

THINGS TO KNOW ABOUT OWNING AND LIVING IN HEMLOCK FARMS

RECREATIONAL FACILITIES

Facilities Usage

The use of all Hemlock Farms facilities, including beaches and tennis courts, is restricted to those wearing HFCA badges for the current year. No one will be permitted access to any of the facilities if not wearing a badge. This rule is strictly enforced. Everyone's cooperation is essential to curtail unauthorized use of facilities.

Badge Policy

Current badges are **required** to use **all** Hemlock Farms facilities. They are available at the HFCA Office.

Any outstanding assessments, citations and dues must be paid before badges can be issued. Badges must be picked up in person. Members are responsible for their guests. For more information, please refer to Administrative Code, Chapter 20 - Badges and Permits -later in this Handbook.

Guest Passes:

Guest Passes can be purchased according to the following rate schedule: Weekly pass - \$15.00 effective for seven (7) days, including the date of issue (Sunday through Saturday)

Daily pass - \$3.00 effective only for date of issue

Beaches and Pools

Hemlock Farms maintains four beaches, two outdoor pools and the indoor pool at the Steer Barn Clubhouse for the exclusive use of Hemlock Farms members and their guests. All members and guests are required to display current HFCA badges to use any beach or pool area. No pets are allowed on beach areas or in pool areas.

The beaches are: Elm Lake - located on Hemlock Farms Road

Hemlock Hills Beach
Laurel Ridge
Little Camp
Blackbirch Beach

The indoor & outdoor pools are:

Fawn Hill Pool - located on Forest Drive near the ball field
Steer Barn Pool - outside of the Steer Barn Clubhouse on Basswood Drive

Aquatic Facilities will be open according to the following schedule (staff & weather permitting):

May 24 through June 15 - Elm Beach, Little Camp, Steer Barn Pool, weekends only.

June 16 through Sept 1 - Elm Beach, Little Camp, Steer Barn Pool, Fawn Hill, Laurel Ridge open daily based on available staff.

BEACH & POOL HOURS - 2009

Fawn Hill Pool Steer Barn Pool Elm Beach
Daily 11-7 p.m. Daily 10-6 p.m. Daily 10-6 p.m.

Laurel Ridge Little Camp
Daily 12-8p.m. Daily 11-7 p.m.

The Steer Barn indoor Pool will be open year round. Once each year there will be a two week shutdown of the Indoor Pool for annual maintenance of all mechanical systems. Aquatic hours will be posted at each facility.

Private Parties

reservation is made at the HFCA office, and a permit is secured. During a private party, no other patrons are allowed to use the beach facility. Permits to use HFCA property shall be

issued to HFCA members in good standing and their authorized tenants. There is no fee to reserve a beach, however, a \$50 refundable deposit is required as part of the permit application, to ensure the facility is cleaned up immediately after the function. The members of the Association shall be all persons who are owners of lots located in Hemlock Farms. For swimming parties, certified lifeguards are required and need to be approved by HFCA Administration. HFCA Facilities Rules must be adhered to for all private parties.

POOL RULES AND REGULATIONS

Hemlock Farms operates three swimming pool complexes: the Steer Barn Pool and the Clubhouse Indoor Pool located on Basswood Drive and the Fawn Hill Pool located on Forest Drive. The following guidelines are designed for your safety. You are responsible for the safety of your children and yourself. *PLEASE FOLLOW THE DIRECTIONS OF THE GUARDS AT ALL TIMES.*

Each person using facilities must have a recreation badge available at all times.

Lifeguards can use discretion to adapt rules to accommodate various bathing conditions (e.g. crowds). Lifeguards may prohibit individuals with poor swimming ability from swimming in deep water.

BEACH & POOL RULES:

1. NO SWIMMING WHILE LIFEGUARD NOT ON DUTY.
2. Diving in designated areas only.
3. Non-swimmers who use arm bubble floats or other flotation aids must have an adult within arm's reach of them while playing/swimming in the water.
4. Horseplay, pulling, dunking or tossing anyone is prohibited.
5. Individuals may only enter pool feet-first unless in designated diving area; (Cannonballs are at lifeguard's discretion).
6. Keep ladders and steps clear and free for entering or exiting from pool.
7. Running in the pool area is not permitted.
8. Gum, jawbreakers, or other food is not permitted while swimming.
9. Glass of any type is prohibited in the pool/beach areas.
10. Alcoholic beverages prohibited in all pool and beach areas.
11. No pets in pool or beach areas.
12. Lap lanes are designed for continuous lap swimming.
13. Please swim in the roped in area only.
14. Please clean up your area before leaving.
15. No cut-offs or blue jeans in any of the pools.
16. Anyone under the age of 10 must be accompanied by a guardian at least 13 yrs. old at the outdoor swimming facilities.
17. Proper bathing suit attire is required at all HFCA swimming areas. Appropriate bathing suits are those not too revealing for example: thongs, g-strings, anything made of see thru material, etc.

