



Oberer Management Services
Association Management Division
Clubhouse Policy & Rules – Washington Trace

The clubhouse is available to residents for private social functions. To reserve the clubhouse, contact the Clubhouse Coordinator well in advance of your party date to ensure your reservations. A **\$1,000.00** security deposit will be required plus a **\$150.00 non-refundable** usage fee (total \$1,150.00 – two (2) checks). Residents will be responsible for any damage occurring to any furniture, fixtures, or grounds during their use of the clubhouse. The rules and regulations are as follows:

I. General Information

- a. Clubhouse restroom facilities are open for community members during schedule open pool hours.
- b. Clubhouse is available for use as stated under “Private Functions”. (See III)
- c. Clubhouse shall be cleaned as stated under “Cleaning”.
- d. No pets shall be permitted in the Clubhouse.
- e. **THE COMMUNITY MEMBER RESERVING THE CLUBHOUSE MUST BE IN ATTENDANCE FOR THE DURATION OF THE FUNCTION.** He/She is responsible for the conduct of all guests.
- f. Under no circumstances shall alcoholic beverages be sold at any function.
- a. The clubhouse must be locked (doors and windows) when departing. Failure to lock the Clubhouse will result in forfeiture of the entire security deposit.
- b. If the key is lost, misplaced, or stolen, the member reserving the Clubhouse will be charged for replacement of the locking system and keys.
- c. All vehicles must be properly parked in the parking lots provided (not in private drives or lawns). Any vehicle improperly parked may be towed at the owner’s expense. It shall be the responsibility of the community member reserving the Clubhouse to inform his/her guest where to park.
- e. The community member reserving the Clubhouse is responsible for cleaning it after use in accordance with the “Cleaning Checklist” provided by the Clubhouse Coordinator. Failure to clean the Clubhouse properly will result in forfeiture of all or part of the security deposit.
- f. The swimming pool area is the area contained within the surrounding fence and containing the swimming pools. **THE POOL AREA IS STRICTLY “OFF LIMITS” TO ALL GUESTS OF A PRIVATE FUNCTION. EVIDENCE OF A VIOLATION OF THIS POLICY WILL RESULT NOT ONLY IN FORFEITURE OF THE ENTIRE SECURITY DEPOSIT BUT THE MEMBER MAY BE ANSWERABLE TO THE BOARD OF TRUSTEES AND SUBJECT TO ANY ACTION IT DEEMS APPROPRIATE.**
- g. Tents are not permitted on any of the clubhouse community grounds.

II. Cleaning

- a. Performed by homeowner reserving clubhouse

Scope of Work:

- Return all furnishings to their places
- Wash counters and sinks
- Clean appliances; inside and outside
- Clean tables and chairs
- Clean smudges and spills from ledges, rails, walls, woodwork, cabinets and floors
- Vacuum carpeted areas and upholstered furniture
- Sweep and/or mop floors as needed

Washington Trace Owners Association

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- Clean restrooms
- Remove all waste and food from clubhouse and clubhouse area
- Clean surrounding common grounds of function related to debris
- Clean glass doors and windows

III. Private Functions

The Clubhouse is available for use by all community members in good standing. A community member may be denied use of the Clubhouse for the following reasons:

- Delinquency in payment of Association Assessment
- History of damage to the Clubhouse
- History of negligence concerning clubhouse rules
- Other reasons deemed substantial by the Board of Trustees

The Board of Trustees must approve any denials of use by a community member.

IV. Reservations

Reservations are made by calling the Clubhouse Coordinator/Management not less than seven (7) days or more than one hundred and twenty (120) days in advance of the date of the functions. All dates are reserved on a first come, first serve basis. A "Clubhouse Rental Form" is enclosed. This form must be completed and returned to the Clubhouse Coordinator together with a check for \$150.00, the amount of the usage fee, and a \$1,000.00 security deposit.

In the event a member wishes to reserve more than one (1) date within the one hundred and twenty (120) day period, an additional usage fee and a separate request form must be received by the Clubhouse Coordinator for each date requested.

