

**Seabrook Island Property Owners Association (SIPOA)**

**GUIDE TO THE LAKE HOUSE, COMMUNITY CENTER AND  
POOLS**

**General Information – Rules and Regulations**



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## **SIPOA Guide to the Lake House, Community Center, and Pools**

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### **Welcome**

This Guide contains General Information as well as Rules and Regulations for the SIPOA Lake House, Oyster Catcher Community Center, and pools.

### **Mission Statement**

The mission of the Lake House and Community Center is to provide Seabrook Island Property Owners and their guests with facilities where they can meet/satisfy their social, intellectual, recreational, fitness and wellness needs in a well-maintained and safe environment.

### **Social**

Provide an atmosphere where people can communicate in a friendly manner, meet new neighbors and explore new avenues of interest.

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### **Intellectual**

Provide an atmosphere that encourages an exchange of ideas that enables others to learn and benefit from new knowledge or expand their present level of knowledge.

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### **Recreational**

Provide activities that promote friendship, social and community activities, and enhance life experiences on Seabrook Island.

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### **Fitness and Wellness**

Provide activities and programs that promote healthier lives and enable people to achieve and maintain a high quality of life.

## **About the Lake House & Community Center**

### **The Lake House**

The Lake House is a 27,500 sq. ft. community facility overlooking Palmetto Lake. Completed in 2009, it is a true community gathering place. Property Owners and their guests enjoy access to a fitness facility, an indoor (Fitness) pool, outdoor pool, spa services, wellness programs, a basketball court, a playground, soccer, volleyball, Wifi, open lawn areas, the SIPOA library, and meeting rooms.

### **The Lake House Hours of Operation**

Monday thru Saturday 8:00a.m. to 8:00p.m.

Sunday 10:00a.m. to 5:00p.m.

A Proximity/Amenity Card is required to gain access to the Lake House, Additional fees may apply.

Property Owners *only* may also have Lake House access from 5:00a.m. to 11:00p.m.\*

*\*Special registration for before/after hours access is required at the Amenity Office*

#### Fitness:

The Lake House fitness center includes cardio equipment, weight machines, free weights, and spin bikes, plus daily group and semi-private fitness classes. Personal training services are also available.

The fitness center is open to Seabrook Island Property Owners and guests with valid proximity/amenity cards during operating hours. Fitness classes that are part of the regular fitness schedule do not require registration; however, semi-private series and workshops require pre-registration.

Fees for fitness access/activities are in Appendix A.

#### Spa Services:

The spa services staff provide Swedish, Deep Tissue, Hot Stone, Foot Reflexology Massage, custom facials and waxing. These services are available by appointment.

#### Additional indoor features:

The Lending Library is open during staffed hours and works on the honor system. Borrow, return, donate.

The Lake House has several meeting rooms available for Property Owner group use.

#### Pools:

The indoor (fitness) pool is 25 yards in length and has five 8' lanes. The pool is used for water therapy, lap swimming, and recreational swimming with the temperature regulated between 82°F - 85°F year-round. Please follow posted lane designations. Lanes may need to be shared based on use.

The outdoor pool is 25 yards in length, maximum depth is 4.5', and is unheated. The pool features a zero-entry access area with water features, ample seating, and sail shades for sun protection.

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SIPOA pools may be closed occasionally while sanitary or other water quality issues are addressed.

Outdoor Features:

Basketball, soccer, and volleyball facilities are open daily, dawn ‘til dusk. Reservations are not required. Basketballs, soccer balls, and volleyballs may be checked out at no charge in the Fitness center. A charge will apply if balls are not returned the same day.

The playground is open daily, dawn ‘til dusk; no reservations are required. Children must be supervised at all times.

Bike racks are available near the main parking area. Bikes may not be parked in handicap access ramps, on the Lake House porch or grass areas. Improperly parked bikes will be moved to the bike rack area. SIPOA is not responsible if a bike is stolen or for any damage that might occur if a bike is moved.

### **The Lake House Access Fees**

Property Owners, Seabrook Island Club Members, and Owner’s guests charging to an Owner’s or Member’s Account are not charged additional fees for use of the Fitness Center and Fitness (indoor) Pool.

Guests not charging to an Owner’s or Member’s Account, are considered SIPOA Rental Guests or Seabrook Island Club Rental Guests. Access to the Library and outdoor pool are at no charge. There are additional fees for access to the Fitness Center and Fitness Pool.