INDOOR POOL RULES (in addition to the above rules):

1. **NO JUMPING OR DIVING** at Indoor Steer Barn Pool
2. No balls, Frisbees, or other throwing objects permitted in the indoor pool.
3. A shower is required before entering pools. & hot tub.
4. Shoes must be removed before entering the indoor pool area.
5. No shaving in the steam room.
6. Anyone under the age of 14 must be accompanied by a parent or guardian 18 yrs. or older in the Indoor Steer Barn Pool.

WADING POOLS: Children must be accompanied and supervised by an adult or guardian at all times.

Fishing

Although our lakes are private, they are subject to State law and fishing licenses must be obtained by anyone 16 years old or above. Current HFCA badges must also be worn. PA Licenses may be obtained locally at Postal Contract Unit on Route 739, Lords Valley & Pickerel Inn, Route 402.

Boating

Boating on Hemlock Farms lakes and ponds is limited to sail boats, row boats, canoes, paddle boats, pontoon boats, kayaks and Coast Guard approved inflatables. Gas powered motors are

not permitted and boats utilizing electric motors must be registered with the State that the boat is primarily used in.

Boat Registration:

All boats used on Hemlock Farms lakes and ponds, even those on private docks, must be registered with the Association. HFCA boat registration applications are available at the Association Office. Annual registration fees are \$7.00.

Dated identification stickers are issued for new boat registrations and yearly stickers are issued for renewals. Stickers should be affixed to the boat immediately to avoid misplacing them. Lost stickers will only be replaced if the owner produces proof of registration (i.e. office receipt) and the cost for replacement is \$2.00 for yearly stickers and \$3.00 for dated identification stickers.

Boat Docks, Racks and Hitching Posts:

Dock facilities and boat racks are maintained by the HFCA at Basswood Cove Hemlock Hills Beach, Laurel Ridge Beach, Black Birch Beach, Little Camp Beach and Lower Hemlock Lake and Elm Lake (racks only). Docks are rented seasonally for \$95.00, racks and hitching posts are rented annually for \$35.00.

Hitching posts are located on Basswood Cove, Black Birch Beach and Little Camp Beach. Rental applications are available at the HFCA Office. Open registration for docks, racks & hitching posts is usually the first Saturday in April.

BOAT DOCK RENTERS: PLEASE BE AWARE THAT DOCKS WILL BE INSTALLED BY APRIL 15TH OR WHEN WEATHER PERMITS. BOATS MUST BE REMOVED FROM DOCKS NO LATER THAN OCTOBER 15TH. BOATS NOT REMOVED ARE SUBJECT TO A BOAT REMOVAL FEE OF \$100.

WARNING: The PA Fish & Boat Commission actively enforces all of the Fish & Boat Code, Act 1980-175 PA, C.S., and the regulations promulgated by the PA Fish & Boat Commission as authorized by that law, on all Hemlock Farms water bodies. For example, as of May 1, 1995 a wearable PFD (life jacket) is required for each person on board all boats. A throwable flotation device (Type IV - seat cushion or ring buoy) can be no longer used as a substitute for a wearable device. Boats 16 feet in length or longer are required, in addition, to have one throwable device on board.

Canoes and kayaks, regardless of length, are not required to carry a throwable flotation device. Also, all boats under 40' must have some means of making an efficient sound signal. (A referee whistle or air horn is acceptable.) The Commission will actively issue citations to anyone in violation of the Code. A copy of the Boating Handbook may be obtained by calling the Fish Commission NE Regional Office at 570-477-5717. Other PA Fishing and Boating rules exist. Visit website for details.

Conference Center

The HFCA Conference Center (located on Fairway Lane, off Orchard Drive) is available for community meetings and activities. For further information contact the HFCA Office.

Handball/Paddle Ball

Four single-walled handball courts are available adjacent to the Clubhouse parking lot. These courts are used for handball or paddle ball on a first-come, first-served basis. Players are urged to limit their playing time to one hour when others are waiting. These courts should not be used for tennis practice when others wish to play handball or paddle ball.

Ice Skating

Ice skating is not recommended on any Hemlock Farms lake or pond due to unsafe ice conditions. The HFCA provides an area for ice skating at the Conference Center (located on Orchard Drive) when ice conditions are suitable. Skating is at one's own risk.

Joggers

Curving roads, blind spots and occasional drivers exceeding safe speeds do not necessarily mix very well with runners. Joggers are encouraged to wear bright clothing and must run toward moving traffic for maximum visibility.

Bike Route

The Planning & Land Use Committee has mapped out a recommended bike route for recreational bike riders.

