

WINDY HILL FARMS HOMEOWNERS' ASSOCIATION

Clubhouse Reservation Rules and Agreement

ELIGIBILITY: Only adult homeowner/members of Windy Hill Farms Homeowners Association (“Residents”) will be eligible to reserve the clubhouse facilities. Restriction to rental/use may occur if previous rental resulted in damages or abuse of the facilities. Any resident may be restricted from rental/use of the clubhouse if delinquent in their homeowner association assessments.

RESERVATIONS: Reservations should be made exclusively through Spectrum Association Management, Shonna Brown, at contact@spectrumam.com. **Please keep in mind that the clubhouse is reserved on a first come, first serve basis and reservations cannot be made until a completed agreement and deposit are received by the management company.** It is the Resident’s responsibility to follow-up with the management company to verify the signed agreement and deposit have been received. Please do not mail out any invitations (if applicable) without first getting confirmation that you have been placed on the calendar.

ACCESS: If an email address is not provided to the management company on this document then it is the resident’s responsibility to obtain the front door code from the management company prior to their scheduled event. The code changes every Monday. The code will be given to you at the time of confirmation via phone call or email. Any calls to the answering service after hours or on the weekend for clubhouse code will result in a \$15.00 fee being charged to your account to offset this fee charged to the association on your behalf.

SECURITY DEPOSIT: A \$100.00 security deposit is required at the time the reservation is made. The deposit will be held until after the rental date and inspection for damages and cleanliness of the clubhouse is completed. If you will be serving alcohol, an Alcohol Consumption Policy form must be requested and the applicable deposit must be submitted with your reservation in a separate check. Please follow the closing/cleaning procedures checklist provided to you and posted in the clubhouse. This signed reservation form and the security deposit check should be mailed or delivered to Spectrum Association Management, 12750 Merit Drive, Suite 1424, Dallas, Texas 75251. Checks should be made Payable to: Windy Hill Farms HOA.

RESERVATION POLICY:

Reservations can be made no more than six (6) months in advance as of the first of the month.

Normal reservations (one time non-recurring events) are limited to no more than four (4) reservations per calendar year per resident.

Recurring reservations (reservations by a Resident on behalf of an approved group such as Boy Scouts, Bible Study, and Garden Club) are limited to no more than two (2) reservations per month per Resident.

Recurring reservations can be made for only a one (1) month interval and can be renewed anytime during that month to extend the time for a month from the renewal date. This will allow other Residents to reserve that time if they reserve a month early.

Recurring reservations can be limited by the WHF Board of Directors if they cause scheduling problems with other residents. If recurring reservations are repeatedly not used, then privileges will be revoked.

- * In order to allow all residents the opportunity to reserve the clubhouse, no recurring group event reservations are allowed during weekend days which include Friday, Saturday and Sunday.

Residents who have reached their limit of reservations per year or per month can still make reservations for a time that is available within seven (7) days prior to the available time.

Three (3) or more cancellations will result in forfeiture of deposit.

Community or WHF Board or Committee functions take precedence for use and may be scheduled up to six (6) months in advance. WHF Board Members, Committee Chairs and Board-Designated individuals can reserve and use the clubhouse with no deposit and without this form for up to two (2) uses per month each.

TIME LIMITS: Reservations are limited to four (4) hours per day and all functions must end no later than midnight on the date of the reservation. The management company places an hour between events on the calendar to accommodate the need for set up and clean up so that does not need to be included in your four (4) hours. For those using the pool, all regular posted pool hours and all pool rules must be followed.

NO EXCLUSIVE POOL ACCESS WILL BE GRANTED.

RULES AND REGULATIONS: NO PETS ALLOWED, NO ALCOHOLIC BEVERAGES WITHOUT SIGNED CONSUMPTION POLICY AND DEPOSIT, NO SMOKING, NO LOUD MUSIC, NO LOITERING IN PARKING LOT, AND NO FUNCTIONS TO BE HELD PAST MIDNIGHT. NO ALCOHOL OR GLASS CONTAINERS ALLOWED IN POOL AREA. ALL WINDY HILL FARM HOMEOWNERS ASSOCIATION RULES AND POLICIES ON CLUBHOUSE USE, ALCOHOL USE AND POOL MUST BE COMPLIED WITH.

By signing below, I have read, understand and agree to adhere to all policies, rules and procedures for the use of the clubhouse as stated above. I understand that I am responsible for all damages and the cleaning of the clubhouse. I also understand that I will be charged for any damages which occurred during my reservation time of the clubhouse or for any costs obtained to clean the clubhouse. I acknowledge that I have received a copy of the clubhouse closing/cleaning procedures.

SIGNATURE: _____ DATE: _____

Event Information:

PRINTED NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS: _____

(I will email you the code the Monday prior to your event)

RECURRING EVENT ONE TIME NON-RECURRING EVENT

DATE OF EVENT: ____/____/____

____/____/____

TIME OF EVENT: FROM: _____ TO: _____

OF GUESTS: _____

PURPOSE OF RESERVATION: _____

DEPOSIT: (CIRCLE ONE): RETURNED (VOIDED) SHREDDED

Questions and comments may be directed to Spectrum Association Management, Attn: Shonna Brown at contact@spectrumam.com or by phone at (972) 992-3444.