



## **Leisure Complex & BBQ Area Rules**

Only **flat owners** and their accompanied guests are entitled to use the Leisure Complex and BBQ area. It is essential that flat owners make their tenants aware that they are unable to use these facilities. Flat Owners must accompany guests at all times. It is intended that the management and running of “The Oasis” be as informal as possible. However, the following Rules and Regulations in respect of the Leisure Complex and BBQ area have been compiled so as to ensure that each and every flat owner can derive the maximum enjoyment from this valuable facility. Please note that for your safety that CCTV (vision only) is in operation in the pool area.

### **Each flat owner undertakes to observe the following:**

1. To use the Leisure Complex and BBQ area in a polite, respectable, peaceful and responsible way, and not to cause disturbance to other residents.
2. To take care in maintaining the furniture, gym equipment and facilities at all times. All cushions etc for the sun beds and chairs are to be returned to the Leisure Complex after using them. Please mop the shower room floors after use and draw the curtains across the shower cubicles.
3. Since the water and air temperatures are precisely controlled, the leisure complex entrance door and the pool terrace doors must be kept closed at all times, except in an emergency.
4. In the interests of hygiene, please shower before using the pool.
5. To wear proper swimming attire in the swimming pool and any communal areas so as not to cause embarrassment to members and guests.
6. No jumping or diving is allowed in the pool.
7. No food is to be consumed within the swimming pool area at any time.
8. All music facilities must be used with consideration.
9. Not to allow any animal whatsoever within the Leisure Complex at any time.
10. Please turn off all lights and showers before leaving the leisure complex (some lights are on automatic on/off).
11. Not more than three guests may use the swimming pool at any one time. The flat owner must always accompany guests. The same guest may not use the Swimming Pool more than three times in any one year.
12. No child under 16 years may use the Leisure Complex or BBQ Area without an adult being present.

13. If you would like to invite more than five guests to the BBQ Area or Leisure Complex you will be required to request this from the Management Company, O(P)ML, and the Management Company will reasonably consider your request. Any person holding a private party of function will be responsible for the cleaning of the premises afterwards and the cost of any breakages or repairs that may be necessary.
14. Please take care using the gym equipment and do not attempt exercises with which you are unfamiliar.
15. No person under the age of 16 years may use the gym equipment.
16. A booking sheet for the BBQ is placed in the Leisure Complex and you are asked to give your name, flat number, time required for the BBQ and the number of guests. Flat owners may use it on a first come first basis. You are encouraged to make every effort to book the BBQ in advance to avoid disappointment but please be aware this does not exclude other flat owners and their guests from using the BBQ Area for their own enjoyment.
17. The cooking utensils and the cooking grill will be kept in the Leisure Complex - kindly ensure they are cleaned and returned following use. Please contact O(P)ML if you would like to use any of the company table cloths / cushions or utensils and they will be made available, they will however need to be returned washed and dried. Please note you will need to provide your own charcoal and firelighters.
18. You use the Leisure Complex and BBQ area at your own risk. You are responsible for ensuring the safety of, in particular, any children, as well as any guests in your party and you agree to take proper steps to prevent the occurrence of any injury, loss, damage or harm to children or other vulnerable people using the area.
19. From the safety point of view please do not use glasses or china in the Leisure Complex or BBQ area. We would suggest using plastic and other shatterproof materials.
20. The BBQ and the surrounding area should be left clean and tidy. All litter to be placed in the bin marked "Litter". Embers to be placed in the bin marked "HOT COALS" We would recommend that you return to clean the ashes the following day when they are cold but most importantly the BBQ should be cleaned!
21. Please vacate the BBQ area by 11pm.

These Rules and regulations have been kept to the absolute minimum and are intended to be capable of 'self policing' by the various flat owners. Complaints in the first instance should be addressed to the Chair or any other Director.

Any flat owner who is continually in breach of these rules will be subject to the Disciplinary Rules process and may be barred from using the Leisure Complex and BBQ area, which would be decided during the Disciplinary process, but will continue to be liable for his or her share of the maintenance costs.

## Leisure Complex Access

Access to the leisure complex is by a 'token' issued to owners. These tokens are programmed into a computer and allow O(P)ML to check which owner has gained entry at any given time.

Please note that this device is not a key as such but a token; it is not inserted into a lock but presented to a small brass plate, known as a reader. The reader, showing a picture of a key, is located on the wall to the left of the entry door. When you present your token to the reader you will hear a click as the door unlocks. (There is also a small green light on the reader, which illuminates while the door is unlocked but this may be difficult to see during daylight hours).

The door will remain unlocked for five seconds (if you are delayed before entering, simply present your token to the reader again).

We would like to draw your attention to the following points:

1. Apartment owners only are eligible to use the complex; tenants or sub tenants are excluded from this facility. The purpose of the entry system is to admit only those who are entitled.
2. Each token has a different number assigned to it. Therefore, the system will record your attendance and time of entry. This will allow the management to trace back to the token- holder any inappropriate use of the leisure complex.
3. With point 2 in mind please do not lend your token to anyone, or allow any 'tailgating' when entering (i.e. allowing another person to enter at the same time as yourself).
4. In the event of any misuse of the facilities, the disciplinary process will be invoked, resulting in the possible withdrawal of the token belonging to the person(s) responsible, thus denying that particular token holder access to the leisure complex.
5. Within each token is a coded set of characters unique to that particular token. This, coupled with the different entry number, which has been individually assigned, makes it impossible for a token to be duplicated.
6. A lost token should be reported immediately to the management, so that it can be deleted from the system, thus denying access to any finder of the token.

If you experience any difficulty using your token please contact the Chair or any other Board member.

## **The Oasis (Poole) Management Ltd**

Notes for directors in connection with disciplinary procedures/access barring from the leisure complex and BBQ Area.

1. If any offence is considered to be a gross breach of the regulations, for example parties with glass involved, or drunken behaviour in the leisure complex, then disabling of the access key and barring from the leisure complex may be immediate, to be followed by a board meeting to discuss the matter and decide the length of suspension of leisure complex facilities.
2. For any lesser offence, the Board must be satisfied that an offence has occurred, in which case the offender will be contacted by a director to discuss the matter. If this does not resolve the situation satisfactorily, a written warning will be issued to the offender.
3. On any subsequent offence, the Board, having been satisfied that such an offence has occurred, will write again to the offender, advising him/her that the directors are considering barring him/her from the leisure complex for an appropriate period. The board will give the offender an opportunity to submit any mitigating circumstances.
4. Following the receipt of any representations, the Board and Company Secretary will consider the matter and, if appropriate, apply a barring period appropriate to the offence. The offender will be advised of the decision in writing.
5. If any offender is barred from use of the leisure complex, he/she may appeal to an appropriate independent person, initially the company secretary, whose opinion the board will consider, the final decision lying with the Board of Directors, a majority of three being required.