Maps indicating the route and parking areas for cars are available at the HFCA Administration Office. As required by law, wear a helmet and ride with the flow of traffic.

Library

The Hemlock Farms Library has been designated officially as an affiliate of the Scranton Library System, but is not part of the Pike County System, although both are part of the same larger system. Library hours vary according to season, so please call the Library at (570) 775-4200 ext. 132 or watch for information in the Hemlock Happenings, the Hemlock News, Channel 15, or posted at the Library or Mail Room.

The Library is run by a volunteer committee of Hemlock residents who welcome assistance in keeping the Library open; through cash donations or books, or by working at the Library. During inclement weather, call the Library (570)775-4200 ext. 132, to be sure it has been opened.

Steer Barn Clubhouse

The Steer Barn Clubhouse is open to all Hemlock Farms members and their Guests.

Please remember that a current badge is required upon entrance into the Clubhouse and must be displayed for any usage within all areas of the building. Clubhouse facilities include a main pool, wading pool, hot tub, steam room, and sauna in the indoor pool area. There is also a lounge, game room, auditorium (Steer Barn Room), Cultural Arts Center on the upper level, reception and lobby area, men's/women's changing rooms, showers, bathroom, and Fitness Center on the lower level.

Fitness Center - The Fitness Center at the Steer Barn Clubhouse is open to members and their guests 16 years old and up. It features 2 cross trainers, 8 treadmills, 3 exercise bikes, 1 stair master, 2 rowing machines, 2 recumbent bikes a multi station gym and various stack weight machines for different parts of the body.

The Clubhouse - is a family-oriented recreational facility. Children under the age of 14 will not be permitted in the facility without a parent or legal guardian at least 18 years old.

CLUBHOUSE RULES AND REGULATIONS:

1. The Community Clubhouse is a family facility for HFCA members and guests where they may go to swim, eat, talk, play, read and exercise all year round. All children under 14 must be accompanied by an adult. **Everyone who enters this facility must present their current badge to the receptionist.**
2. It is expected users will be courteous to personnel. Clubhouse personnel are authorized to service the needs of members for recreation equipment, etc. and to maintain order in the building. Staff is authorized to request any member who is destructive of property or abusive to others to leave. Non-compliance will result in appropriate action by Public Safety.
3. The Clubhouse is officially open for general use only when staff is present, during hours posted as designated by the Community Manager.
4. Any individual, member or Hemlock Farms group or organization wishing to use the Clubhouse facilities for any special program or function must first obtain permission from the Community Manager, and schedule such (event) at the Community Office. Sponsoring group is always responsible for appropriate use of the facility during the time of its program and must follow the clean-up checklist before leaving.

5. The Steer Barn Room, lounge and art room may be used for private parties by HFCA members in good standing. The fee for private parties will be established by the Community Manager and is subject to change without notice.
6. Use of the Clubhouse by children under 14 years old:
 - a. Although the Clubhouse is a family facility, children will have an opportunity to use the Clubhouse at programs planned for them. The sponsoring group or parents will be responsible for their behavior and appropriate use of the facility.
 - b. Children under 14 years old must have a parent or guardian (18 years or older) on the deck in the Clubhouse Pool area while swimming.
 - c. Non-swimmers who use arm bubble floats or other flotation devices must have an adult within arms reach of them while playing or swimming in the water.
 - d. Proper bathing suit attire is required at all HFCA swimming areas. Appropriate bathing suits are those not too revealing for example: thongs, g-strings, see thru material, etc.
7. The Fitness Center will be open only when the Fitness Center Attendant is on duty. Other Clubhouse staff cannot open the Fitness Center for use by Property Owners or their guests. Proper attire recommended - Must wear some type of athletic footwear and a shirt.
8. Use of the Fitness Center is limited to Property Owners and their guests age 16 years and older. Proof of age may be requested at the Fitness Center Attendant's discretion. Failure to provide proper proof of age (i.e. driver's license, birth certificate, etc.) will result in you being asked to leave the Fitness Center.
9. Other rules relating to Clubhouse or facility use will be posted in the Clubhouse and may be amended from time to time.

FAWN HILL FAMILY PARK

Fawn Hill has a variety of activities for members to use including: Outdoor pool with diving boards, softball & T-ball fields, basketball court, volleyball court, 1 modular playground age appropriate for 3-5 year olds, 1 modular playground age appropriate for ages 6-12, fitness trail with workout stations , horseshoe pits, a climbing matrix, tire swing, and a sand box.