V. Fees

Usage fee of \$150.00. This fee is non-refundable. Security deposit of \$1,000.00. This fee is due as stated above in advance of the reserved date. This check will not be deposited but will be held until after the function. It will be refunded within 72 hours after the event if the Clubhouse is left in acceptable condition, no damage or loss has occurred, and there have been no infractions of Clubhouse rules. The Clubhouse Coordinator shall have jurisdiction over all questions in this matter.

Appeals may be made to the Board of Trustees. Failure to provide the deposit one (1) week in advance means forfeiture of the reservation and the usage fee. Checks should be made payable to Washington Trace Community Association.

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VI. Hours

The Clubhouse is available for private functions between the hours of 12:00 p.m. and 1:00 a.m. If earlier access is needed for set up, this can be arranged with the Clubhouse Coordinator. All functions must be over by 1:00 a.m. Clubhouse cleaning must be completed by 10:30 a.m. the morning following your function. Entrance to the clubhouse for the purpose of preparing for a private function may not begin more than two (2) hours prior to a function, or as agreed.

- a. During the holiday season and Graduation Season, the Board of Trustees has the right to determine if a lottery or another means is needed to accommodate the number of requests for reservations.
- b. Reservation policy does not allow private functions to be held on:
 - New Year's Eve/Day
 - Labor Day Weekend
 - Easter Day
 - Thanksgiving
 - Memorial Day Weekend
 - Christmas Eve/Day
 - Fourth of July

VII. Clubhouse Property

A copy of the "Cleaning Checklist" is attached for your use. It is the responsibility of the member reserving the Clubhouse to immediately tour the Clubhouse at their first access to the clubhouse prior to their function, at the time the key is received and/or prior to party. It is imperative the member thoroughly inspect the Clubhouse and note on the checklist any soiled or damaged items, other than those already inventoried and noted. Assessments for damage or loss of Clubhouse property will be based on the visual inspection and review of the "Clubhouse Inventory" and the "Cleaning Checklist" by the member and the reporting of missing items or of damage to the Clubhouse Coordinator prior to the function. Leave a detailed message for the Clubhouse Coordinator.

Leave your copy of the checklist on the kitchen counter top for use by the Clubhouse Coordinator for their "after the party" checkout. The community member reserving the Clubhouse is responsible for the payment of repair or replacement of any and all damaged items. This responsibility will remain in effect until the Clubhouse Coordinator completes their portion of the checklist and the checklist signed and returned to the community member.

- No item may be tacked or taped to the walls.
- No smoking is permitted within the clubhouse.
- Burning of candles is not permitted in the clubhouse.
- Televisions and sound systems should be turned off when leaving the premises.
- Exercise room privileges are not included in the rental usage of the party room.
- The use of fireworks is prohibited.
- Noted that furniture in certain areas may not be moved or altered.

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Oberer Management Services
Association Management Division
Clubhouse Rental Form – Washington Trace

Homeowner Name: _____ Phone: _____

Address _____ Email: _____

Type of Function _____ Date _____ Time: From _____ To _____

Number of Guests _____ Will Alcohol Be Served? _____ Will Food Be Served? _____

Will There Be Music? _____ If Yes, State How Provided (Band, DJ, Stereo, etc) _____

\$150.00 - Non-refundable fee to be submitted one week in advance
\$1,000.00 - Deposit to be submitted one week in advance

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- I understand and agree to abide by the regulations set forth by the Homeowner Association. I understand that only a Washington Trace homeowner may rent the clubhouse. A copy of the clubhouse regulations were given to me at the time of reservation.
 - I have inspected the Clubhouse facilities and understand that I am responsible for any damage that might occur as a result of me or my guests use.
 - I agree to and accept full responsibility for assuring that alcoholic beverages will not be served to nor consumed by minors, in violation of any law.
 - ***I ALSO AGREE TO BE IN ATTENDANCE FOR THE ENTIRE DURATION OF THE EVENT.***

Furthermore, I release, and hold harmless owners, agents and affiliates of, but not limited to: their officers, directors, employees and agents of the Board of Trustees of The Washington Trace Community Association and Oberer Management Services from any and all actions arising directly or indirectly from the use of the clubhouse by any others during or following the event.

