

COUNTRY CLUB

WOODEND

GENERAL INFORMATION

OPERATING HOURS: 7.00am to 7.00pm Daily (approx.)

Front Entry doors are programmed to open & close automatically on a timer (which may need to be reset after a power supply interruption)

The **clubhouse is accessible to residents outside of the specified hours above by FOB access** (wave across sensor at left door) through the main, central entry from Gemlife Blvd.

The Notice Board at the Communications Hub will provide details of HOC minutes/newsletters, social information related to the resort and specialty area information with contact names and details for help.

Copies of the utility invoices for the resort will be displayed in this area.

All items on the board for specialty areas will be in A5 only.

NO sales advertising, personal advertising, community advertising will not be allowed anywhere in the resort. WiFi and Library password is **GemlifeWoodend**

No pets allowed inside the facility, on boardwalk, along entrance walkways and BBQ areas

All guests must be accompanied by a resident when in any area/room of the Club House.

The club house will be cleaned by a contract cleaner on a weekly basis.

Residents are required to clean any area they have used before leaving and place all furniture back to its original position.

No smoking is permitted anywhere in the resort or club house facility with the exception of your own villa.

BAR:

- Home Owners Committee is responsible for the bar area.
- Bar is to be kept locked when not in use.
- Only signage permitted is mandatory liquor licence signage.
- Home Owners Committee to ensure that appropriate licences etc are applied for and kept up to date. Operations Team will assist with the initial application process.
- Area to be kept clean & tidy at all times, including removal or garbage/recycle bins etc after bar hours (this is the responsibility of the residents)
- All benches and tables must be wiped down after use.
- All liquid spills on floor must be attended to immediately as not to create tripping hazard

BBQs:

- Bookings are to be made in the booking diary under the noticeboard at the Communications Hub – the following information is to be provided:
Villa No, Name, Contact Phone Number, BBQ (if more than one) area to be booked and approximate start & finish times.
- Residents are responsible for cleaning the BBQ and associated areas after use, including removal of rubbish from floor area if required.
- All benches and tables must be wiped down after use.
- All liquid spills on floor must be cleaned.
- Supply of gas is provided by the Park Owner.
- Spare gas cylinder to be stored away from BBQ's. (for safety purposes)
- Any furniture that is moved during the use of this area is required to be put back in the correct position prior to leaving.

CINEMA:

- The cinema can be booked using the booking diary system.
- The booking must have your name, villa number, movie length, movie title and rating documented.
- Residents may advertise a movie showing on the notice board.
- No food or drink is allowed in the cinema (exception bottled water)
- Training sessions for use of the equipment / touch screens will be offered to ensure correct use of them.
- Information related to use of the equipment will also be available in a folder located in the cinema. Help will be available by management and fellow residents who have been trained in the use of this equipment and available for assistance to new users.
- DVDs, WiFi streaming, USBs can be used in the cinema equipment as well as watching free to air TV.
- If the cinema is empty and you have not booked a session time in the diary, please check the diary for future bookings to ensure you have allowed enough time to complete your viewing. Booked diary sessions will have precedence over walk ins.
- Residents may be interested in starting a Movie Club. Regular timeframes for a club will need to be submitted to the HOC/residents and documented in the diary if approved.

CLEANING:

- The facility is cleaned by a contract cleaner weekly.
- Residents are responsible for cleaning up after they have functions/happy hour etc.
- If a resident/s make a mess, they are to clean it up immediately to maintain a safe area.
- Chemicals and consumables (paper towel/toilet paper etc) are stored in the Cleaner's room. This room will be kept locked and chemicals secure at all times.
- Contract Cleaner & Resort Manager hold keys to this room and it is not accessible by residents.
- Material Safety Data Sheets must be kept up to date and in a folder in the cleaners room.

CRAFT ROOM:

- Residents can use the craft room at any time.
- Residents may have specialist craft classes/groups at various times each week.
- No paint or glue is to be disposed of in the sink.
- Items stored in the craft room are for general use by the community.
- Residents private craft projects and materials must not be stored in the craft room.
- Whiteboard supplied must be used for craft advice / notices only.
- Residents are responsible for cleaning the room after use.

GAMES ROOM:

- No food or drink within one metre of the pool tables.
- Any damage to the pool tables is the responsibility of the Home Owners Committee
- Must be over 16 to use the pool tables.
- This room cannot be booked for a private function.
- After use, all furniture should be placed back into set position and surfaces cleaned if required.