All group exercise classes, personal training and other services require an additional fee for all participants. Class and Fee Schedules are published separately and are subject to change.

### **Oyster Catcher Community Center and Pool**

The Oyster Catcher Community Center building is another facility that is available for Property Owner meetings and events.

Pool:

The Community Center pool is for the exclusive use of Property Owners and guests accompanied by their host Property Owner while at the pool. The pool is not heated. Weather dependent, the comfortable swimming season is approximately April 15<sup>th</sup> – October 1<sup>st</sup>.

Pool hours are daily 8:00a.m. to 8:00p.m. Access is via a Property Owner Proximity/Amenity card.

SIPOA pools may be closed occasionally while sanitary or other water quality issues are addressed.

Parking:

The parking lot adjacent to the Community Center is restricted to vehicles bearing black and white Property Owner barcodes or Property Owner paper or family passes.

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Bike racks are available near the building entrance. Bikes may not be parked on the porch or obstruct handicap access areas. Improperly parked bikes will be moved. SIPOA is not responsible if a bike is stolen or for any damage that might occur if a bike is moved.

## **Groups and Activities at The Lake House & Oyster Catcher Community Center**

The Lake House and Community Center are home to dozens of Special Interest groups/clubs and activities.

There is a deposit requirement for groups and clubs that are formally organized and have regular meetings open to all Seabrookers (space available). SIPOA has no restrictions on the use of our facilities by organizations that are religiously or politically affiliated. However, the use of SIPOA facilities for the purpose of regular, recurring, religious services and rites is deemed inappropriate, and is therefore prohibited.

A complete list of activities and special interest groups available at the Lake House reception desk, and on the SIPOA website.

For information on group meetings at either location, see the Lake House Manager (843-725-1581) about starting a new group and reserving a meeting room.

## **Private Events at the Lake House & Oyster Catcher Community Center**

Rooms in the Lake House and Oyster Catcher Community Center also may be rented by Property Owners for personal/private events. Private events are those events not open to the Seabrook Island Public.

A political event that includes any type of fund raising or solicitation for donations, even when advertised as an open event, will be considered a private event, with deposits being applicable.

All private event room reservations are managed by the Lake House Manager. A room reservation form is available on the SIPOA website. For inquiries on room rental, please call (843)725-1581. Information on room size, capacity and deposit requirements is in Appendix B.

### **Event Rules & Guidelines**

Event materials including but not limited to, tables, cloths, utensils, flowers and decorations are not provided. SIPOA is not responsible for staffing the event, on site IT/audio visual assistance, delivery, set up, teardown, lost and/or stolen items.

### **Vendors/Caterers**

The Property Owner who is sponsoring the event is responsible to coordinate the delivery of their vendors' items to and from the building during the scheduled room's rental time. Special time for vendors to deliver and pick up their items is available but advance written approval of the Lake House Manager is required.

SIPOA policy requires the sponsoring Property Owner provide, at least thirty (30) days in advance, a certificate of liability insurance naming SIPOA as an additional insured and showing the limits of the vendor's liability and workers' compensation coverage. Please submit this to the Lake House Manager.

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### **Event Hours**

Events are not permitted to start before 7:30a.m. and cannot extend past 11:00p.m. pre-and post- event preparation sixty (60) minutes before or after those hours must have advance written permission from the Lake House Manager. Reservation time frame must include setup, deliveries, the event, breakdown, and cleanup.

### **Music And Entertainment**

Music and entertainment must be confined to the reserved room. All amplified music requires written approval.

### **Audio/Visual**

The Lake House and Community Center are equipped with AppleTV in each meeting room. There are microphones available for use in Live Oak Hall. SIPOA staff cannot assist with IT audio/video set up. An IT/audio/visual technician is available upon request for an additional charge.

### **Decorations**

All decorations must be confined to the specific room(s) reserved for the event. All decorations must be limited to tabletops, or to free-standing displays, and cannot be attached to walls or furniture.

### **Lawn Events**

All beverages served on the events lawn and adjacent porches must be served in plastic or paper cups. Glass pouring bottles such as wine and liquor can be used at the bar but are confined to that location.

Tents may be used for events, but must be set up on the day of event and removed no later than noon the following day. Tables, chairs and other party decorations are welcome on the lawn. Amplified music requires special approval. All use of open flame must be pre-approved by the Lake House Manager.

