

Villages at Three Ponds Clubhouse Usage Rules

Version 3.2 – 25 Jan 2026

The intent of the usage rules is to “maintain a welcoming atmosphere and create a sense of community that will encourage residents to use the Clubhouse facilities for informal social gatherings or activities, recreation, and meetings or presentations of community-wide interest.”

Clubhouse Usage

Non-Exclusive usage:

All Clubhouse facilities are shared spaces. Other than HOA scheduled activities (e.g., committee/Board meetings, Aquafit classes, et al.), the library, pool, gym and exterior recreation areas may not be reserved for exclusive use. When there is no "exclusive use" event in progress, residents are free to enter and leave the clubhouse through the main entrance and basement doors.

Exclusive usage:

Upon Board approval, there are options for a reserved exclusive event using the main hall, and (conditionally) the patio with its firepit and grill accessories. During Exclusive usage events, residents may enter the Clubhouse using either of the two lower-level doors (leading to the gym or basement) or through the library door. Residents should refrain from using either of the two main entrances during Exclusive usage events. One Exclusive Use event per type per household per year, unless otherwise approved by BOD. Only two Exclusive Use events (community-wide) will be scheduled in one calendar month, unless otherwise approved by the BOD.

All (Non-Exclusive and Exclusive) usage:

The capacity of the Clubhouse may not exceed 82 persons in total, as per the Town of Brentwood Fire Department.

On street parking will be allowed April-November, as long as there is passage for emergency vehicles.

- November-April, on street parking will be allowed if no snow.
- Police should be notified if we're having an event between November and April
- No overnight street parking – see additional rules in Section XIX.7 of Rules and Policies.

In all cases, event sponsors or hosts are responsible for returning the facility to its original condition. This includes turning off all lights, restoring the temperature control to the posted level, removing all trash by placing it in the large garbage/recycle bins located on the screen porch, especially if using the kitchen for food and drinks, cleaning kitchen counters and table tops, and restoring table and chairs to their normal location.

VTP fundraising events for collection of food, toys, or clothing for outside charities, for example, our food drive for a local food pantry and our holiday Giving Tree for kids, are permissible in the

VTP clubhouse. VTP fundraising events for outside organizations are permitted to collect gift cards and/or money (cash/checks) per the following guidelines.

- Such use is optional per the decision of the event coordinator.
- The event coordinator and any assistant do not have to be members of the Clubhouse Committee. However, the event coordinator works closely with the Clubhouse Committee with respect to space usage, and any other appropriate administrative issues.
- The event coordinator handles announcements via the Communication Committee.
- All collections must be paid out.
- Gift cards, checks and cash must be logged in and tracked, as follows:
 - Event coordinator and an assistant (2 designated people) must maintain documentation - one to handle incoming funds and one to note contributions (outgoing funds) to ensure what comes in goes to the designated recipient(s).
- No funds transacted through VTP's bank accounts.

Donations in the form of a gift card/cash/checks should be given directly to the event coordinator responsible for the fundraising and not left in any collection bin, etc., in the clubhouse or on clubhouse grounds. The collection bins in the clubhouse and on the clubhouse grounds may only be used for physical items. Also, all VTP fundraising events for outside organizations will require Board pre-approval and scheduling by the Clubhouse Committee.

Direct fundraising by outside organizations on Clubhouse/VTP property is not allowed. Informational events using these areas may include, as part of its presentation, how interested residents can support the organization. No funds can be collected at the event. ^{1 2}

For VTP sponsored instructional or entertainment events for residents, for example, our pool exercise class, CPR course, or line dancing, requiring payment to the instructor/presenter are permitted. Payment options are as follows:

- Direct payment to the instructor/presenter by a participating resident.
- The Clubhouse Committee may sell tickets outside its budget.
 - Proceeds from tickets exceeding the cost of the event must be deposited in VTP's general fund; at its discretion, the BOD may reallocate the proceeds to the Clubhouse events budget.

No scheduled events may be requested for political or religious purposes in the clubhouse or on clubhouse grounds. ¹

No gambling at clubhouse events. ¹

Note: Per NH RSA 287-e and NH Administrative Regulation Code § Pari 1008.03 - Operations of a Bingo Game

¹ Board approved 3/2,4/2023

² Board clarified 1/27/2025

Clubhouse Usage Categories:

- DROP-IN NON-EXCLUSIVE USAGE – Individuals or groups of owners/residents and their guests. No reservations required. However, previously scheduled events noted on the Clubhouse Calendar take precedence over drop-in usage.
- SCHEDULED NON-EXCLUSIVE RECURRING ACTIVITIES – Small numbers of owners/residents and their guests. This refers to activities such as card games, exercise classes, and book club. Please complete the online reservation form to make a reservation and an announcement will be placed on the VTP website calendar. Such recurring events will remain in effect until rescinded by the host. The host or their designee must be in attendance for the entire event. The Clubhouse Committee appreciates a 12-hour notice if a particular occurrence needs to be cancelled. Such a cancellation notice would allow for another party to use the clubhouse at the time of the originally scheduled event.
- SCHEDULED NON-EXCLUSIVE COMMUNITY EVENTS – Groups of 10 or more owners/residents and their guests, such as occasional TV sports viewing and open to all, or owner-sponsored community-wide events. The event organizer is responsible for setup as needed. Also, for community-wide events the Clubhouse Committee will assist in communicating the event details. Please complete the online reservation form, and an announcement will be placed on the VTP website calendar. The host or their designee must be in attendance for the entire event. The Clubhouse Committee requests a 12-hour notice if the event needs to be cancelled. Such a cancellation notice would allow for the clubhouse Committee to communicate the event cancellation and allow another party to use the clubhouse at the time of the originally scheduled event.
 - This category includes HOA official meetings, clubhouse sponsored social events, presentations, etc. Any such activities must appear on the VTP online portal calendar, but are exempt from completing the online reservation form. HOA hosted events, HOA BOD meetings, and HOA committee meetings take priority over any other events. Whenever possible, effort will be made to avoid conflict.
- EXCLUSIVE USAGE
 - Private Parties with All-VTP Residents – This exclusive use is an option for a unit household who wants to host a private get-together for invited VTP residents only (*with exception of host's immediate family*) and not open to the entire community. Exclusive use of the clubhouse is limited to the main room and adjacent kitchen area and, if specifically requested, the patio with its firepit and grill accessories. The event may not exceed a total of 75. The online VTP Clubhouse Reservation Agreement and monetary deposit are waived. Please complete the online Request Clubhouse Reservation form (found on the Clubhouse's website) for clubhouse committee and board approval. Upon approval the event will be placed on the website Calendar. The household host must be in attendance for the entire event. Use of this option may be limited by the clubhouse committee and BOD if it tends to limit the availability of the

clubhouse for DROP-IN NON-EXCLUSIVE USAGE events, as intended by the developer/builder.

- Private Parties with Non-VTP Guests – This exclusive use is an option for owners who want to host predominately non-resident VTP family and friends for a special celebration. Exclusive use of the clubhouse is limited to the main room and adjacent kitchen area and, if specifically requested, the patio with its firepit and grill accessories. Guests may not use the gym, pool, exterior recreation areas, nor should they sit or play on the stairs in the Clubhouse. The resident host of an exclusive event with non-residents is responsible for the behavior of their guests. This includes any/all alcohol consumption at their event. Owners and their guests may not exceed a total of 75. Please complete the online Request Clubhouse Reservation form (found on the Clubhouse's website) and the VTP Clubhouse Reservation Agreement (found on both CPM's and Clubhouse's websites), submit a \$200.00 deposit check (to cover any damage or cleanup costs incurred by the event) and obtain clubhouse committee and board approval. Upon approval the event will be placed on the Website Calendar. The host or designee must be in attendance for the entire event.

VTP Pool Rules

January 2026

GENERAL RULES

1. The pool is for the use of VTP residents and their guests only.
2. All guests must be accompanied by an adult resident.
3. Six (6) persons total per unit are allowed in the pool area.
4. Pool Hours: 7:00 AM to 9:00 PM Daily.
5. Adult Swim 7:00 AM to 10:00 AM Daily.

POOL RULES

- A. All swimmers must take a cleansing shower prior to entering the pool.
- B. Anyone with an open wound, bandaged or unbandaged, should not use the pool.
- C. No diving!!
- D. No spitting, urinating, nose blowing, spouting water, or discharging of any bodily fluids in the pool.
- E. No animals allowed on the pool deck, except for ADA-defined service animals (dogs).
- F. No bottles, glasses, or breakable containers on the pool deck.
- G. No food or drink in the pool. It is allowed on the pool deck area only.
- H. No one under the influence of alcohol or drugs should enter the pool.
- I. Children under the age of three (3), or who are not fully toilet trained, must wear a water-resistant swim diaper in the pool.
- J. Children under the age of 18 are not allowed in the pool or pool area without adult resident supervision.
- K. Chairs & tables may not be reserved during extended absences.
- L. No smoking.
- M. No loud music.
- N. All persons using the pool must dry off & wear shoes or sandals before entering the clubhouse to use the restrooms.
- O. Chairs & lounges must be covered with towels or robes when body or tanning oils are used.
- P. All pool furniture must be returned to its original location. Take care not to scratch or damage the deck when moving furniture.
- Q. Close & securely tie & bungee cord all umbrellas after use.
- R. The cost of any property damage will be charged to the responsible party.

Pickleball Court Rules

June 2024

- Non-Residents must be accompanied by a resident.
- No food or drink with the exception of water in non-glass container.
- Drop-in games daily: Times posted on white board in mailbox area
- No play before 8:00 AM.
- No pets, bikes, skateboards, street hockey or skates.
- Please use the Team Reach (TR) app for all court times.

Exception: Same day bookings - no need to use TR but max 1 court, if no one is waiting you can continue to play.

Check TR first as bookings take priority.

Clubhouse Exercise Room Rules

June 2021

- Use of the equipment is at your own risk.
- Use of the exercise room (gym) is limited to residents and their guests. Due to the size of the gym, residents are limited to two (2) guests at one time.
- All guests must be accompanied by a resident.
- No one under 18 may use the gym unless accompanied by an adult.
- No one under age 12 may use the exercise equipment.
- No smoking, alcoholic beverages, or pets are permitted in the gym.
- The HOA shall not be liable for any lost property.
- Proper attire and athletic shoes must be worn while in the gym.
- No wet bathing suits are allowed in the gym.
- Disinfect machines after use.
- Thirty (30) minutes is the maximum time on any one piece of equipment if someone is waiting to use it.

Please leave the gym area as you found it. Replace all weights, mats, ropes, etc.