GOLF SIMULATOR

- Residents are not permitted to program/adjust settings
- No food or drink is allowed in the room.
- All issues will need to be reported to managers with regard to equipment malfunction and rectification.
- Manager or last person using the equipment (rostered resident) each night must turn equipment off.
- Residents can use their own golf clubs or the clubs provided.
- Personal equipment cannot be kept in the golf simulator room
- The scoring of the game is electronic only
- Training sessions will be provided for use of the equipment.
- Interest group/residents may lock in a designated competition timeframe on a weekly basis.. The competition timeframe must be submitted to the HOC and residents for discussion and agreement/approval before the competition can commence at the designated timeframe. The competition timeframe/s to be reviewed every 12 months by the HOC/interest group /residents to remain the same or moved to a different timeframe as agreed..
- Private functions are not permitted in this room.
- An interest group (with their permission) and management contact details will be displayed on the Notice board (Communications Hub) for resident assistance regarding the use of equipment, training sessions etc.
- There will be a folder placed in the room with documentation of game settings and contact for help.

GYM:

- Gym equipment is for use by residents only. **No visitors permitted at any time.**
- Training sessions will be provided for the use of the equipment by 'Life Fitness'.
- Wall mounted or folder or both 'How to Use' information for equipment will be available.
- Residents should not use the equipment without a buddy in attendance.
- Residents are to use a towel and then wipe down equipment after each use
- Appropriate footwear must be worn when using equipment ie joggers, gym shoes – no open toed shoes.
- Any issues with equipment are to be reported to Resort Manager for rectification/repair. Residents are not permitted to attempt to repair equipment.
- Using the gym is at your own risk. The park owner is not liable in the case of injury or accident.
- No food or drink are to be consumed in the gym with the exception of water bottles.
- All equipment will need to be returned to its rightful place after use.
- Please turn off lights, fan, TV, air conditioner when you are finished.

KITCHEN:

- The kitchen is a shared community space. Home owners can use this space for private functions. Timeframes for functions/caterers need to be documented in a booking diary.
- The kitchen & associated equipment is provided for the use of residents and resort functions. It is not intended to replace the residents home kitchen or appliances/equipment.
- Pots, pans, crockery, cutlery, utensils have been provided and are stored in the pantry. • Dish Cloths / Scourers / Tea Towels are provided. If a resident uses them, they need to clean & return them for others to use.
- Any issues with equipment must be reported to resort manager for repair/rectification.
- Home Owners Committee to ensure that appropriate licences etc are applied for and kept up to date. Operations Team will assist with the initial application process.
- Food handling rules are to be adhered to and handwash, sanitiser & gloves are provided.
- Residents must receive appropriate training in the use of the commercial equipment installed. Resort managers and some qualified volunteer residents will be able to conduct training sessions.
- The kitchen equipment must be used in accordance with the Manufacturer's instructions.
- Residents and guests must wash and sanitise their hands in accordance with Food Handlers requirements prior to preparation of any food.
- No signage can be permitted to be displayed in the kitchen without management permission.
- Appropriate footwear must be worn when using the kitchen facility. No thongs, open toed shoes, bare feet.
- Coffee Machine will be operated, cared and supplied for by the HOC and appointed coordinator/s.
- Kitchen garbage bins must be double bagged. Wheelie bins are not permitted in the kitchen.
- At the end of each use, refrigerator, dishwashers, benches, sinks etc must be wiped down and left clean. Floors must be mopped and cleaned.
- The Cold Room will be kept locked when not in use.
- All accidents within the kitchen must be reported to management and an incident report will need to be completed.
- A caterer may operate a café or function out of the kitchen. In this case the caterer will be responsible for the care & cleanliness of the kitchen during and after operating hours.

LAWN BOWLS

The Bowls Green is a purpose built, covered lawn area and forms part of the Recreation Area provided for use by Home Owners and their guests

The Green is to be managed by a committee of Home Owners with a range of skills and experience who are committed to engaging the community to play bowls and care for the Green.

Children (under the age of 18) are not permitted on the Green at any time. Junior players who are accomplished bowlers can play as per normal rules at discretion of Interest group / Sub committee and competency criteria.

The Green is not to be used for anything other than its intended purpose.

The Green is a shared community space and all Home Owners are to respect the rights of all other users of the space.

