

7655 South Braeswood Homeowners Association, Inc.

Reservation of the clubhouse for a private social function

Procedure for the reservation of the clubhouse for private social functions adopted by the board of directors on July 18, 2007:

1. The clubhouse and its facilities may be reserved by a homeowner for a private social function. A homeowner desiring to reserve the clubhouse must pay a deposit of \$100 to the management company.
2. The Board may decline permission for use of the clubhouse to any homeowner who is in violation of the provisions of the Governing Documents or Rules of the Association, or who owes a balance of any amount to the Association.
3. A homeowner who wishes to reserve the clubhouse and its facilities for a private function must notify the managing agent, on the form provided, at least one week before the proposed function.
4. Reservations will be considered on a first come, first served basis.
5. The homeowner hosting the function must be in attendance at all times during the function and is responsible for the conduct of his or her guests.
6. No one under the age of 18 years may reserve or host a function in the clubhouse.
7. Guests should be instructed to park their vehicles in the guest parking areas only, and may not block access or egress to the homeowner/residents' garages.
8. There shall be no smoking or pets in the clubhouse or the facilities.
9. No loud, excessive, or annoying noise that might reasonably disturb other residents shall be permitted. The clubhouse may not be used after 10:00 p.m. if the noise level is unreasonable and disturbs other residents.
10. Decorations must be limited to the interior of the clubhouse. Only free standing decorations are permitted. No tape, pins, tacks, etc. may be used to attach decorations to the walls, ceiling, drapes, etc.
11. The clubhouse and its facilities may only be used for private social functions. No commercial or political activity is permitted.
12. A deposit of \$100 is required to reserve the clubhouse. The homeowner must arrange a pre-inspection with the property superintendent, as well as a post-inspection, before the deposit can be refunded. Immediately after the function, the homeowner must have the clubhouse and its facilities cleaned and left in a clean, tidy, and neat condition for the use

and enjoyment of other residents. In the event of a homeowner failing to leave the clubhouse and its facilities in a clean, tidy, and neat condition, the Association will employ the services of a contractor to perform these functions and the cost will be deducted from the reservation deposit plus a \$50 administration fee.

13. The procedures set out above do not detract from the liability of the homeowner to reimburse the Association for any expenses incurred by it in repairing or replacing any general or limited common elements damaged by the hosting owner's negligence, or by the negligence of his or her agents or guests.

14. The reservation of the clubhouse does not include exclusive use of the pool area. Guests are welcome to use the pool, but the pool's use will not be restricted to guests only. It is also agreed that community members may enter the space to use the restroom even when the room has been reserved. The fitness equipment will be considered unavailable during the time of the pre-arranged reservation.

Accepted:

Date:

Homeowner

Unit No.

7655 South Braeswood Homeowners Association, Inc.

Reservation of the clubhouse for a private function

Date of function: _____

Type of function: _____

Time: From: _____am/pm To: _____am/pm (6 hours maximum)

Approximate number of guests: _____ (No more than fifty people may use the clubhouse at any one time)

Required deposit: \$100 (check or money order only)

I acknowledge that the clubhouse and its facilities are common elements for the benefit, use, and enjoyment of all homeowners at 7655 S. Braeswood. In reserving the clubhouse and its facilities for a social function, I agree to abide by the Rules and Procedures for reserving and renting the clubhouse, and I agree to have it cleaned immediately after the function and to leave the clubhouse and its facilities in a clean, tidy, and neat condition for the use and enjoyment of other homeowners.

I also acknowledge that the deposit of \$100 will be forfeited in part or in full if there are any infractions of the rules, a complaint is received from any homeowner by management regarding excessive noise or unruly conduct by party guests, if any damage is caused to the property or the clubhouse, and if its facilities are not left in a clean, tidy, and neat condition.

Indemnity: I hereby indemnify and hold the Association, its agents, employees, officers, and directors harmless from and against any and all injuries, losses, and/or damages sustained by any person, whether associated with me/us or not, arising directly or indirectly out of or related to my/our use of the clubhouse and its facilities, including any claim based on the alleged sole negligence, contributory negligence or gross negligence of the Association, its agents, employees, officers and directors.

Homeowner: _____ Unit No. _____

Phone: _____ Email: _____

Signature: _____ Date: _____

7655 SOUTH BRAESWOOD HOMEOWNERS ASSOCIATION

**CLUBHOUSE RENTAL CHECKLIST
OWNER CHARGEBACK FORM**

Name:

Unit #:

Type of gathering:

Rental date:

FURNITURE AND ACCESSORIES UNMOVED, UNDAMAGED, AND IN PLACE.

Before _____ YES / NO After _____ YES / NO

Notes: _____

TABLE TOPS AND CHAIRS CLEANED.

Before _____ YES / NO After _____ YES / NO

Notes: _____

REFRIGERATOR CLEANED OUT.

Before _____ YES / NO After _____ YES / NO

Notes: _____

BATHROOM CLEANED OF LITTER.

Before _____ YES / NO After _____ YES / NO

Notes: _____

SINK / COUNTER TOPS CLEANED.

Before _____ YES / NO After _____ YES / NO

Notes: _____

LIGHTS TURNED OFF.

Before _____ YES / NO After _____ YES / NO

Notes: _____

RESET A/C THERMOSTAT TO 80 DEGREES OR HEAT TO 68 DEGREES.

Before _____ YES / NO After _____ YES / NO

Notes: _____

ALL DOORS LEFT SECURELY LOCKED.

Before _____ YES / NO After _____ YES / NO

Notes: _____

ALL TRASH CONTAINERS EMPTY AND TRASH REMOVED FROM PREMISES.

Before _____ YES / NO After _____ YES / NO

Notes: _____

PAINTED SURFACES AND WALLS, DOORS, AND WINDOWS UNDAMAGED.

Before _____ YES / NO After _____ YES / NO

Notes: _____

EXCESSIVE CLEAN-UP NECESSARY (OVER 1 HOUR)?

Before _____ YES / NO After _____ YES / NO

Notes: _____

PHOTOS ON FILE

OTHER NOTES: _____

RENTAL DEPOSIT: \$

ADDITIONAL CHARGE AND DAMAGE FEE: \$

TOTAL REFUND TO HOMEOWNER: \$

Signature

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