
THE POND HOUSE

1. The Pond House is available for use by co-owners and their guests. An adult co-owner must always be present for any activities at the Pond House and the co-owner is responsible for the conduct of any guests. The Pondhouse facility is not to be loaned out for the use of any nonowners and their guests. It is open for use after the Annual Meeting in May and closed on November 1. The water is shut off after November 1 to prevent pipes from freezing, and the Pond House is unavailable for use after that date. The Pond House has no built-in heating. The upper level contains two carpeted rooms with closets but no other furnishings. Two bathrooms are located on the main floor.

2. Co-owners are invited to use the Pond House spontaneously on a first-come, first-served basis. Larger gatherings (weddings, birthday parties, or other events) of 15 persons or more require a reservation. Reservations for smaller groups are accepted but not required. If a reservation is needed or desired, check the MFCA Website where the Pond House Calendar is located. The reservation form is also on the website.

When a reservation is needed, the form must be submitted to the MFCA management company for approval at least 10 days in advance of the event. The approval will contain a copy of the Pond House rules; a co-owner acknowledgement that he or she has read and will comply with the rules; and an indemnification agreement by which the co-owner assumes full responsibility for any problems that might occur in connection with the event and agrees to hold harmless the Matthaei Farm Condominium Association and its members.

During the reserved times, please accommodate other co-owners who may be playing tennis, hiking, swimming, or picnicking nearby and have need for the facilities. These co-owners, in turn should be courteous and minimize any disruption of the planned activities of those having reserved the facility.

No two-day reservations or overnight stays are permitted. On the Fourth of July and the holiday weekends of Memorial Day and Labor Day the Pond House is open to all co-owners and cannot be reserved.

3. Attendance at Pond House events is limited to 75 people. **However, the Fire Marshal has established the capacity of the Pond House building at 49 persons. The co-owner hosting an event must ensure that this capacity is not exceeded at any time. If a violation occurs, the co-owner is responsible for any fine or other related cost.**
4. Pond House Area Parking – Pond House parking is very limited and is restricted to the paved area designated for parking at the Pond House. No parking is allowed on the narrow Pond House access road from the large rocks at the north edge of the Great Hawk Circle cul-de-sac to the Pond House parking lot. Limited overflow parking for the Pond House may be accommodated on the Great Hawk Circle cul-de-sac and on the west side of Great Hawk Circle. **The east side of Great Hawk Circle from Red Fox Run to the cul-de-sac is a designated as a fire lane and parking is prohibited at all times. Violators will be ticketed and/or towed at the owner's expense.** In all cases, visitors must not park on lawn areas or in front of mailboxes or driveways. Co-owners are required to inform their guests of these parking restrictions when planning events at the Pond House.

Because parking is limited, co-owners are strongly encouraged to engage a valet parking service when the expected number of cars might exceed the capacity of the Pond House parking area and the Great Hawk Circle cul-de-sac. This will help to ensure that the parking restrictions on the east side of Great Hawk Circle are observed.

5. **OPEN FIRES OF ANY KIND (INCLUDING GRILLS AND CANDLES) AND SMOKING ARE PROHIBITED INSIDE THE PONDHOUSE AND ON THE DECKS BECAUSE OF THE WOOD CONSTRUCTION AND RELATED FIRE HAZARD.**
6. Pond House Fireplace – The fireplace is presently unsafe to use and repairs to eliminate its posing a fire hazard are being undertaken. Do not use the fireplace until you receive a notice from the Management Company that the fireplace has been restored to a safe condition.

7. Use by Minors – No residents or guests under 18 of age are allowed to use the Pond House unless they are directly supervised by an adult co-owner who is present at all times. In addition, consumption of alcohol by anyone under the age of 21 is prohibited. These restrictions are strictly enforced.

PARENTS ALSO MUST ENSURE THAT THEIR CHILDREN UNDERSTAND THAT THEY MUST NEVER GIVE THE COMBINATION TO THE POND HOUSE GATE PADLOCK TO THEIR FRIENDS.

8. Overnight storage of alcohol in the Pond House is prohibited.
9. Illegal drug use by anyone on MFCA Property is prohibited.
10. No glassware is to be used on the deck, for safety reasons.
11. Quiet Period – All events are to quiet down at 11 pm (i.e., no music, no radios, no loud volume talking, or yelling).
12. Cleanup Guidelines – Co-owners are required to clean up the Pond House, deck, and grounds and remove all rubbish as soon as possible but in no case later than 10:00AM the following day. **DO NOT LEAVE GARBAGE OUTSIDE OVERNIGHT – THE RACCOONS AND OTHER CRITTERS WILL GET INTO IT AND MAKE A MESS.** If your use results in any damage to the premises, or requires professional cleaning, an appropriate charge to your account will be made. If you wish to use a professional cleaning service, please see the MFCA website for the recommended service provider as they have keys and are familiar with the Pond House.

The Pond House is cleaned regularly from May to November. However, some cleaning supplies are provided in the Pond House so that co-owners can help keep the area clean and attractive between professional cleanings (paper towels in the bathrooms, liquid soap, bathroom tissue, brooms and dustpans, a mop and bucket, a vacuum cleaner, dish detergent, and garbage bags. These are intended for Co-owners and guests incidental use. If your incidental use creates any food-related garbage, please remove it when you leave. Please report any maintenance needs in the Pond House or on the grounds to The Management Company.

13. Co-owners are expected to double-check the premises before they leave. Remove all signs, balloons, strings, tape, etc. from posts, walls, and sign posts after gatherings. Return tables and chairs to the Great Room after outdoor use. **NO FURNITURE IS TO BE REMOVED FROM THE PREMISES. TURN OFF ALL THE LIGHTS.** Close and lock the first-floor windows and doors.
14. Pond House Gate – The Pond House gate should be closed after entering unless additional guests are expected. Please lock the gate when the last vehicle leaves the Pond House area. The combination to the lock may be obtained from The Management Company.
15. Failure to abide by these guidelines and rules may result in loss of Pond House privileges along with a required return of the Pond House keys. The rules and guidelines are enforced so that everyone at Matthaei Farm will have the opportunity to enjoy our facilities safely and equally.