Private Parties

Private parties may be conducted at the Steer Barn Clubhouse in the Steer Barn room only, if a reservation is made at the HFCA office, and a permit is secured. There is a \$200.00 fee to reserve the Steer Barn room, a \$75.00 fee to reserve the Lounge, a \$75.00 fee to reserve the Art Room and a \$50 refundable deposit is required as part of the permit application, to ensure the facility is cleaned up immediately after the function. During a private party, all Clubhouse rules and regulations apply. Permits to use HFCA property shall be issued to HFCA members in good standing and their authorized tenants. The members of the Association shall be all persons who are owners of lots located in Hemlock Farms. Persons using these areas for parties are responsible to insure that the areas are cleaned up immediately after the party. For swimming parties, certified lifeguards are required and need to be approved by HFCA Administration. HFCA Facilities Rules must be adhered to for all private parties.

Teen Center

The Teen Center, located on Lookout Drive is for the exclusive use of teenagers, age 13 through 18, who are Hemlock members or their guests. There are also special pre-teen hours for 10-12 year olds. All must display current HFCA badges.

Facilities include pool tables, ping pong, pinball, video machines, volleyball, air hockey and other games and equipment. A combination TV room/library provides added diversity to program opportunities. Teen Center hours may vary by season and weather conditions. Extended hours are arranged during holidays.

Summer Hours

Tuesday & Thursday - Pre-Teen 7-9 p.m. - Teen 9-11 p.m.

Wednesday - Teen 7-11 p.m.

Friday & Saturday - Teen 7 p.m. - Midnight

Fall/Winter/Spring Hours

Friday - Pre-Teen 7-9 p.m. & Teen 9 p.m. - Midnight

Saturday - Teen 7 p.m. – Midnight Sunday - Pre-Teen 1-3 p.m. & Teen 3-5 p.m.

Hiking Trail

A Hiking Trail is located next to the Mail Room. It is a 1-mile loop. Wear sturdy footwear. A Trail Map is available at the HFCA Office.

Bocce Courts

Two bocce courts are located along Basswood Drive adjacent to the clubhouse. When not in use members may sign out equipment at the clubhouse reception desk for play.

Shuffleboard Courts

Two shuffle board courts are located outside the fitness center. Courts are available for play only when the clubhouse is open and equipment may be signed out at the reception desk.

FACILITIES RULES & REGULATIONS

To foster the pleasurable use of HFCA Recreation Facilities, to provide increased security and better facility management, and to ensure equal opportunity for all, the HFCA Board of Directors adopted operating rules and regulations which apply to the following outdoor facilities: Elm Beach, Laurel Ridge Beach, Hemlock Hills Beach, Little Camp Beach, Black Birch Beach, Fawn Hill Family Park, Clubhouse Complex, Teen Center Complex, Conference Center Complex, Dog Run, and all lakes and ponds. SOME of the rules covered in Chapter 188 - Recreation Facilities are as follows:

1. Recreation facilities may be used by all Hemlock Farms members and their guests. Members and guests shall display the proper badges at all times. Members are responsible for the actions of their guests while on the premises. All other persons shall be considered trespassers unless on the premises with the permission of authorized HFCA personnel. (Chapter 188-4)
2. Outdoor recreation facilities are open daily as of sunrise. Closing times are posted at each facility, except for Special events approved by the HFCA. Only authorized HFCA personnel shall be permitted on HFCA property after closing. All persons violating this rule shall be considered trespassers. (Chapter 188-5)
3. All members and guests are requested to keep recreation facility areas clean and deposit all litter and refuse in the refuse containers. Residential and other household garbage shall not be placed in or around recreation facility trash receptacles and dumpsters. (Chapter 188-6)

4. Only the following boats are allowed on the lakes:
- a. rowboats powered by oars or an electric motor.
 - b. canoes powered by paddle or sail or trolling electric motor.
 - c. sailboats or sailboards with a maximum sail area of 90 sq. feet.
 - d. Coast Guard approved inflatable.
 - e. paddle boats.
 - f. kayaks

All privately owned gas-powered boats of any size are prohibited except for persons authorized by HFCA.

All watercraft using HFCA lakes must be registered and carry a current HFCA identification sticker.

(See Chapter 188-13 for additional information)

5. The dock areas must be kept clear of bicycles, baby carriages and strollers to allow room for fishing and handling of boats, sails, paddles and oars. No one shall modify the dock in any way, but bumpers manufactured and sold to protect boats may be used. (Chapter 188-14)

6. Violators of these rules and regulations for recreation facilities will be subject to prosecution or other such legal

action as may be appropriate. In addition, owners will be subject to the loss of Hemlock Farms Community

Association privileges in accordance with the Bylaws and applicable policies. The first offense of these rules will be a

fine of \$25 to the member; a second offense is subject to a fine of \$50 to the member; and a third offense is subject

to a fine of \$100 and/or suspension of all privileges for the remainder of that year. (Chapter 188-17)

**NOTE: For a complete set of rules, please refer to
Chapter 188 – Recreation Facilities, at the end of this Handbook**