In order to reduce the risk of premature aging and damage to the Green, Code of Conduct signage is on display. Home Owners and their guests must adhere to the instructions on the signage provided, at all times.

When using the Green, Home Owners and their guests must wear specialized bowls shoes or equivalent, no thongs, sandals, socks, etc are to be worn.

Home Owners and their guests are not permitted to play barefoot bowls.

No food or drink is to be consumed on the Green at any time.

Smoking is not permitted, at any time, on or around the Green.

No pets are permitted on or around the Green at any time.

No releasing of the ball from above the knee –

[the underside of the playing surface is made up of pebbles and silicone - which is extremely fragile - allowing water to penetrate resulting in excellent drainage, however, it is not a strong material and bowls dropped from height cause significant damage]

A ramp or steps may be provided to allow ease of access to the Green for bowlers.

Motorised scooters, walkers or similar devices are not permitted on the Green at any time. Gemlifewill consider consenting to individual wheelchair use on a case by case scenario and prior submission of all wheelchair specifications.

At the end of play, Home Owners and their guests are to ensure that all equipment is stored in the Bowls Office

Home Owners are not to store their own private equipment in the Office.

Home Owners and their guests are to ensure that the Green and surrounding area are kept clean and free of litter at all times.

The Park Owner provided the initial supply of bowls mats, jacks and scoreboards for use by Home Owners and their guests. In the future, costs incurred to purchase replacement mats & jacks etc are to be borne by the Home Owners Committee.

If a Home Owner has cause to believe they have been involved in an incident or accident on the Green, then the relevant party must report the incident or accident to the Resort Manager.

The Home Owner must -

1. report any incidents and/or accidents to the Resort Manager as soon as possible; and
2. complete an *Incident Report* and provide to the Resort Manager as soon as possible.

Home Owners are to report any maintenance or playing surface issues to the Resort Manager as soon as possible.

Home owners will need to supply their own bowling balls.

The Committee or Interest Group will provide a 'Roll up' or 'Training' time frame for resident induction sessions.

Home Owners will not be allowed on the Green to play unless they have passed induction by the committee/ interest group.

Sessions for induction, practise and competition game playing will be scheduled at regular time frames allowing free play time to any inducted home owners when the Green is not in use.

Home Owners may wish to donate bowls sets to be kept in the Bowling Club rooms.

The Bowls Committee/Interest Group will provide their own Club Room refreshment for any events held.

The Bowls Club rooms must be kept clean and tidy by all users of the facility.

LIBRARY:

- All the books in the library have been donated and become common property.
- A small group of residents manage the books and can be called upon to help newly settled residents to use the library facility.
- Books returned to the library are to be placed in the book return area or alternative area nominated by community.
- Computers have been provided for residents to use, they each have internet access. No content is to be downloaded or settings changed. Password protected.
- No food or drink allowed in this room

MUSIC ROOM:

- Music room is provided for residents to conduct choir groups, music groups (eg ukulele/ guitar etc)
- Music room can also be used for small interest groups (ie book club etc)
- Instruments kept in the music room are for the use of the community.
- Privately owned instruments are not to be kept in music room.
- No food or drink allowed in this room.

POOL:

- Manager will test pool water quality daily and chemically balance as required.
- Water is to be tested by an independent company each week. Reports to be made available to residents as required.
- Children and guests must be supervised by a Gemlife resident at all times.
- Swimming nappies must be worn by all children under the age of three.
- No diving, jumping or running permitted inside the pool area.
- No food, alcohol or glass permitted in the area.
- Blinds to be kept up (so they are not damaged by pool water)
- The pool is for the sole use of Gemlife residents and their guests only.
- No pets are allowed in the pool area.
- CLOSED FOR CLEANING – Mondays 6am to 9am
- Residents are not permitted in the pool area when cleaning is in progress.
- Access doors to the pool area must always remain closed and never be propped open • Any pool furniture repositioned must be put back into its original position before leaving.
- Please shower before using the pool.
- Please remove all excess water from the shower located in the pool change room with the mop provided.
- The pool may be accessed by the side door opposite the manager's office.
- Regular pool activities (ie: water aerobics) introduced – before commencing the business will be required to forward a business plan to Gemlife management . Full details and regular time requirements will need to be approved and then documented on the Notice Board.