The Live Oak Hall must be reserved in advance if the event host plans to use the room in case of inclement weather.

### **Overflow Parking**

Any event of 75 people or more must pay an overflow parking fee of \$100. SIPOA will have additional security personnel on duty to assist with parking.

### **Set Up/ Clean Up**

The Property Owner is responsible for the clean-up of the room and any part of the facility that their Guests have used. All areas will need to be returned to the pre-event form before return of the events damage deposit. The Property Owner sponsoring the event is responsible for any damages exceeding the damage deposit amount.

**Appendix A**

**LAKE HOUSE FEES**

	<b>Lake House Access</b>	<b>Outdoor Pool</b>	<b>Fitness Center Access (includes Fitness Pool)*</b>	<b>Fitness Class Access*</b>
<b>Property Owner</b>	Free	Free	Free	\$10/class, \$49/month unlimited classes
<b>Guest of Owner</b>	Free - Amenity Card Required	Free - Amenity Card Required	Free – Amenity Card Required	\$15.00/class
<b>Rental Guest</b>	Free – Amenity Card Required	Free - Amenity Card Required	\$15.00/daily	\$15.00/class
			Multi-day \$13.33/person	
			3 days = \$40.00 4 days = \$53.32 5 days = \$66.65	
			Monthly = \$85.00/person	

\*Sales Tax is added to all charges.



**Appendix B**

**ROOM DESCRIPTIONS/OCCUPANCY**

<b>Room Name</b>	<b>Capacity (# of people including attending staff)</b>	<b>Room Dimensions</b>	<b>Furnishings</b>
<b>Osprey 1</b>	30	24' x 26'	6 - 3' square tables/24 - upholstered chairs
<b>Osprey 2</b>	35	24' x 26'	6 - 3' square tables/24 - upholstered chairs
<b>Bobcat 1</b>	20	20' x 24'	Furnished with square or rectangular tables and upholstered chairs, upon request.
<b>Bobcat 2</b>	20	20' x 24'	Furnished with square or rectangular tables and upholstered chairs, upon request.
<b>Eagles Nest Studio</b>	30	22' x 27'	6-3' square tables/20-unupholstered chairs
<b>Live Oak Galley</b>	15	16' x 20'	Ovens, Refrigerator, Cook-top, Microwave, Dishwashers
<b>Lake House Lawn</b>	300	Big	None available - Private Rentals OK

**Live Oak Hall**

Stand-up social	175	32' x 65'	UP to 20-3' square tables and 10-6' rectangular tables and up to 140 Upholstered chairs
Theatre seating	155	32' x 65'	
Plated Dinner	130	32' x 65'	

**Oyster Catcher Community Center**

Stand-up social	100	27' x 53'	Up to 10-6' rectangular tables/up to 60 upholstered chairs
Plated Dinner	60	27' x 53'	

**Room Deposit Quick Reference Guide**

<b>Space</b>	<b>Deposit*</b>
Osprey 1	\$100.00
Osprey 2	\$100.00

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Bobcat 1	\$75.00
Bobcat 2	\$75.00
Eagles Nest	\$100.00
Live Oak Galley (Kitchen)	\$100.00
Live Oak Hall	\$1000.00
Oyster Catcher	\$200.00
Lawn	\$1000.00

\*Deposits are refundable when the space used for the event is left in its original condition.

## Appendix C

### **Annual Art Show Guidelines**

Each year, during the week of the Annual Meeting, SIPOA hosts an Annual Arts and Crafts Show. All Property Owners and long-term renters may register to be “Exhibitors.” Space will be provided as available on a first-come-first-served basis. The timely delivery and removal of the Exhibitor’s Arts and Crafts (“Wares”) is critical to the success of the show, as is the assurance that Wares remain displayed throughout the show.

Exhibitors may sell their Wares. SIPOA will not be involved in the financial transaction, nor in storing or transporting the Wares. Each Exhibitor shall be independently responsible for handling their own transactions. Exhibitors may sell their Wares provided the sold piece is immediately replaced by another piece for exhibit.

Any Exhibitor who materially fails to follow the published guidelines for the show will lose the opportunity to participate in the show the following year.

