

***Shadow Lake Clubhouse  
Rules and Regulations  
(REVISED JUNE 2007)***

NOTE: These Rules and Regulations supplement and compliment the Shadow Lake Clubhouse Policy (Revised June 2007) contained in the Shadow Lake Reference Manual. The Association Member renting the Clubhouse is responsible for compliance with both the Policy and Rules and Regulations.

I. Cleaning:

Association Members renting the clubhouse are responsible for cleaning the Clubhouse and restoring it to the state it was in prior to their function. Cleaning must be completed and the key returned before checkout time at 10:00 a.m. the morning after the function or by other arrangements made with the Clubhouse Coordinator. The Association Member shall ensure that all items on the Cleaning and Usage Checklist have been completed and leave the checklist on the kitchen counter top for use by the Clubhouse Coordinator for his/her “after the party” checkout.

II. Private Functions:

1. The Clubhouse is available for use by all Association Members in good standing. “Association Member” refers to adult (21 and older) Shadow Lake Homeowners. The Association Member renting the Clubhouse must be in attendance at all times during the event. He/she is responsible for the conduct of all guests.

2. An Association Member may be denied use of the clubhouse for the following reasons:

Delinquency in payment of Association fees or assessments  
History of damage to the Clubhouse  
History of negligence concerning Clubhouse rules, regulations, and policies  
Other reasons deemed substantial by the Board of Directors

The Board of Directors must approve any denials of use by an Association Member.

3. Reservations are made by calling the Clubhouse Coordinator no less than seven (7) days in advance of the date of the function. All dates are reserved on a first come, first serve basis. A “Clubhouse Rental Agreement” is enclosed. This form must be completed and returned to the Clubhouse Coordinator with the appropriate checks. For each and every date a member wishes to reserve, a separate usage fee, deposit, and agreement must be received by the Clubhouse Coordinator.

Rental: \$60.00

Security Deposit: \$100.00

4. A security deposit of \$100.00 is due, as stated above, in advance of the reserved date. The rental fee and the security deposit must accompany the application. The security deposit will be refunded within five (5) business days after the event, provided the Association Member has cleaned the Clubhouse and surrounding area as indicated on the checklist, no damage or loss has occurred, and there have been no infractions of the Clubhouse rules. For non-compliance, the Clubhouse Coordinator and the Board of Directors shall have jurisdiction over all disagreements in the matter. Appeals may be made to the Board of Directors.

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5. The Clubhouse Coordinator and Association Member will review the Rules and Regulations prior to the scheduled event and conduct a pre-rental condition assessment.
6. All vehicles must be properly parked in lots provided. Improperly parked vehicles may be towed at the owner's expense.
7. Under no circumstances shall alcoholic beverages be sold at events. The Association Member renting the Clubhouse is responsible for preventing the serving of alcohol to minors. The Association Member shall hold the Shadow Lake Homeowners Association harmless from any and all liability or damage resulting from the actions of an intoxicated guest.
8. No pets are permitted in the Clubhouse
9. No smoking is permitted in the Clubhouse.
10. Doors and windows are to be kept closed when heat or air-conditioning is in use.
11. **All garbage must be removed and not put in the community cans, located at the clubhouse.** Any trays, decorations, etc., must be removed from the premises at the conclusion of your cleaning.
12. Association members and/or guests are **NOT** permitted in the pool area or exercise room during a function. Guests are **NOT** permitted in the lake area unless accompanied by an Association Member. It is imperative that children of guests do not wander down to the lake area unaccompanied by an adult Association Member.
13. Events may not begin before 12:30 p.m. except with prior consent of the Clubhouse Coordinator. Outside activities related to the Clubhouse rental must cease at dusk. Activities inside the Clubhouse must end no later than 1 a.m.
14. At the conclusion of the event, the Association Member shall set the thermostat to 62 degrees (heat) in the winter and turn the thermostat to 84 degrees (air conditioning) in the summer. The Association Member is also responsible for turning off all appliances except the refrigerator, closing and locking windows, closing blinds, and turning off lights. The door to the hallway and the front and rear doors must be securely locked when leaving the Clubhouse.

**Note:** Any infractions of the Shadow Lake Clubhouse Policy, these Rules and Regulations, or disturbances created as a result of the function will require the Association Member to appear before the Board of Directors for approval of any future reservations. The Board of Directors has the right to suspend privileges of any Association Member who has, in the opinion of the Board, abused the Shadow Lake Clubhouse Policy and/or Rules and Regulations in this agreement. An automatic 60-day non-use penalty will be imposed at the time of said infraction or damage, until the matter can be brought before the Board for their decision. If there is property damage in excess of the deposit, the Board reserves the right to bill the Association Member for the damage and to recover the funds.

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I understand and agree to abide by the Shadow Lake Clubhouse Policy and Rules and Regulations. I understand that I am responsible for any loss or damage to the Clubhouse property, which may occur as a result of this function.

This Agreement entered into on (Date): \_\_\_\_\_

Signature of Member: \_\_\_\_\_

Approved by  
Clubhouse Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Clubhouse Coordinator:

Cheryl Hussung  
224 Misty Cove Way  
441-5390

Alternate 1:

Carol Wilson  
168 Hidden Ridge  
441-2660

Alternate 2:

Kathie Turin  
635 Lake Watch Court  
781-3247