Homeowners Signature:

Date:

Approval by Association Manager:

Date:



Oberer Management Services
 Association Management Division
Clubhouse Checklist Form – Washington Trace

Homeowner's Name: _____ Date and Time of Function: _____
 Address: _____
 Contact Phone Number: _____

CLUBHOUSE DEPOSIT DEDUCTIONS			
	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
KITCHEN AREA	\$100.00		
Stove & Sink. Sweep and mop floor			
Clean & empty refrigerator			
Counter top area			
Sweep and Mop Floor			

Comments on Kitchen Area

	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
RESTROOMS	\$50.00		
Clean Toilets			
Wash Basins and Mirrors			
Empty Trash Cans			
Sweep and Mop Floor			

Comments on Restroom Area

	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
GENERAL CLEANING	\$100.00		
Clean Spills from Tables, Chairs, Windows			
Wipe Smudges from Walls, Windows, and Doors Including any Glass			
Floors Should be Mopped			
Items Should not be Taped or Tacked to Walls or Furniture			

Comments on General Cleaning

	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
VACUUM	\$25.00		
Vacuum Carpet; Make Sure Certain Areas Under Furniture Area Clean			
Vacuum Upholstered Furniture			
Make Certain to Clean Under Cushions			

Comments on Vacuuming

GARBAGE REMOVAL	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
	\$50.00/bag		
Empty and Clean All Trash Cans			
Remove All Trash from Clubhouse and Grounds			
Replace all Plastic Bag Liners if They Are Removed			

Comments on Garbage Removal

FOOD	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
	\$10.00		
Remove All Food from Refrigerator and Cabinets			

Comments on Food

Clubhouse Exterior	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
	\$20.00		
Clean Decks and Surrounding Grounds of all Party Related Debris <i>Paper, Cups, Cans, Cigarette Butts</i>			

Comments on Clubhouse Exterior

Thermostat	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
	\$50.00		
Summer: Air Conditioner in use 70 Degrees Fahrenheit			
Winter: Heating in use 65 Degrees Fahrenheit			
NOTE: Please Return Fan Motor to "Auto Setting"			

Comments on Thermostat

Lighting	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
	\$20.00		
All Outside Lighting is Turned Off			
All Inside Lighting is Turned Off			

Comments on Lighting

TV/Sound System	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
	\$50.00		
TV System Off			
Sound System Off			

Comments on TV or Sound System

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Oberer Management Services
Association Management Division
Clubhouse Deposit Refund Policy – Washington Trace

Deposit Refund Policy:

The deposit is refundable upon confirmation by the Clubhouse Committee that the facility was left undamaged, clean, and in good condition and that the above rules have been observed. The deposit will be returned within 10 days. Any cost incurred in cleaning or repairing the facility will be deducted from the deposit. By signing this agreement, the homeowner/renter hereby agrees to be responsible for any and all costs incurred for repair of the facilities or to restore it to its condition prior to the subject event. These costs shall not be limited to the amount of the deposit. **If any legal action must be taken to collect any additional amount not covered by the deposit, the renter must pay any attorney fees.**

The following issues will result in forfeiture of deposit:

- Close and lock all windows and doors
- Return Key as directed
- Clubhouse not closed by 1:00 a.m.
- Use of swimming pool. The swimming pool area is strictly off-limits
- Smoking being evident in the clubhouse
- Lost Keys Cost of new locks and keys
- Keep all doors and windows closed during the event when the furnace or air conditioner is in use.
- Cars and/or tents on clubhouse lawn

Any damage to any surface or contents of the clubhouse will result in security deposit being retained until damage can be assessed. Further, clubhouse usage rental privileges will be suspended.

The homeowner/renter has read and is familiar with the provisions of this Agreement and the rules of the facilities and agrees to comply with same.

Name of Event: _____ Date: _____

Homeowners Name: _____

Approval by Association Manager: _____ Date: _____

Date & Time of Maintenance Inspection: _____

Name of Inspector: _____

Homeowners Signature: _____