

# SHADOW LAKE HOMEOWNERS ASSOCIATION

## REFERENCE MANUAL

### CLUBHOUSE POLICY (REVISED JUNE 2007)

#### PART I. RESERVING THE CLUBHOUSE

1. The Clubhouse is available for use by all Association Members in good standing. "Association Member" refers to adult (21 and older) Shadow Lake Home Owners.
2. Reservations may not be made more than twelve (12) months in advance or less than seven (7) days in advance. The Association Member reserving the Clubhouse is required to be current on all dues and assessments.
3. A "Clubhouse Rental Agreement" must be completed, signed, and returned to the Clubhouse Coordinator within seven (7) days of the scheduled event.
4. A check for the non-refundable usage fee in the amount of \$60.00 and a check for the refundable security deposit in the amount of \$100.00 are to be remitted with the Clubhouse Rental Agreement to the Clubhouse Coordinator. The checks are to be made payable to Shadow Lake.
5. The Clubhouse Coordinator is to meet with the Association Member at the Clubhouse to review the Rules and Regulations prior to the scheduled event and to conduct a pre-rental condition assessment.
6. The key to the Clubhouse will be given to the renting Association Member no later than 10 a.m. the day of the event and may be given earlier at the discretion of the Clubhouse Coordinator.

#### PART II. PROCEDURES DURING EVENT

1. 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.
2. The Association Member reserving the Clubhouse must be in attendance at all times during the event. He/she is responsible for the conduct of all guests.
3. All vehicles must be properly parked in lots provided. Improperly parked vehicles may be towed at the owners' expense.
4. 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 member shall hold the Shadow Lake Homeowners Association harmless from any and all liability or damage resulting from the actions of an intoxicated guest.
5. The pool area and exercise room are strictly "Off Limits" to the Association Member and all guests of a private event. Violation of this rule may result in the forfeiture of all or part of the security deposit and/or loss of future Clubhouse rental privileges.
6. When an Association Member rents the Clubhouse, his/her guests are not permitted in the lake area unless accompanied by the Association Member.

Note: Use of the Clubhouse also requires that the Association Member be present in the Clubhouse at all times during the rental.

7. No pets are permitted in the Clubhouse.
8. No smoking is allowed within the Clubhouse.
9. Doors and windows are to be kept closed when heat or air-conditioning is in use.

### **PART III. PROCEDURES AT CONCLUSION OF EVENT**

1. 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.
2. The Association Member is responsible for turning off all appliances except the refrigerator, closing and locking windows, closing blinds, and turning off lights.
3. The door to the hallway and the front and rear doors must be securely locked when leaving the Clubhouse.

### **PART IV. PROCEDURES FOLLOWING EVENT**

1. Cleaning the Clubhouse is the responsibility of the renting Association Member and shall be completed no later than 10 a.m. the day after the event. It is the duty of the Clubhouse Coordinator or his/her authorized representative to inspect the premises for violations and complete the checklist. Not complying with all areas of the check list will result in forfeiture of all or part of the security deposit.
2. Keys must be returned by 10 a.m. the day after the event or later at the discretion of the Clubhouse Coordinator.
3. The Association Member reserving the Clubhouse is responsible for payment of replacement costs for all items damaged or lost as a result of, or occasioned by, the Association Member's use of the property. This may result in forfeiture of the security deposit or a special assessment by the Board of Directors.
4. It is the responsibility of the Board of Directors to effect the repair or replacement of all Clubhouse property damaged during a private or community event.
5. 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.

### **PART V. GENERAL RULES**

1. The Board of Directors may sponsor community events, at no fee, on dates not booked by private events. At least one Board member or a member of the Social Committee must be present at these affairs. Any damage occurring shall be the responsibility of the Association Member causing the

- damage. Cleaning is the responsibility of the sponsoring party (usually the Social Committee).
2. Shadow Lake Committees (i.e. Architectural, Finance, Landscape, Long Term Planning, and Social) may reserve the Clubhouse for their meetings. Committees using the Clubhouse are subject to the same rules stated herein; however, they are not subject to a usage fee, security deposit, or completion of a rental agreement.
  3. An Association Member may be denied use of the Clubhouse for the following reasons:
    - Delinquency in payment of Association Fees and 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.
  4. The Clubhouse Coordinator is to be provided with a schedule of events occurring at the Clubhouse at least every six (6) months. These include planned social events, Board and Committee meetings, and other scheduled events of the Association.
  5. The Clubhouse Coordinator will email a list of Association Members and proposed rental dates to the Management Company and Board Secretary for the upcoming month to determine if an Association Member on the list is ineligible to rent the Clubhouse. The email from the Clubhouse Coordinator will also include Board and Committee meetings as well as social events scheduled for the Clubhouse during the upcoming month.
  6. The Clubhouse Coordinator will send monthly reports to the Management Company regarding the previous month's rental. He/she will also send money received from the rental of the Clubhouse to the Management Company.
  7. The Clubhouse Coordinator is responsible to the Board of Directors. The Clubhouse Coordinator is responsible for inspecting the Clubhouse for damage and ensuring that the items on the checklist have been satisfactorily followed by the Association Member before returning the security deposit. He/she is to report all infractions to the Board of Directors and Association Management Company.
  8. Money received from usage fees shall be used for the cleaning of the Clubhouse, utility usage during the event, and the replacement or repair of Clubhouse property caused by normal wear and tear. Money from this source may also be used to purchase items which will enhance the appearance and/or enjoyment of the Clubhouse and Clubhouse area.

**This policy replaces the Clubhouse Policy on pages 18-20 of the Shadow Lake Reference Manual dated November 16, 2004, and any revisions made since that date.**

**APPROVED: SHADOW LAKE BOARD OF DIRECTORS – JUNE 26, 2007**