## Appendix D

### **General Rules of the Lake House, Community Center and Pools**

#### **Including Pool Deck Areas**

- Obey all posted signage in and around the Lake House and Community Center.
- Smoking is allowed in the parking areas only; all other public spaces are smoke-free.
- No pets, other than designated service animals are permitted at any SIPOA facilities.
- SIPOA is not responsible for any lost, stolen or damaged property.
- Persons causing damage to property or facilities are responsible for the repair/replacement expense.
- SIPOA staff members have the authority to enforce all SIPOA Rules and Regulations and make requests of persons in SIPOA facilities to ensure a safe, secure and professional environment is maintained. Violations of the Rules and Regulations or failure to respect a request of a staff member can result in sanctions and/or assessments, including, but not limited to loss of privileges
- Conduct of a belligerent, hostile, harassing, threatening, or combative nature is a violation of the SIPOA Rules and Regulations Code of Conduct and sanctions may be imposed.
- Conduct that rises to a level of violating State or Federal laws will be referred to the Charleston County Sheriff's Office.

#### **Additional Rules of the Lake House**

##### **Lake House Attire & Equipment**

- Shoes and shirts are required throughout the building.
- Only personal media devices with headphones are permitted in the facility except during group exercise.
- Children six (6) years of age and older must use gender specific restrooms/locker rooms. There is a single unisex restroom in the fitness center.

##### **Fitness Center**

- Closed-toe athletic shoes are required.
- Cubby holes are provided for personal items. Please don't place personal items around the workout area. Lockers are provided for daily use only. Bring your own lock and remove it daily.
- Food is not permitted in the Fitness Center.
- Beverages in sealable plastic containers are permitted. No glass bottles or beverage containers are permitted.
- Use of fitness equipment is limited to people 14 years of age and older.
- Children **15 years and under** must be under the direct supervision of an adult.
- All youth may use the stretching and group exercise rooms under the direct supervision of an adult.
- Please remove excess oils, and lotions prior to using fitness equipment.
- Wipe down equipment after each use.
- Use of a spotter is recommended when lifting weights
- Return weights to the racks provided. Do not drop or throw weights.
- Allow trainers to work-in between sets.

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- Limit cardiovascular equipment use to 30 minutes when others are waiting.
  - Physical exercise and use of the fitness equipment is done at your own risk. Consult your physician prior to initiating any workout routine.

### **Lake House and Community Center Pools Including Pool Deck Areas**

#### **All Pools**

- Pools and pool deck areas are common areas that cannot be closed or reserved.
- Children, age fifteen (15) and under, must be supervised by a parent/guardian when in the pool areas. Children may also be supervised by a sibling, aged sixteen (16) years or older.
- No glass bottles or beverage containers are permitted in the pool areas.
- No food or beverages are permitted in the pool water.
- Single-handled coolers may be brought to the outdoor pools.
- Waterproof pants/swim diapers are required for all babies and non-toilet-trained children in all pools.
- Towels are not provided. Please bring your own.

#### **Lake House Indoor (Fitness) pool**

- Beverages in sealable, plastic containers are permitted in the indoor pool area.
- Lap swimming lanes are designated and limited to two swimmers per lane.
- Except for lap swimming in the designated lane(s), the Indoor Pool, but not the Indoor Pool deck, is closed to others during group class times.

#### **Lake House Outdoor Pool**

The outdoor pool will be closed in inclement weather.

#### **Community Center Pool**

- The Community Center Kiddie Pool is intended for babies and very small children. A parent or adult must be present and responsible for the child at all times.

## Appendix E

### **Lake House & Community Center Proximity/Amenity Card Access**

Proximity/Amenity Cards are issued at the Seabrook Island Club Amenity Office, located outside the entry Gate, adjacent to the Seabrook Island Real Estate Office at 1002 Landfall Way. The Amenity Office phone # is: (843)768-3942. There is an \$11 deposit for a Proximity Card.

#### **Amenity Card Office Hours**

##### Early-Season (Easter to Memorial Day)

Monday - Friday	9:00a.m. to 5:00p.m.
Saturday	10:00a.m. to 6:00p.m.
Sunday	10:00a.m. to 2:00p.m.

##### In-Season (Memorial Day to Labor Day)

Monday - Friday	9:00a.m. to 5:00p.m.
Saturday	9:00a.m. to 6:00p.m.
Sunday	10:00a.m. to 4:00p.m.

##### Out-Of-Season (Labor Day to Easter)

Monday - Saturday	9:00a.m. to 5:00p.m.
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