RESORT BUS:

- Residents must apply to management to use/drive the bus.
- The bus cannot be used to provide private transport to train station, airports, etc
- All fuel, toll costs and fines to be paid by the users of the bus.
- Minimum of four people need to participate to be able to use the bus.
- A maximum of 12 people can use the bus on any journey (11 passengers and driver)
- The bus must be refuelled and cleaned when returned to the resort by the residents using the bus.
- Keys to be picked up and returned to the manager's office
- Drivers must fill out a driver's declaration form available at the manager's office and supply a copy of their driver's licence before driving the bus for the first time.
- Driver is to report any accidents or faults to management upon return of trip
- Driver is to log trip details and kilometres for each journey..

SAUNA:

- Please consult your doctor before using the sauna.
- Children under 18 are not permitted to enter the sauna at any time.
- Please shower before using the sauna.
- Please shower after the sauna if you are going to use the pool.
- You must exit or leave the sauna if you feel uncomfortable, dizzy or sleepy
- The sauna door must be kept closed when in use.
- You must sit on a towel when using the sauna.
- Do not use pool water on the sauna heater as it will damage it.
- Do not cover the heater
- Alcohol cannot be consumed when using the sauna.
- All controls are pre set and cannot be changed

SIGNAGE / NOTICEBOARDS:

- Noticeboards are supplied for the display of resort related activities.
- A second noticeboard will be provided for the HOC items to be displayed.
- Rate, water & electricity bills are to be displayed on the noticeboard and should only be removed by the Resort Manager when an updated bill is received.
- No advertising of private business's etc are to be displayed on the noticeboard
- No "For Sale" signs are to be displayed in the notice boards, a book is provided in the drawer under the notice board.
- No resident is to affix signs to the walls, or display on tables, bar, bain marie etc – all signs relating to resort activities ie bus trips, movies, dinners, card groups etc must be displayed on the noticeboard provided and nowhere else in the resort.

TENNIS:

- All guests must be accompanied by a resident. •
Lights must be turned off when finished playing.
- Net height must not be adjusted.
- No tennis after 9pm

10 PIN BOWLS:

- Cleaned weekly by contractor. Resort managers to maintain timber lanes.
- All issues to be reported to Manager for rectification including equipment malfunction.
- Lane bookings to made in diary provided. **(ONE LANE PER VILLA PER BOOKING)** • **Socks must be worn with shoes – no exceptions.**
- Bowls shoes must be worn, prior to playing and shoes must be removed prior to leaving bowls area.
- No food or drink in the area (per manufacturer requirements)
- A resident/s may be trained with management for simple fix malfunctioning/reset of equipment to ensure the continued functioning of the facility 7 days a week.
- When shoes are removed after playing they must be sprayed with Glenn 20 and returned to the shelves. Glen 20 will be provided by Gemlife
- Interest group (with their permission) and management contact details will be displayed on the Notice board (Communications Hub) for resident assistance regarding playing rules, comp details, use of equipment etc.
- Rules of equipment use/conduct will be placed in the room with documentation of rules of the game, conduct and safety
- Manager or last person using the equipment (rostered resident?) each night must turn equipment off.
- The scoring of the game is electronic only and information on how to use the Computer Scoring Console will be available in the folder along with training sessions.
- Private functions are not permitted for booking in this room.
- An interest group can offer to be a point of contact for anybody new requiring information and coordinating resident's competition.
- Interest group/residents may lock in a designated competition timeframe on a weekly basis. This timeslot must be documented in the booking diary.
The competition timeframe must be submitted to the HOC and residents for discussion and agreement/approval before the competition can commence at the designated timeframe.
The competition timeframe/s to be reviewed every 12 months by the HOC/interest group /residents to remain the same or moved to a different timeframe as agreed. Two lanes can be booked for use during competition timeframes.
- Residents can use their own personal regulation bowling ball/shoes.
- If a booking is made in the diary this will then take priority over a walk in player. Walk in players should always check the booking diary before playing a game.
Booking time frames cannot overrun into the next diary booking.
The booking diary will be broken up into 7 x 2 hour timeslots per lane – 8am, 10am, 12, 2pm, 4pm, 6pm, 8pm.

WORKSHOP:

- Residents must sign a 'Workshop User Agreement' form before attending the workshop area. RESIDENT USE ONLY.
- Rules related to equipment use, safety, etiquette and incident reporting will form part of an induction session with a designated Workshop Coordinator.
- If you are interested in further details related to the Workshop please see the Notice Board for contact details.