and guests accessing another amenity through the clubhouse must comply with the access requirements and rules applicable to that amenity.

12. Responsibility for Residents and Guests

Residents are responsible for complying with this Policy and for ensuring that members of their household and their guests comply with applicable Master Association rules.

Violations involving a resident, household member, tenant, guest, invitee, or other person associated with a residence may result in enforcement action involving the applicable Neighborhood Association in accordance with the **Rivertown Park Master Association Enforcement, Fine & Amenity Access Policy**.

Formal enforcement notices, monetary fines, charges, and other sanctions imposed by the Master Association shall be directed to the applicable Neighborhood Association in accordance with the Master Association's governing documents and enforcement policies.

13. Enforcement

Violations of this Policy may result in monetary fines, suspension of clubhouse or other amenity access, reimbursement of costs or damages, or other enforcement action as provided by the **Rivertown Park Master Association Enforcement, Fine & Amenity Access Policy**.

A monetary fine and an access suspension may be imposed together when warranted by the circumstances.

Serious safety or security violations may result in immediate temporary suspension of access in accordance with the Master Association's enforcement policies.

The Master Association may contact law enforcement, fire, EMS, or other emergency personnel when reasonably necessary to protect persons or property or address unlawful, dangerous, disruptive, or unauthorized conduct.

14. Emergency or Community Use

During a power outage, severe weather event, utility interruption, emergency, or other unusual circumstance affecting all or a portion of the Rivertown Park community, the Board of Directors or management may designate the clubhouse, or portions of the clubhouse, for temporary emergency or community use.

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Such use may include providing residents with a temporary location for shelter, heating or cooling, electrical power or device charging, access to available utilities, communications, or other reasonable purposes based upon the circumstances and the facilities available at the clubhouse.

The availability of the clubhouse for emergency or community use is not guaranteed and will depend upon the condition of the clubhouse, available utilities, safety considerations, and the nature of the emergency.

During an emergency, the Board or management may temporarily modify normal access procedures, restrict portions of the clubhouse, establish reasonable occupancy or use requirements, or take other actions reasonably necessary for the safe and orderly use of the facility.

Residents and guests remain responsible for complying with reasonable instructions provided by the Board, management, emergency personnel, or other authorized representatives during such use.

Nothing in this section requires the Association to provide emergency shelter, backup power, utilities, supplies, medical assistance, or other emergency services.

15. Temporary Closure or Restriction

The Board of Directors or management may temporarily close or restrict access to all or part of the clubhouse when reasonably necessary due to:

- Maintenance or repairs;
- Cleaning;
- Safety or security concerns;
- Property damage;
- Emergencies;
- An approved Association activity or private event; or
- Other circumstances affecting the safe or reasonable operation of the facility.

When reasonably practical, access routes necessary for residents to reach other open Master Association amenities will be maintained.

16. No Waiver

Failure of the Association to enforce a particular rule or impose a particular sanction in one circumstance shall not constitute a waiver of the Association's right to enforce that rule or impose an appropriate sanction in a subsequent circumstance.

Prior enforcement decisions shall not require the Board to impose an identical sanction when the circumstances of another violation are materially different.

17. Authority and Amendments

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This Policy is adopted pursuant to the authority granted to the Board of Directors under the Rivertown Park Condominium Documents.

The Board may adopt amendments to this Policy in accordance with the Master Association's governing documents.

Temporary operational changes made pursuant to this Policy, including temporary closures or access restrictions necessary for maintenance, safety, security, emergencies, or other operational reasons, shall not require a formal amendment unless otherwise required by the governing documents.

18. Effective Date

This Policy shall become effective following adoption by the Board of Directors and distribution in accordance with the notice requirements contained in the Rivertown Park Condominium Documents.

Upon its effective date, this Policy supersedes prior clubhouse access and general-use rules to the extent they are inconsistent with this Policy.

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